

Notice of Funding Opportunity (NOFO)

Public Diplomacy Grants FY2025

U.S. Embassy - Dhaka, Public Diplomacy Section, Department of State

Opportunity number: PDS-DHAKA-NOFO-FY2025-03

Application deadline: Saturday, August 30, 2025

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**U.S Department of State
U.S. Embassy – Dhaka, Public Diplomacy Section
Notice of Funding Opportunity**

A. BASIC INFORMATION

1. Overview

Funding Opportunity Title	Public Diplomacy Grants 2025
Funding Opportunity Number	PDS-DHAKA-NOFO-FY2025-03
Deadline for Applications	Saturday, August 30, 2025, at 11:59 p.m. BST.
Assistance Listing Number	19.040
Length of performance period	12 months
Number of awards anticipated	One award
Award amounts	\$24,990
Total available funding	\$24,990 pending availability of funds
Type of Funding	FY25 Smith Mundt Public Diplomacy Funds
Anticipated projects start date	Wednesday, October 1, 2025

Funding Instrument Type: Grant

Project Performance Period: Proposed projects should be completed in twelve months or less.

This notice is subject to availability of funding.

2. Executive Summary

The U.S. Embassy’s Public Diplomacy Section in Dhaka announces an open competition to implement programs that promote U.S. exports and improve the business environment in Bangladesh for U.S. companies. This initiative aims to expand commercial engagement, improve market access, and build awareness of U.S. standards, products, and practices. Proposed programs should include clear

American connections and engage Bangladeshi businesses, entrepreneurs, civil society, and policymakers. Target participants may include SMEs, business associations, chambers of commerce, and academic or trade institutions. Successful proposals will address all of the following key areas: export promotion, trade facilitation, intellectual property, transparent practices, and innovation. Proposals should outline clear objectives, expected outcomes, and alignment with U.S. policy goals.

B. ELIGIBILITY

1. Eligible Applicants

The following organizations are eligible to apply:

- *Not-for-profit organizations, including think tanks, civil society/non-governmental organizations and alumni associations*
- *Public and private educational institutions*

For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this NOFO. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. For more information on the difference between sub-contract and sub-recipient, please refer to 2 CFR 200.331.

2. Cost Sharing or Matching

Cost sharing or matching is not required for this funding opportunity.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section E.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding under this funding opportunity.

4. *This opportunity will not support:*

- Projects relating to partisan political activity;
- Charitable or development activities; including direct social services such as medical, psychological, and/or humanitarian support
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research or surveys;
- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects; or
- Illegal activities

C. PROGRAM DESCRIPTION

1. Project Background, Goals, and Objectives

Bangladesh is one of the fastest-growing economies in South Asia, presenting promising opportunities for U.S. businesses. Despite its rapid growth and a sizable consumer market, U.S. companies continue to face significant challenges, such as regulatory uncertainty, concerns around labor standards, industry norms that often diverge from international best practices, limited familiarity with American standards and technologies, and restricted market access. These obstacles hinder the development of mutually beneficial trade and investment relations.

With greater alignment in regulatory practices, improved awareness of international norms, and deeper commercial cooperation, there is strong potential to unlock mutually beneficial opportunities for both Bangladeshi and American businesses, ensuring both nations are more prosperous.

To address these issues, the U.S. Embassy seeks to promote American commercial interests, U.S. exports including energy, improve understanding of U.S. business practices, and foster a more predictable and transparent environment for American firms.

This program aims to:

- Raise awareness of U.S. products, services, and commercial practices.
- Improve the operating environment for U.S. businesses by supporting greater transparency and predictability.
- Emphasize fair trade, intellectual property protection, and business transparency.

Applicants are encouraged to include:

- Public and social media campaigns highlighting successful U.S.–Bangladesh business cooperation.
- Speaker programs with U.S. business experts and trade advocates, in partnership with AmCham, BIDA, and trade associations.
- Collaboration with American Spaces to showcase U.S. innovation and investment tools like Starlink.
- Roundtables with business leaders and journalists on trade barriers and opportunities to promote changes in regulatory policy that will increase U.S. exports, increase opportunities for American business and promote investment in the United States.
- Educational sessions for Bangladeshi startups focused on entering the U.S. market.
- Programs featuring American brands, entertainment, tourism, and technology as viable export sectors.
- Joint initiatives with public and private energy stakeholders to highlight American energy products.
- Youth-focused programs that spotlight U.S. excellence in innovation and technology, such as NASA Space Apps and Mars Rover competitions.

Project Audience(s):

1. Small and Medium Enterprises (SMEs) and Business Operators

Location: Dhaka, Chattogram, and Sylhet

Age Group: 25–55 years

Occupation: Business owners, trade consultants, and managers preparing for international growth

2. Trade-Focused Institutions

Types: Chambers of commerce, business associations, and trade-focused technical institutes

Education Level: Mid- to senior-level professionals with business administration backgrounds

Purpose: Enhance operational standards and adopt international business practices

3. Government and Policy Stakeholders

Occupation: Commerce and trade officials, policy advisors

Education Level: Advanced degrees in economics, law, or public policy

Purpose: Engage in discussions to improve the environment for U.S. businesses

Project Goal: Promote stronger trade relations between Bangladesh and the United States by increasing market access, expanding opportunities for commercial engagement, and deepening knowledge of U.S. business norms and expectations.

Strengthen commercial ties between the United States and Bangladesh by promoting U.S. exports and supporting a more transparent, accessible, and business-friendly environment for American companies operating in or engaging with Bangladesh.

Project Objectives:

- Objective 1: Support Bangladeshi SMEs and business professionals in improving understanding of U.S. trade standards and market-entry practices, encouraging the adoption of American business norms, ethics, and commercial approaches.
- Objective 2: Encourage trade-focused institutions (e.g., chambers, trade associations) to enhance internal operations and promote transparent, rules-based business practices in alignment with international standards, including intellectual property protection.
- Objective 3: Facilitate inclusive multi-stakeholder engagement between government, academia, and the private sector to identify opportunities for strengthening the trade and investment ecosystem between the United States and Bangladesh.

- Objective 4: Promote U.S. innovation and technology, including awareness-building around global cooperation frameworks like the Artemis Accords, to inspire public-private collaboration in science, technology, and entrepreneurship.
- Objective 5: Highlight American energy products and services by engaging public and private stakeholders in programs that emphasize clean, reliable, and advanced energy solutions from the United States.

D. APPLICATION CONTENTS AND FORMAT

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All applicant authorized signatures are provided where indicated on the various, required forms

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at [grants.gov](https://www.grants.gov).
- SF-424A (Budget Information for Non-Construction programs) at [grants.gov](https://www.grants.gov).

2. Proposal (4 pages maximum)

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own

proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies as well as experience with and expertise in areas related to those described in the NOFO. You may use the attached Applicant Organization Information Survey form to provide this information (Attachment).
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Methods, Design, Activities, and Deliverables:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable. Describe the program activities and how they will help achieve the objectives.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees (if applicable).
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Monitoring & Evaluation Plan:** Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should

show how applicants intend to measure and demonstrate progress towards the project's objectives and goals. This funding opportunity contains a template that may be used to fulfill this requirement.

The key components to the PMP are as follows:

- **Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program's staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program's budget. If the proposal is from a prior grantee, the proposal discusses how the grantee has adapted, improved or otherwise modified their approach based on learning from previous experience. This narrative is limited to two pages.
- **Theory of Change Diagram:** Applicants are expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes.
- **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective.
- The selected applicant's M&E PMP is subject to review and approval before any award will be issued under this NOFO. The selected applicant will be required to work with Public Diplomacy Section's Monitoring and Evaluation Specialist to ensure the applicant's M&E PMP achieves an expected level of expertise and meets PDS objectives.

- Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

3. Budget Justification Narrative

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so. Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.1. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- **Budget Justification Narrative** – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.

Additional Budget Notes:

- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization's established indirect costs in the award's detailed budget.
- **Visa Fees:** Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

4. *Attachments*

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Indirect Costs:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.

- **Proof of Non-profit Status:** Documentation to demonstrate the applicant's non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).
- **Proof of Registration:** A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Bangladeshi organizations should submit a copy of their certificate of registration from the appropriate government organization.
- **Security package:** The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. Due to the security climate in Bangladesh, we require all proposals to include a security package to accompany appropriate programmatic elements within their proposal. The security package must include but is not limited to: secure transportation; lodging, and emergency accountability and evacuation for any non- Bangladesh personnel living or working in Bangladesh, as well as a copy of your organization's security operational procedures for high-risk environments. Reasonable costs for necessary security are allowable expenses and should be included in the proposed budget. If a security company is engaged and funded under the award, it must be registered by the Government of Bangladesh to operate in Bangladesh. We require award recipients to notify the Public Diplomacy Section in advance when U.S. citizens are traveling to Bangladesh.

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas

- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information
- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

E. SUBMISSION REQUIREMENTS AND DEADLINES

1. Address to Request Application Package

Application forms required above are available on grants.gov

2. Department of State Contacts

If you have any questions about the grant application process, please contact:
DhakaGrants@state.gov.

Optional: Question Deadline: For questions on this solicitation, please contact DhakaGrants@state.gov. Questions must be received on or before **August 16, 2025, at 11:59 p.m., Bangladesh Standard Time (BST)**. Applicants should not expect an email response to questions, as questions received before the deadline will be answered in a question-and-answer document and posted at <http://www.grants.gov> and U.S. Embassy Dhaka website.

3. Unique entity identifier and System for Award Management (SAM.gov)

Required Registration: All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 also requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See 2 CFR 25.110 for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

Please note: Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.”

4. Submission Dates and Times

Submission Deadline: All applications must be received by **August 30, 2025, at 11:59 p.m., BST**. For the purposes of determining if an award is submitted on time, PDS will utilize the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

Submission Method A: Submitting all application materials directly to the following email address: DhakaGrants@state.gov. Applicants opting to submit applications via email to DhakaGrants@state.gov **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

5. Funding Restrictions

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA): None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).
- ii. Certification Regarding Compliance with Applicable Federal Anti-Discrimination Laws” If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:
 - a. Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
 - b. It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.
- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements: Applicants are advised that IHEs must certify the following at the time of award, and that this

certification requirement must be included in any subaward agreements to IHEs:

- a. Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.
 - b. Applicants seeking clarification on the reporting requirement are encouraged to review the Frequently Asked Questions resource developed by the U.S. Department of Education.
- iv. Pre-Award Costs: Pre-award costs are not an allowable expense for this funding opportunity.
- v. Construction: Any award made as a result of this NOFO will not allow for construction activities or costs.
- vi. Direct Social Services: Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

6. Other Submission Requirements: Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

Applicants must acquire all required registrations and rights in the United States and Bangladesh. All intellectual property considerations and rights must be fully met in the United States and Bangladesh.

Any sub-recipient organization must also meet all the U.S. and Bangladesh requirements described above.

F. APPLICATION REVIEW INFORMATION

1. Review Criteria

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea** – 25 points: The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Organizational Capacity and Record on Previous Grants** – 25 points:
 - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.
 - The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
 - Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
 - Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.
- **Project Planning/Ability to Achieve Objectives** – 20 points: The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

- **Budget** – 10 points: The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation** - 10 points: There is a complete and thorough draft submission of a M&E Performance Monitoring Plan (PMP). This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information. The proposal presents a clear theory of change on how the program will address that problem. Use of the suggested template will satisfy these requirements. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.
- **Sustainability** – 10 points: The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

2. Review and Selection Process

- a. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
- b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in Section D. Application Contents and Format, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
- c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

3. Risk Review

- I. Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:
 - a. Financial stability
 - b. Management systems and standards
 - c. History of performance
 - d. Audit reports and findings
 - e. Ability to effectively implement project requirements
- II. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial reports. Recipients may also be required, upon request of the Grants Officer or Grants Officer Representative, to provide electronic copies of receipts or other supporting documentation (e.g., timesheets, travel documents) for costs incurred. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

G. AWARD NOTICES

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer and Grants Officer Representative via email.

H. POST-AWARD REQUIREMENTS AND ADMINISTRATION

1. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register’s 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
 - 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
 - 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
 - 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
 - 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
 - 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
 - U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

2. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. **Note:** most recipients will be required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report should include an up-to-date copy of the PMP datasheet. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

I. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs (MTDC) as defined in 2 CFR 200.1.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages and other entertainment related expenses.

STEP Enrollment

U.S. citizens who travel to Bangladesh are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's [travel website at travel.state.gov](https://travel.state.gov) for the [Travel Warnings](#), Travel Alerts, and Bangladesh Specific Information.

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