Notice of Funding Opportunity (NOFO)

**U.S.-UA Sisters Cities Program: Strengthening Partnerships for Security, Innovation, and Prosperity**

Public Diplomacy Section, U.S. Embassy Kyiv, Ukraine

Department of State

Opportunity number: PDS-Ukraine-FY25-01

Application deadline: July 28, 2025

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**U.S. Department of State**

**Public Diplomacy Section, US Embassy Kyiv, Ukraine**

**Notice of Funding Opportunity**

### **Basic Information**

##### ***Overview***

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| **Funding Opportunity Title** | U.S. - UA Sisters Cities Program: Strengthening Partnerships for Security, Innovation, and Prosperity |
| **Funding Opportunity Number** | PDS-Ukraine-FY25-01 |
| **Announcement Type** | Initial announcement |
| **Deadline for Applications** | 23:59 Kyiv time. July 28, 2025 |
| **Assistance Listing Number** | 19.040 |
| **Length of performance period** | Maximum of 24 months |
| **Number of awards anticipated** | 1 |
| **Award amounts** | Award may range from a minimum of $50,000.00 to a maximum of $200,000.00 (approximately) |
| **Total available funding** | Pending availability of funds |
| **Type of Funding** | FY25 Smith Mundt Public Diplomacy Funds |
| **Anticipated project start date** | October 2025 or later |

**Funding Instrument Type:** Cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in program implementation of the project.

**Project Performance Period**: Proposed projects should be completed in 24 months or less.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

**This notice is subject to availability of funding.**

##### ***Executive Summary***

**Priority Region:** Ukraine

**Executive Summary**

The U.S. Embassy Kyiv Public Diplomacy Section (PDS) of the U.S. Department of State announces an open competition for Ukrainian and U.S. non-profit, non-governmental organizations to apply for a grant to revitalize or establish city-to-city partnerships between Ukrainian and American communities. Aligned with the [[United States-Ukraine Reconstruction Investment Fund](https://www.whitehouse.gov/fact-sheets/2025/05/fact-sheet-president-donald-j-trump-secures-agreement-to-establish-united-states-ukraine-reconstruction-investment-fund/)](https://www.whitehouse.gov/fact-sheets/2025/05/fact-sheet-president-donald-j-trump-secures-agreement-to-establish-united-states-ukraine-reconstruction-investment-fund/)**,** this initiative promotes sustainable partnerships that encourage U.S. investment and deepen bilateral cooperation in Ukraine’s postwar recovery and long-term development to counter authoritarian influence and sustain strong U.S.-Ukraine relations.

### **Eligibility**

##### ***Eligible Applicants***

The following organizations are eligible to apply*:*

* Ukrainian and U.S.-registered non-profit, non-governmental organizations.

***For-profit or commercial entities are not eligible to apply.***

##### ***Cost Sharing or Matching***

*Cost-sharing is recommended but is not required. Although the Review Committee will not assign additional points to applicants who offer cost sharing, the Review Committee will use cost sharing to break ties among applications with equivalent scores after evaluation against all other factors.*

##### ***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 D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

### **Program Description**

The U.S. Embassy Kyiv Public Diplomacy Section (PDS) of the U.S. Department of State announces an open competition for Ukrainian and U.S.-registered non-profit, non-governmental organizations to apply for a grant program aimed at revitalizing and/or establishing city-to-city partnerships between Ukrainian and American communities.

The initiative seeks to strengthen partnerships between U.S. and Ukrainian local governments, promote and business-to-business and people-to-people ties, and encourage cultural-educational collaboration, foster bilateral cooperation in trade, investment, and economic development, and support Ukraine’s democratic governance, reconstruction, and global security efforts.

Aligned with the newly announced United States–Ukraine Reconstruction Investment Fund, the program deepens bilateral ties by encouraging sustainable partnerships that promote U.S. investment, opportunity, and economic prosperity through Ukraine’s reconstruction. It gives U.S. communities and the private sector a stronger role in Ukraine’s postwar recovery and long-term development, offering them the opportunity to participate in the economic benefits of this process.

Through these sister-city partnerships, the program will promote ties between US and Ukraine local governments, business-to-business ties, cultural exchange, and educational collaboration—ultimately strengthening ties between the two nations and their communities, advancing global security efforts, and contributing to regional stability and shared prosperity.

**1. Goals and Objectives**

**These partnerships aim to:**

**Foster Governmental Partnership and Strengthen Bilateral Ties**

This program will foster stronger partnerships between U.S. and Ukrainian local governments to reinforce Ukraine’s democratic governance, freedom of law, and broader geopolitical stability. By enhancing Ukraine's role as a democratic partner in the region, the program will support efforts to promote stability, good governance, and the freedom of law, all of which are essential to global security. Additionally, this initiative will provide Ukraine with an opportunity to share its valuable experiences in crisis management, post-crisis recovery, resilience, and sustainable development, contributing to global best practices and long-term stability. Aligned with the U.S.-Ukraine Reconstruction Investment Fund, the program will support Ukraine’s recovery and reconstruction efforts by fostering mutually beneficial governmental partnerships. These collaborations will encourage investment, stimulate economic growth, and strengthen local governance while promoting the freedom of law. By reinforcing legal frameworks crucial to democratic institutions, the program will help establish a stable environment for U.S. companies to invest confidently in key sectors, including critical minerals.

**Drive Economic Development and Boost Cooperation in Trade**

The program seeks to stimulate economic growth by fostering trade and investment between U.S. and Ukrainian cities and businesses. It aims to create opportunities for joint ventures, partnerships, and market diversification, helping establish alternatives to Chinese supply chains, promote free-market principles, and strengthen U.S.-Ukraine ties. These business partnerships will drive innovation, economic growth, and regional stability, benefiting the U.S. its allies, and Ukraine. The program will also promote a culture of innovation, entrepreneurship, and private-sector competitiveness in Ukraine, creating a more favorable business climate for U.S. investors and significantly expanding opportunities to introduce U.S. products and services to the Ukrainian market. By opening doors for American companies and technologies, the initiative will help U.S. businesses extend their reach, establish joint ventures, and enter new sectors in Ukraine’s expanding economy. This effort will also help diversify U.S. trade routes, reduce dependence on adversarial markets, and strengthen bilateral commercial ties that drive growth and competitiveness for both nations.

**Advance Strategic Technology and Security Collaboration:**

This initiative aims to establish a strong partnership between the U.S. and Ukraine in the responsible development and application of advanced technologies and defense capabilities. The program focuses on ensuring that these innovations support global security, foster collaboration in emerging sectors, and prevent exploitation by adversaries. It will assist in utilizing Ukraine's military technologies and skilled workforce for peaceful purposes, including partnerships in areas such as cybersecurity, agriculture, and defense. By preventing the misuse of war-related technologies, this collaboration will enhance global security, strengthen the safety of both nations, and support U.S. leadership in emerging technologies. The program will assist in ensuring that the United States is seen as a reliable partner for Ukraine in the defense industrial base, strengthening U.S. security by enabling greater collaboration on critical resources, benefiting from shared military innovations, and helping to prevent their misuse by adversaries.

**Promote People-to-People ties and Cultural-Educational Collaboration:**

This program will foster collaboration between U.S. and Ukrainian citizens through educational exchange programs and cultural initiatives, strengthening people-to-people ties and shared values. Through these efforts, the program will share American excellence in culture, education, and sports, while strengthening people-to-people connections between the two nations. By encouraging deeper cultural exchange and shared knowledge, the program will contribute to long-term strengthening of U.S.-Ukraine relations, supporting global peace, democracy, and stability.

**Target Audience**

The primary audience for this program should include both established opinion leaders and emerging voices across Ukraine and the United States who can as long-term advocates and connectors for U.S.-Ukraine relations. These include:

* Local government officials and municipal leaders with the capacity to formalize and sustain city-to-city partnerships
* Civic society, including Rotary Club members, Sister Cities International representatives, and community leaders with strong local networks
* Business and trade leaders interested in cross-border commercial collaboration, investment, and innovation
* Educators, cultural leaders, and exchange program alumni who can deepen cultural and educational ties and promote mutual understanding
* Technology and security experts who can help channel Ukraine’s technical capacity into peaceful, collaborative projects aligned with U.S. strategic interests
* Youth and emerging leaders in both countries who can carry forward the vision of a prosperous, democratic, and secure transatlantic relationship.

Applicants are expected to showcase established connections with counterparts in either the U.S. or Ukraine, and to demonstrate active engagement from both sides in the proposed program. It is essential that the program is collaboratively developed and confirmed by both U.S. and Ukrainian counterparts ensuring mutual participation and commitment to the initiative.

PDS anticipates that the grantee will resuscitate and/or establish between *five to 10 robust sister city partnerships* between Ukrainian cities and U.S. communities. These partnerships will be formalized through Memorandums of Understanding (MOUs), which will be signed by the respective city councils or local governments. Ideally, many of the selected partnerships will already have MOUs in place. The MOUs will serve as official agreements to foster long-term collaboration, ensuring that the partnerships are sustainable, well-coordinated, and aligned with mutual goals of economic, cultural, and educational development. The grantee will work closely with local governments to support documentation, communication, and the facilitation of partnerships between government and business entities.

Additionally, the grantee should engage with educational and cultural institutions, business associations, and other relevant stakeholders to broaden the scope of collaboration, facilitate meaningful exchanges, and strengthen the long-term sustainability of each partnership and is expected to:

* Facilitate Business-to-Business Engagement: Organize matchmaking opportunities, trade missions, and business roundtables to connect Ukrainian and American companies, chambers of commerce, and industry associations. This includes identifying sectors with high potential for innovation, trade, and investment.
* Foster Technology and Security Collaboration: Engage research institutions, tech companies, start-ups, and innovators from both countries to support joint initiatives that promote global security and enable the responsible, peaceful application of military technologies.
* Leverage [American Spaces](https://ua.usembassy.gov/education-culture/window-america-centers/) : Collaborate with U.S. Embassy American Spaces, including America Houses across Ukraine to host events, activities, cultural programs, and workshops that strengthen people-to-people ties, promote American values, share American excellence and support mutual understanding.
* Develop and Implement Communication Strategies: Highlight the impact of partnerships and exchanges through digital storytelling, press engagement, social media campaigns, and community showcases. This should include coordination with U.S. Embassy PDS team to amplify visibility.
* Provide Guidance to Additional Cities: Offer support, guidance, and best practices to other Ukrainian and American cities not directly involved in the initial partnerships but interested in establishing similar collaborations. The grantee should maintain resources, share lessons learned, and, where feasible, assist additional municipalities seeking to initiate sister-city partnerships.
* Coordinate with U.S. Embassy Kyiv: Maintain regular communication with the U.S. Embassy Kyiv Public Diplomacy Section for strategic guidance, reporting, and coordination of high-level engagements or events.

##### ***2. Substantial Involvement***

Under this Cooperative Agreement, PDS will have significant participation in the planning, implementation, and evaluation of the program. This includes, but is not limited to:

* **Guidance and Approval of Key Activities:** PDS will review and approve major program components, including proposed partnerships, city selections, public events, and exchange initiatives.
* **Stakeholder Coordination:** PDS will help facilitate introductions and connections with relevant stakeholders such as local governments, American Spaces, business associations, educational institutions, and USG alumni.
* **Strategic Input and Oversight:** PDS will provide ongoing strategic input to ensure program goals align with bilateral priorities and will monitor program progress through regular reporting, virtual check-ins, and site visits.
* **Participation in Events:** PDS staff may attend and support public events, workshops, signing ceremonies, and exchanges as representatives of the U.S. Embassy.
* **Active Role in Communications:** PDS will be actively involved in communications and coordination between Ukrainian and American counterparts to ensure consistency, mutual understanding, and strategic alignment throughout all stages of the partnership process.

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

The following documents are **required**:

##### ***Mandatory application forms***

* SF-424 (Application for Federal Assistance – organizations) at [grants.gov](https://grants.gov/forms/forms-repository/sf-424-family)
* SF-424A (Budget Information for Non-Construction programs) at [grants.gov](https://grants.gov/forms/forms-repository/sf-424-family)
* SF-424B (Assurances for Non-Construction programs) at [grants.gov](https://grants.gov/forms/forms-repository/sf-424-family)

(note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

##### ***Summary Page (optional)***

Cover sheet stating the applicant’s name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

##### ***Proposal (5 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 or Individual 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.
* **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
* **Project Goals and SMART 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 Specific, measurable, achievable, relevant, and timebound.
* **Project Activities**: Describe the program activities and how they will help achieve the objectives.
* **Project 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 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 (also known as ‘level of effort’) will be used in support of this program?
* **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
* **Project 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? Applicants must define SMART objectives and provide a Monitoring and Evaluation (M&E) plan outlining how progress will be tracked and assessed regularly throughout the grant period.

Expected indicators may include:

* Number of sister-city agreements signed or renewed (target: 5–10 MOUs)
* Number of joint activities or exchanges implemented through sister-city partnerships (examples include online and in-person meetings, formal visits, and projects)
* Number of business-to-business engagements organized and resulting agreements or collaborations
* Number of educational and cultural exchanges facilitated
* Number of stakeholders (e.g., local governments, institutions, businesses) actively participating
* Qualitative measures of strengthened bilateral ties, increased understanding, or improved perception
* **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***

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information. PDS has a suggested [Optional Budget form with explanation and sample](https://usdos.sharepoint.com/:x:/r/sites/Kyiv/Internal/PAS/A%20GRANTS/Grants%20FY2025/_NOFOs/PD%20Grants%20program_Budget_2025.xlsx?d=wa23131dbb343465999dc13a50a2b195d&csf=1&web=1&e=Q9Adn2). If you choose to use your own form, it must include all the budget categories described in section I.

**Budget and Funding Range**

Applicants should be prepared to adjust their proposed budgets based on the final award amount. Proposals must include a clear explanation of how program activities would be implemented at both the minimum and maximum funding levels within the stated range.

Applicants should demonstrate:

* What core activities and outcomes can be achieved with the **minimum award amount**, prioritizing essential components.
* How additional funding up to the **maximum award amount** would allow for scaling or expansion of partnerships, activities, target audiences, or program duration.

Final funding decisions will depend on the availability of funds, programmatic priorities, and the strength of the submitted proposals. Flexibility in scope and budget is encouraged to ensure responsiveness to these factors.

**Please note:** Travel to the United States is not covered under this funding and should not be included in the budget. Proposed funds should specifically support the work of the team who will facilitate and implement partnerships and project activities. Budgets should reflect strategic planning, with a clear rationale for staffing, resource allocation, and how each cost contributes to the achievement of program objectives.

##### ***Attachments***

* 1-page Curriculum Vitae (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 Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
* Official permission letters, if required for program activities.

### **Submission Requirements and Deadlines**

##### ***Address to Request Application Package***

Application forms required above are available at grants.gov.

##### ***Department of State Contacts***

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

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

**Required Registrations**

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 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.
* **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should [submit a help desk ticket (“incident”)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fsd.gov%2Fgsafsd_sp%3Fid%3Dgsafsd_kb_articles%26sys_id%3Dc81018e71b1601d0937fa64ce54bcb57&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W2ShcazZBQbanYGj0cLOTnUJwv%2BGL4xfwr83%2BycQY2E%3D&reserved=0) with the Federal Service Desk (FSD) online at [www.fsd.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fsd.gov%2F&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t32ANWzgpiB93pMWoq%2BFCSHz4YJY9QF1S1iQzCsS6RM%3D&reserved=0) using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1:  Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process.  SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1:  Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

[https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2Fscage%2FCageList.aspx&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v3TLT8F%2FNfk5SuTcI2zw7SMhV4HK542OhP9XDx4ln%2BY%3D&reserved=0)

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool (nato.int)](https://eportal.nspa.nato.int/Codification/CageTool/home)

**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](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-A/section-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.

##### ***Submission Dates and Times***

Applications are due no later than 23:59 Kyiv time. July 28, 2025.

##### ***Funding Restrictions***

1. 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).

1. Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border :

None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

1. Certification Regarding Compliance with applicable Federal anti-discrimination laws

None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

By signing the SF-424 Application for Federal Assistance, the Applicant certifies the following:

* + 1. 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;
    2. 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.

##### ***Other Submission Requirements***

All application materials must be submitted by email to [KyivPDGrants@state.gov](mailto:KyivPDGrants@state.gov)

### **Application Review Information**

##### ***Review Criteria***

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

**Quality and Feasibility of the Program Idea** **– 30 points:** The program idea is well developed, with detail about how program activities will be carried out and tailored to the identified target audience. The proposal clearly identifies the intended target audience(s) and explains how program activities will effectively engage and benefit them. Strategies to reach and involve the audience are realistic and culturally appropriate. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the 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 it is able 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 impact after the end of the program.

##### ***Review and Selection Process***

A review committee will evaluate all eligible applications. Short-listed candidates may be invited for an interview. All applicants will be informed of the final decision

1. ***Risk Review***
2. Risk factors

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:

* 1. Financial stability
  2. Management systems and standards
  3. History of performance
  4. Audit reports and findings
  5. Ability to effectively implement requirements

### **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.

**Unsuccessful applicants:** Unsuccessful applicants will be notified by e-mail.

**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.

### **Post-Award Requirements and Administration**

##### ***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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/about-us-office-of-the-procurement-executive/)

##### ***Reporting***

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. Applicant will be expected to report on the progress made toward achieving the stated objectives. As part of the reporting requirements, applicant should clearly outline the key activities undertaken, highlight any outputs delivered, and describe measurable outcomes achieved by the time of reporting. This information will help assess the effectiveness of the project implementation and its alignment with the intended goals. The award document will specify what reports are required and how often these reports must be submitted.

**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.

### **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 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.