United States Department of State
U.S. Embassy Bandar Seri Begawan
Notice of Funding Opportunity

Program Office: Public Affairs Section, U.S. Embassy Bandar Seri Begawan

Funding Opportunity Title: Brunei Young Southeast Asian Leaders Initiative
                                        (YSEALI) Summit 2022

Funding instrument type: Cooperative Agreement

Funding Opportunity Number: SBX600-21-PAS-001

Deadline for Applications: June 30, 2021 (11:59 p.m.)

CFDA Number: 19.040 - Public Diplomacy Programs

Funding Amount Available: $ 320,000

A.   PROGRAM DESCRIPTION

The U.S. Embassy to Brunei Darussalam of the U.S. Department of State is seeking proposal submissions for a cooperative agreement to design, implement, and oversee the Brunei Young Southeast Asian Leaders Initiative Summit (YSEALI Summit), pending the availability of FY 2021 funds. The three-day summit (exclusive of arrival and departure dates) will gather 80 YSEALI alumni participants aged 18-35. The award recipient should design a youth-focused, high-energy, and dynamic YSEALI summit to give the next generation of Southeast Asian leaders the opportunity to develop solutions, partnerships, and idea s around the theme "The Green Recovery: Finding Cool Solutions for a Warming Planet."

Started in 2013, YSEALI (https://asean.usmission.gov/yseali/) is the U.S. government's signature initiative to engage with emerging leaders in Southeast Asia. The program aims to create a network of young leaders in the 10 ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam) and Timor-Leste who work across national borders to solve common problems and strengthen the U.S.-ASEAN partnership. YSEALI includes more than 6,000 young leaders who are alumni of YSEALI exchange and regional programs and more than 150,000 who are members of the YSEALI Network. YSEALI focuses on four pillars – sustainable economic growth and social entrepreneurship, environmental issues, education, and civic engagement.

The Brunei YSEALI summit will be conducted in English and will focus on emerging technologies, innovative practices, and career opportunities for young leaders as the world recovers from the COVID-19 pandemic and turns its collective will towards mitigating and adapting to climate change. Participants will learn about transformational technologies that are

being used to fight climate change and creating new circular economic opportunities. They will also be exposed to new ideas ranging from best practices in low-carbon climate resiliency and adaptation to how to build a future centered upon the transition to new clean-energy economies. This "green recovery" theme should incorporate the role of Brunei's old-growth tropical rainforests, which cover more than 70 percent of the country, in the essential function of carbon sequestration.

Priority Region: Brunei, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Laos, Singapore, Thailand, Vietnam, and Timor-Leste.

Program Objectives:
The award recipient will be responsible for planning and administering all components and aspects of a youth-focused YSEALI Summit to take place in-person – if regional health and travel conditions allow – in Bandar Seri Begawan, Brunei Darussalam, in June 2022. If conditions do not allow for an entirely in-person summit, the award recipient would need to adapt the proposed scope of work to fit either a partially in-person, partially virtual/in-person hybrid event, or an entirely virtual event.

The three-day, two-night YSEALI Summit will gather 80 YSEALI alumni ages 18-35. The award recipient should schedule the summit in coordination with the U.S. Embassy in Brunei Darussalam at a mutually agreed upon date (tentatively proposed for June 20-24, 2022) to be conducted in Bandar Seri Begawan, Brunei Darussalam. The award recipient should design the YSEALI Summit application materials; develop an outreach and recruitment plan; receive and screen applications in collaboration with the U.S. Department of State; identify and secure speakers and venues; plan YSEALI Summit events and workshops; develop the agenda in cooperation with the U.S. Embassy in Brunei Darussalam; oversee all travel logistics, and manage follow-on activities including reporting and program evaluation.

The YSEALI Summit budget should be inclusive of all travel costs, accommodations, and meal arrangements for YSEALI Summit participants and non-U.S. government speakers. All U.S. government employees will cover their own travel costs. The award recipient should generate content for traditional and social media distribution, and measure program results. The budget should include limited costs for materials to promote the YSEALI program such as t-shirts, bags, and pens, as well as program and promotional materials. No new website specific to the event should be created or launched. Domain, hosting and build costs will not be covered.

Participants will convene for the YSEALI Summit to forge connections with one another and leaders from the private, public, and non-profit sectors in the United States and across Southeast Asia, setting the stage for long-term engagement and connectivity. The YSEALI summit should include the following aspects:

- Interaction among YSEALI participants and senior U.S. government officials; U.S. environmental, business and civil society leaders; and dynamic young leaders from Brunei, plus the ASEAN region and Timor-Leste

- Motivational presentations including discussions with emerging and established leaders in the region with an optimistic, empowering view toward the future of youth and climate

- Integration of YSEALI and alumni of U.S. government exchange programs to serve as speakers, panelists, and/or activity leads

- Opportunities for YSEALI participants to engage with each other and put into practice what they have learned through the YSEALI pillars

- Experiential learning and team collaboration activities involving the natural world to cultivate a visceral connection with climate and foster leadership skills

- An emphasis on building ties across ASEAN and Southeast Asia as well as with the United States. Discussions on the importance of cross-border ties to advance human capital development

- In addition, the YSEALI Summit's content should include elements of cultural exchange and be demographically appropriate, relevant, and original in presentation as well as in the choice of speakers, venues, and partner institutions. Proposals will be evaluated based on creativity, innovation, connectivity, originality, inclusivity, and logical continuity. Proposals will be also evaluated based on direct links between the proposed activities and the YSEALI Summit's theme and YSEALI pillars. Proposals should include a high level of involvement by YSEALI alumni and members in the summit's schedule as speakers and facilitators in order to be considered.

The award recipient shall seek robust private sector and non-governmental organization partnerships of the highest caliber from the United States and any of the 10 ASEAN countries and Timor Leste that can provide expert presentations, mentors, training, site visits, and potential internship offers to the YSEALI Summit participants. Selected private sector partners and institutions should be cutting edge, have a strong reputation for innovation, and take part in or support corporate social responsibility (CSR) programs that correspond to YSEALI pillars, values, and interests. All partnerships will be subject to approval by the U.S. Department of State.

Proposals should include a small grants competition for participants to develop regional projects around the Summit theme of "The Green Recovery: Finding Cool Solutions for a Warming Planet." The award recipient should provide concrete plans for continued monitoring of selected projects and follow-on activities to ensure that U.S. Department of State-supported programs are not isolated events. Proposed follow-on activities for alumni should include innovative ideas and must reflect the goals and objectives of the program. The proposal should include an outline of follow-on alumni programming (including a timeline), information on how such programming will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained. Reports on the winning projects and their activities should be provided to the U.S. State Department. Upon sending the U.S. State Department the report on the small grants, the award recipient will need to provide social media materials on the

small grants to the U.S. State Department.

The award recipient needs to have a strong strategic communications plan which includes social media toolkits, promotional materials (graphics, blurbs, video, video highlights) to help amplify pre-summit (call for applications), during summit (create user-generated content) and post-summit materials. The award recipient will work together with the U.S. State Department to find the best way to promote and amplify the summit.

Content of the YSEALI summit may include:

- Site visits to innovative businesses and NGOs working on climate change issues
- Leadership and collaborative skills-building exercises linked to climate and nature
- Future-oriented discussions of the technologies and careers of the new green economy
- Demonstrations of emerging green technologies
- Community service projects linked to communities impacted by climate change
- Networking events
- Publications, program materials, and all other online programs, including social media and websites, should explain YSEALI's mission and emphasize the U.S. Department of State's role as the program's sponsor. As such, all materials should note: "The Young Southeast Asian Leaders Initiative is a program of the U.S. Department of State and the 2022 Young Southeast Asian Leaders Initiative Summit is implemented by the [Award Recipient.]" All program branding must be approved by the State Department. Program branding should include the American flag, the YSEALI logo, and the U.S. Embassy in Bandar Seri Begawan seal. The award recipient's logo can be included and should be preceded by "implemented by."

Participation and Target Audience
The YSEALI summit will bring together 80 YSEALI alumni, which includes alumni from the U.S.-based YSEALI Professional and Academic Fellows programs, YSEALI regional workshops, and the YSEALI Seeds for the Future competition winners.

The award recipient will coordinate with the U.S. Department of State to recruit YSEALI alumni between the ages of 18-35 as participants of the YSEALI summit. The application to participate in the YSEALI summit will be open on a competitive basis to the aforementioned categories of alumni between the ages of 18-35. To be selected, applicants must meet the requirements to participate in the YSEALI program and demonstrate their substantial involvement in projects that have had a considerable impact in their communities, countries, or the region. Priority will be given to applicants specializing in climate change mitigation and adaptation, renewable energy, green technologies, and environmental leadership. Projects that demonstrate active regional engagement or strengthen partnerships between the United States and ASEAN will be given special consideration. Each U.S. embassy will review and approve applicant shortlists for their countries.

Diversity Guidelines
Proposals should incorporate diversity to enhance the summit's objectives and create the

broadest possible cultural exchange experience for participants. The award recipient should incorporate diversity both in designing the program and recruiting and selecting applicants. Participants should reflect the diversity of Southeast Asia, particularly in terms of race, sex, religion, geographic location, socio-economic status, disabilities, sexual orientation, and gender identity. In compliance with the Americans with Disabilities Act (ADA), the award recipient will be responsible for providing reasonable accommodations for all participants with disabilities.

American YSEALI Alumni
The award recipient will coordinate with the U.S. Department of State to select 5-10 U.S. alumni of YSEALI reverse exchanges on a competitive basis to serve as speakers, moderators, and mentors as well as speakers from the United States and YSEALI countries. Selected applicants must demonstrate a commitment to YSEALI, to the ASEAN region, and to enhancing U.S.-ASEAN.

Applications and Selection
The award recipient will create an online application process for the different participant categories. Selection of final participants will be made by the award recipient in consultation with the U.S. Department of State.

Communications
The YSEALI summit will be conducted in English.

Travel
Proposals must include travel costs associated with each activity as well as management of travel and lodging logistics. Proposals must show how grant funds will be used to cover the cost of transportation, visas, travel insurance, lodging, and meals or per diem for eligible participants. All travel funded under the grant agreement should be economy class and must comply with Fly America Act requirements.

B.   FEDERAL AWARD INFORMATION

Number of awards anticipated: 1 award (dependent on amounts)
Award amounts: Awards may range from a minimum of $250,000 to a maximum of $320,000
Total possible funding level, contingent on funds availability: $320,000
Type of Funding: Public Diplomacy Funds
Anticipated program start date: Award start date October 2021, program start date June 2022.

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement. U.S. Embassy Brunei will have substantial involvement in the development, content, and schedule of the summit. In consultation with the coordinating U.S. Embassy Brunei, the award recipient must actively engage all relevant U.S. embassies related to the recruitment and selection process as well as communication with the participants.

Working closely with U.S. Embassy Brunei, the recipient of this cooperative agreement shall develop a robust program for the summit; schedule the event at a mutually agreed upon location; manage the application and selection process through a secure portal; develop the agenda and content for the summit; recruit speaker(s); manage all travel logistics for participants and speakers; and generate content for social media and other publicity. The recipient is expected to provide all design files, photos and video recorded, as well as a promotion-ready, U.S. Embassy-approved photo album and a video series of the summit after completion.

Regular, transparent communication via email, phone and video conference calls and face-to-face meetings (as appropriate) with the grants officer, grants officer representative, and program officer throughout the period of performance is critical to the success of this cooperative agreement.

All major elements of the program and its content require advance approval by U.S. Embassy Brunei, including, but not limited to:

- Choices of dates, venue, accommodations, and menus
- Final selection of all participants, mentors, and speakers
- Titles, format, and content of workshop sessions and other program activities
- Design and content of all marketing materials, publicity, and media products

Program Performance Period: Proposed programs should be completed in *18 months* or less.

C. ELIGIBILITY INFORMATION

1. **Eligible Applicants**
   The following organizations are eligible to apply:
   - U.S. and foreign not-for-profit organizations, including think tanks and civil society/non-governmental organizations
   - U.S. and foreign public and private not for profit educational institutions

   The following organizations are *not* eligible to apply:
   - Federally funded research and development centers
   - For-profit entities

2. **Cost Sharing or Matching**
   No cost sharing is required.

3. **Other Eligibility Requirements**
   In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. See Section D.3 for information on how to

obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms and templates are available under the announcement title "Brunei YSEALI Summit 2022 Funding Opportunity Number SBX600-21-PAS-001", at the U.S. Embassy in Brunei Darussalam's website at https://bn.usembassy.gov, as well as on www.grants.gov.

2. Content and Form of Application Submission

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.

3. Content of Application

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 documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are required:

1. **Mandatory application forms (all on Grants.gov)**

   - SF-424 (Application for Federal Assistance – organizations)
   - SF-424A (Budget Information for Non-Construction programs)
   - SF-424B (Assurances for Non-Construction programs*)* (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)

2. **Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. **Proposal (15 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 program, including program 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 U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** 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.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives (including post workshop follow-up).
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program 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?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Budget Justification Narrative:** Describe each of the budget expenses in detail. The budget should not exceed [USD]. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

4. **Attachments:**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file

- Official permission letters, if required for program activities

5. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) 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." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration
  Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

  DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

  NCAGE application: Application page here: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

  Instructions for the NCAGE application process:

  https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

  For NCAGE help from within the U.S., call 1-888-227-2423

  For NCAGE help from outside the U.S., call 1-269-961-7766

  Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

  Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

4. Submission Dates and Times: Applications are due no later than 11:59 p.m. Eastern Standard Time (EST) on June 30, 2021) via email to EmbassyBruneiPAS@state.gov, with the subject line: "Brunei YSEALI Summit 2022 / [Name of Organization]." The system will automatically log the date and time an application submission is made, and the U.S. Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered unless the U.S. Department of State point of contact listed in section G is contacted prior to the deadline and is provided with evidence of system errors outside of the applicants' control and is the sole reason for a late submission. Applicants should not expect a notification upon the U.S. Department of State receiving their application.

5. Funding Restrictions: The U.S. Department of State will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Federal awards generally will not allow reimbursement of Pre-Federal award cost; however, the Grants Officer may approve Pre-Award cost on a case by-case basis. Generally, construction costs are not allowed under U.S. Department of State awards.

6. Other Submission Requirements
All application materials must be submitted by the stated deadline. Fax and courier documents will not be accepted. Applicants must follow all instructions and late submissions will not be considered.

E. **APPLICATION REVIEW INFORMATION**

1. **Criteria**
   Each application will be evaluated and rated based on the evaluation criteria outlined below.

● **Quality and Feasibility of the Program Idea** – 25 points: The program idea is well developed, with details about how program activities. The proposal includes a reasonable implementation timeline.

● **Organizational Capacity and Record on Previous Grants** – 25 points: The organization has sufficient expertise and internal controls in place to manage federal funds. This includes a financial management system and a bank account.

● **Program Planning/Ability to Achieve Objectives** – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

● **Budget** – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

- **Monitoring and evaluation plan** – 15 points: Applicant demonstrates an ability to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

- **Sustainability** – 10 points: Program activities will continue to have positive impacts after the end of the program.

2. **Review and Selection Process**

A Grants Review Committee will evaluate all eligible applications.

3. **Federal Awardee Performance & Integrity Information System (FAPIIS)**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. **FEDERAL AWARD ADMINISTRATION INFORMATION**

1. **Federal Award Notices**

The grants officer will write, sign, award and administer the cooperative agreement. The assistance award agreement, which is the authorizing document, awill be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant 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 and does not 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: The recipient must request payment under this award by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the grants officer. Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis.

2. Administrative and National Policy Requirements

Terms and Conditions: 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:

- 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

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 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - 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 in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.
Additional branding requirements will be provided after award.

3.   Reporting

Reporting Requirements:

Applicants should be aware that the U.S. Department of State awards will require regular financial and progress reporting. These reports must be received quarterly, and fully reflect the performance of the grant toward its goals and objectives and its financial status. Narrative progress reports should reflect the focus on measuring the project's effect on the overarching goals and objectives and should be compiled according to the goals, objectives, outcomes, and outputs as outlined in the award's terms and in the Monitoring and Evaluation (M&E) Statement. An assessment of the project's overall progress toward goals should be included in each progress report.

Where relevant, progress reports should include the following sections:
- Relevant contextual information (limited)

- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting

benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators

- Any tangible impact or success stories from the project, when possible

- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable

- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments

- Description of how the recipient is pursuing sustainability, including looking for sources of follow-on funding

- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities

- Reasons why established goals were not met

- Project indicators or other mutually agreed upon format approved by the grants officer

- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable. A final narrative and financial report must also be submitted within 90 days after the expiration of the award. Note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's ability to receive future U.S. government funds. The U.S. Department of State reserves the right to request any additional programmatic and/or financial project information during the award period.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, contact:
EmbassyBruneiPAS@state.gov or BarrusJS@state.gov, with the subject line as follows:
"Request for information regarding YSEALI Summit 2022/[Name of Organization]."

For a list of Federal holidays, visit the following URL: https://www.opm.gov/policy-data-oversite/snow-dismissal-procedures/federal-holidays/

For a list of holidays observed by the U.S. Mission to Brunei Darussalam, visit the following URL: https://bn.usembassy.gov/holiday-calendar/

H. 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 $5,000 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 $5,000 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 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than a U.S. embassy. Cost sharing also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Note that award funds cannot be used for alcoholic beverages.