

**U.S. DEPARTMENT OF STATE
BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS (EAP)
Notice of Funding Opportunity (NOFO)**

Announcement Type:	New Announcement
Assistance Type:	Cooperative Agreement
Funding Opportunity Title:	U.S.-ASEAN Science, Technology and Innovation Cooperation (STIC) Program
Funding Opportunity Number:	SFOP0008796
Catalog of Federal Domestic Assistance (CFDA) Number:	19.124
Total Available Funding:	\$3,456,250
NOFO Issuance Date:	April 1, 2022
Deadline for Receipt of Questions:	May 20, 2022, at 5:00PM Eastern Daylight Time
Application Deadline:	May 31, 2022, at 11:59PM Eastern Daylight Time
Eligibility Category:	U.S. Non-profit/non-governmental organizations (NGOs) having a 501(c)(3) status with the IRS, or overseas-based non-profit/non-governmental organizations, and U.S. and overseas private/state institutions of higher education (See full eligibility criteria below in Section C).

Executive Summary:

The Bureau of East Asian and Pacific Affairs (EAP) Office of Multilateral Affairs (EAP/MLA) at the U.S. Department of State (DOS), announces this Notice of Funding Opportunity (“NOFO”) for the U.S. ASEAN Science, Technology and Innovation Cooperation (STIC) program.

A cooperative agreement for up to \$3,456,250 U.S. Dollars (USD) in FY 2021 Economic Support Funds (ESF) will be awarded (pending availability of funds) for work that will foster Science, Technology and Innovation Cooperation in the ASEAN region. The period of performance is 36 months. Funding authority rests in the Foreign Assistance Act of 1961, as amended.

Contact Person: See Section G.

Please read carefully the entire solicitation package if you plan to submit an application; there are steps that you should take immediately in order to make your submissions by the deadline.

A. PROJECT DESCRIPTION

A.1. Background

The U.S. Department of State, Bureau of East Asian and Pacific Affairs (EAP) announces an open competition for organizations interested in submitting applications for a regional project that strengthens science, technology and innovation cooperation between the United States, the Association of Southeast Asian Nations (ASEAN) and ASEAN Member States. The ASEAN Member State are: Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, and Vietnam.

The U.S.-ASEAN Science and Technology Innovation Cooperation Program (STIC) will support innovative projects in areas that facilitate strategic connections between public and private laboratories, academia, policy makers, industries, and business associations in the United States and ASEAN. Projects may facilitate substantive policy exchanges with deliverable policy documents and recommendations where feasible. Project implementers should also be prepared to recommend topics (in cooperation with U.S. government representatives) for substantive exchange and recommendations. Proposals must address one or more of the follow areas:

1. Marine science and technology;
2. Space technology and applications;
3. Microelectronics and information technology;
4. Biotechnology,;
5. Food science technology; and
6. Materials science and technology, meteorology and geophysics, sustainable energy research, and infrastructure systems that support resource recovery and reuse.

Competitive proposals will address one or more of the following cross-cutting topics within the context of the above technologies:

1. Responsible use of emerging technologies, including artificial intelligence, blockchain or distributed ledger technologies;
2. Facilitating the use of digital technologies;
3. Promotion of resilient and secure digital infrastructure;
4. Promotion of free cross-border flows, including use of the APEC Cross-Border Privacy Rules System;
5. Ensuring an open, interoperable, secure, and reliable Internet;
6. Telecommunications supplier diversity;
7. Science and risk-based regulation to protect food safety, plant health and animal health;
8. Maritime domain awareness;
9. Solutions to address effects of climate change.

The project should complement the ASEAN Plan of Action on Science, Technology and Innovation (APASTI) 2016-2025 (<https://asean.org/our-communities/economic->

community/asean-science-technology-and-innovation/) and the Plan of Action to Implement the ASEAN-United States Strategic Partnership 2021-2025 (<https://asean.org/speechandstatement/plan-of-action-to-implement-the-asean-united-states-strategic-partnership-2021-2025/>).

A2. Program Goals

EAP seeks projects that engage both at the regional level with ASEAN and ASEAN-affiliated entities as well as at the national and/or sub-national level within ASEAN Member States to complement the ASEAN Plan of Action on Science, Technology and Innovation (APASTI) 2016-2025 and the Plan of Action to Implement the ASEAN-United States Strategic Partnership 2021-2025. Projects should be designed to achieve the following outcomes:

Objective 1: ASEAN and ASEAN Member States strengthen and increase national and regional cooperation on science, technology and innovation with the United States on federal, local, private sector and academic levels.

Objective 2: ASEAN, ASEAN Member States and the United States develop and implement policies to foster cooperation on science, technology and innovation, including, but not limited to, access to financing and facilities, data sharing, commercialization and academic exchanges.

A3. Expected Results

Specific results could include the following:

- Increase in the number of ASEAN students studying or researching in the United States.
- Commercialization of products or services resulting from joint research projects other project activities.
- Projects initially funded by STIC receive additional funding from other sources.
- Improved conditions for science and technology cooperation between the U.S., ASEAN and ASEAN member states.

A4. Main Activities

Projects should aim to have an impact that leads to concrete partnerships and should have the potential for sustainability beyond EAP resources. Programs are encouraged to avoid duplicating past efforts by supporting new and creative approaches, but EAP will not exclude from consideration projects that improve upon or expand existing successful projects in a new and complementary way. Programs should seek to include groups that can bring perspectives based on their religion, sex, disability, race, ethnicity, and/or sexual orientation. Programs should be demand-driven and locally led to the fullest extent possible. EAP also requires all of its programming to be non-discriminatory and expects implementers to include strategies for

integration of individuals/organizations regardless of religion, sex, disability, race, ethnicity, and/or sexual orientation. To achieve the goals and expected results, the program could include the following:

- Opportunities for beneficiaries to apply their new knowledge and skills in practical efforts;
- Solicitation of feedback and suggestions from beneficiaries when developing activities in order to strengthen the sustainability of programs and participant ownership of project outcomes;
- Input from participants on sustainability plans and systematic review of the plans throughout the life of the project, with adjustments made as necessary;
- Inclusion of vulnerable and underserved populations;
- Joint identification and definition of key concepts with relevant stakeholders and stakeholder input into project activities;
- Systematic follow up with beneficiaries at specific intervals after the completion of activities to track how beneficiaries are retaining new knowledge as well as applying their new skills.

Competitive proposals will include the following:

- Partnership with at least one U.S. university.
- Study tours for ASEAN Officials and Scientists to see first hand the U.S. scientific enterprise.
- Opportunities for ASEAN scientists, students and entrepreneurs to attend programming at U.S. universities.
- Sub-grant scheme for research and publishing.
- Travel and logistics support for participants in conferences and trainings.
- Development of US-ASEAN STIC Virtual Talent Mobility Portal Project (a website showcasing U.S. and ASEAN science and technology cooperation and opportunities).
- Sub-grant scheme for research, initiatives and/or start up costs on the municipal level to target local needs.
- Challenge competitions to address issues in the areas identified in APASTI with a focus on women, youth and disadvantaged groups.
- An external evaluation.

Activities should target scientists, policy makers, entrepreneurs and students at the ASEAN and ASEAN member state and local level in government, academia, the NGO sector and the private sector.

A5. Performance Indicators

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Establish, where possible, performance baseline data

and expected performance targets for each expected result, and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Indicators should reflect key project outputs or outcomes that reflect on the primary goals or objectives of the project and that the implementer can collect with high quality data.

Applicants must fill out the table below and insert it into the proposal document. Additional non-Department of State (DOS) indicators may be added that are relevant to the project by adding rows to the chart.

All applicable indicators should be included in the proposal and subsequent to the award, routine, periodic reporting of all indicators will be required. The implementer will be responsible for quarterly progress reporting on each performance indicator included in the award agreement as well as analysis of progress or impediments to reach indicator targets.

The following are required indicators. Applicants are welcome to propose other indicators relevant to the primary objectives and expected results of the project.

	<i>Outcome Indicators</i>	<i>Targets</i>
Output 1.	Number of persons participating in science, technology and innovation capacity building supported by USG assistance	50,000

The following are suggested indicator/s for this project:

	<i>Outcome Indicators</i>	<i>Targets</i>
Output 2.	Number of U.S. ASEAN Host Country joint research projects	150
	<i>Outcome Indicators</i>	<i>Targets</i>
Output 3.	Number of academic research initiatives whose findings have been replicated, applied, or taken to market	40
	<i>Outcome Indicators</i>	<i>Targets</i>
Output 4.	Number of improvements in laws and regulations affecting the science & technology cooperation and commercialization aided by USG assistance	30

A6. Substantial Involvement

EAP anticipates awarding a cooperative agreement as a result of this NOFO. The distinction between grants and cooperative agreements revolves around the existence of “substantial involvement.” Cooperative agreements require greater involvement from the Federal government during the implementation of the award agreement. For this cooperative agreement, it is

anticipated that the Department of State will be substantially involved in the following areas at a minimum:

1. Approval of all activities by EAP/MLA to ensure they complement APASTI;
2. Consultation with EAP/MLA and USASEAN for USG participation in and promotion of activities (such as social media posting, interviews, speakers at events);
3. Joint preparation of presentation of project results with the recipient;
4. Coordination with EAP/MLA, other cooperating agencies or U.S. embassies for travel of USG employees to events and conferences.

B. FEDERAL AWARD INFORMATION

EAP anticipates having approximately \$3,456,250 of FY 2021 Economic Support Funds (ESF) available to support up to two successful applications submitted in response to this NOFO, subject to the ability of funding. The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended (FAA).

Applicants should include an anticipated start date between August and September 2022 and the period of performance should be 36 months.

The Department of State may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The Department of State reserves the right (though it is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

Depending on the quality of performance and other factors, EAP may consider additional supplemental funding to continue activities and extend the period of performance, if funds are available and EAP and the Recipient mutually agree.

Summary of Award Information

Type of Award	Cooperative Agreement
Type of Funding	FY2021 Economic Support Funds (ESF)
Funding Amount:	\$3,456,250 USD
Number of Awards:	1-2
Award Date:	August-September 2022
Project Completion Date:	September 2025

This notice is subject to availability of funding.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

EAP welcomes applications from U.S. Non-profit/non-governmental organizations (NGOs) having a 501(c)(3) status with the IRS, or overseas-based non-profit/non-governmental organizations, and U.S. and overseas private/state institutions of higher education

For-profit and commercial firms are not eligible to apply in response to this NOFO.

Please see 2 CFR 200.307 for regulations regarding program income.

C.2 Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, EAP's contribution may be reduced in proportion to the recipient's contribution.

C.3 Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (formerly, DUNS), as well as a valid registration on the System for Award Management (SAM) website, www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)(www.sam.gov) 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 Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included.

Organizations may only submit one application per organization. If more than one application is submitted by an organization, only the first application received from that institution will be reviewed for eligibility and funding.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Address to Request Application Package

Applicants can find application forms and other materials need to apply on SAMS Domestic (<https://mygrants.servicenowservices.com>) and under the announcement title and funding opportunity number provided above.

Note: Applications will not be accepted through grants.gov.

Please contact the EAP point of contact listed in section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

Please read carefully the entire announcement and follow the guidelines below before sending inquiries or submitting proposals.

D.2 Content and Form of Application Submission

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

For all submitted application documents, please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- All budget costs are in U.S. dollars;
- All pages are numbered, including budgets and attachments;
- All documents are formatted to 8 ½ x 11 paper; and,
- All documents are single-spaced, 12-point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10-point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1-page width.

Complete applications must include the following required documents:

1. Completed and signed **SF-424**, **SF-424A**, and **SF-424B** and **SF-LLL** forms. These forms are available electronically via SAMS Domestic <https://mygrants.servicenowservices.com>. *The SF-424 B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. The SF-LLL is required for applicants that may engage in lobbying activities.*

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. **Table of Contents** that includes a page numbered contents page and any attachments.
4. **Proposal Narrative** (not to exceed 10 pages), should be organized using the following section headings: Executive Summary, Organizational Capacity and Past Performance, Program Strategy, Performance Monitoring and Evaluation, and Management Plan. Please see the “Narrative Components” section below for details on the information to include in the proposal.
(The 10-page limit does not include the Summary Page, Table of Contents, Budget, Budget Narrative, Letter of Disclosure, Letter of Institutional Support, NICRA, Audit, CVs, or SF-424s).
5. **Summary and Detailed Line-Item Budget** (in Microsoft Excel) that includes three [3] columns including the request to EAP, any cost sharing contribution, and total budget (see below for more information on budget format). **The federal share requested should not exceed the amount of funds available under section B.** A summary budget should also be included using the OMB approved budget categories (see SF-424A for budget categories). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the excel workbook. A template budget is provided, but is not required, as long as the submitted budget follows OMB budget categories.
6. **Budget Narrative** (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, EAP recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs must include a clarification of the roles and responsibilities of all staff, base salary, and percentage of time devoted to the project. The budget narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the detailed line-item budget, not simply repeat what is represented numerically in the budget, i.e., salaries are for salaries or travel is for travel. The budget narrative should also explain any cost share provided.
7. **NICRA:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your most recent NICRA should be included as a PDF file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves subawards to organizations charging indirect costs, please submit the applicable NICRA. Per 2 CFR200.414(f), organizations that have never had a NICRA may request a de minimis indirect rate of up to 10% of the Modified Total Direct Costs (MTDC) as defined in 2 CFR 200.68. *MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant*

support costs and the portion of each subaward in excess of \$25,000. The budget narrative should indicate what costs will be covered using the 10% de minimis rate.

8. **Letter of Disclosure** for proposed consultants/personnel (if applicable) of potential conflicts of interest, employment with a local/state/federal government.
9. A PDF file copy of your organization's most recent **single audit** is required, if your organization meets the threshold as defined in 2 CFR 200 Subpart F.

Narrative Components

As stated above, the proposal may be a maximum of 10 pages. The proposal must include the following information:

a. Executive Summary

This section should be a succinct one-page summary containing information that the applicant believes best represents its proposed program and includes: the name and contact information for the project's main point of contact; the project's purpose; targeted countries; program length (dates/duration); total funding requested (indicate any sub-grants proposed); project's goals, primary objectives and expected results (highlighting any aspects of innovation, sustainability and impact of the project); involvement or use of any NGO's, universities or civil society organizations; and expected results and sustainability; and a one-paragraph program description. Countries of implementation are those countries or participants from countries that will receive financial or technical support as a result of this project.

b. Organizational Capacity and Past Performance

This section of the application provides information about the applicant organization. It provides evidence that the applicant has the ability to successfully carry out the program activities of the agreement.

- Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken.
- Discuss the applicant's experience in promoting partnerships in science, technology, and innovation, including with the U.S. private sector and U.S. universities in Southeast Asia or similar regions.
- As an attachment (which does not count as part of the 10 pages), please provide at least one past performance reference which describes any contracts, grants, cooperative agreements which the applicant organization has implemented involving similar or related programs over the past three years. Please provide the reference in an attachment and include the following information: name and address of the organization for which the work was performed; current telephone number and email address of responsible representative from the organization for which the work was performed; contract/grant name and number (if any), annual amount received for each of the last three years and beginning and end dates; brief description of the project/assistance activity and key project accomplishments/results achieved to date.

c. Program Strategy

- Propose a clear and realistic implementation plan to significantly address the Program Goals in Section A2.
- The proposal should further outline the expected and achievable results for the project which should include suggestions in Section A3. It should also outline the relevant and appropriate Main Activities to accomplish the goals and expected results, which could include those found in Section A4. Explain the assumptions on which the success of the project depends, and the involvement of other stakeholders.
- All programs must be non-discriminatory. The proposal should include strategies for integration of individuals/organizations regardless of religion, gender, disability, race, ethnicity, and/or sexual orientation and gender identity or expression. The proposal should also address how the project may impact underserved communities and if there could be accidental harm to certain groups if the project is successful or unsuccessful. Where not applicable, the proposal should provide a justification.
- In table format, please present a brief, one- to two-page work plan matrix (which does count as part of the 10 pages), with a timeline including target dates for activities for the life of the agreement, which reflects the overall program approach, and objectives. The following timeline below is provided as an example.

Primary Activities, Deliverables, and/or Milestones	Q1	Q2	Q3	Q4	Q5	Etc.
Project Monitoring Plan	X					
XYZ Activity	X	X	X	X		
Activity 123			X	X	X	
Etc.						

d. Performance Monitoring and Evaluation Plan

- Discuss how progress towards the expected results will be measured, as outlined by the Performance Indicators in Section A5. Identify which performance indicators will be measured and how data on these indicators will be collected, analyzed, and used for program management. Present indicators linked to specific project objectives in table format and include source of data and proposed frequency of collection. Indicators should be disaggregated by gender wherever possible. See the full list of Performance Indicators in Section A5.

e. Management Plan

- Describe the proposed management structure for this project and provide a project organizational chart in the attachments. Include in the narrative a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority and lines of communication within and between each of these organizations.

- Include job descriptions and CVs of key staff (Project Director, etc.) as attachments (do not count as part of the 10-page limit), which demonstrate that the proposed key staff are consistent with the requirements and needs of the project. The project should have a designated Project Director who will be expected to have lead responsibility for communicating with EAP. Note the location where key staff will be based.
- Recognizing that COVID-19 may continue to limit where and when staff/participants can travel, the Recipient should also include a contingency plan should restricted travel remain through some portion of the period of performance. Contingency plans could include remote or virtual training tools.

Note: Applications that do not include all required documents will be marked as incomplete and will therefore be deemed technically ineligible.

EAP retains the right to ask for additional documents not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the EAP Review Panel will review the first page of the requested section up to the page limit and no further. EAP encourages organizations to use the given space effectively.

D.3 Unique Entity Identifier and System for Award Management (SAM)

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

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code

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.”

The Unique Entity Identifier (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. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must mirror www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

D.4 Submission Dates and Times

Applications are due no later than 11:59 p.m. Eastern Daylight Time (EDT), on May 31, 2022.

Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

Applications received after the deadline will not be considered.

SAMS Domestic automatically logs the date and time an application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered.

If ultimately provided with a notification of intent to make a Federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

D.5 Funding Restrictions

EAP will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Federal awards generally will not allow reimbursement of pre-award costs; however, the Grants Officer may approve pre-award costs on a case-by-case basis. Generally, construction costs are not allowed under EAP awards.

Economic Support Funds may not be used for military, including military research labs. Economic Support Funds may only be used to support environment and health projects in Cambodia and Laos. Funding for Brunei and Singapore may be subject to high income restrictions. Funding for law enforcement requires EAP/MLA approval. Funding for Burma requires express permission from EAP/MLA.

D.6 Other Submission Requirements

All application submissions must be made electronically via SAMS Domestic (<https://mygrants.servicenowservices.com>). This system requires registration by the applying organization.

It is the responsibility of the applicant to ensure that it has an active registration in SAMS Domestic and that an application has been received by SAMS Domestic in its entirety. EAP bears no responsibility for disqualification that result from applicants not being registered before the due date or for data errors resulting from transmission or conversion processes. Additionally,

you must save a screen shot of the checklist showing all documents submitted in case any document fails to upload successfully.

Faxed, couriered, or emailed documents **will not** be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons.

Applicants must follow all formatting instructions in the applicable solicitation and these instructions.

SAMS Domestic Applications:

Applicants using SAMS Domestic for the first time should complete their “New Organization Registration.” To register with SAMS Domestic, go to <https://mygrants.servicenowservices.com> follow the “create an account” link. Users will then complete the form with the requested information and click “submit.” A confirmation email will be sent once the account has been created. If users are experiencing difficulties obtaining a user login and completing the registration process, please contact ILMS Support.

ILMS Support (SAMS Domestic Help Desk):

For assistance with SAMS Domestic accounts and technical issues related to the system, please contact the ILMS Support by phone at 1-888-313-4567 (toll charges for international callers) or through the Self Service online portal that can be accessed from <https://afsism.servicenowservices.com/ilms/home>. Customer Support is available 24/7/365.

Should an applicant experience technical issues, contacted the helpdesk, and is not receiving timely assistance (e.g. if you have not received a response after 2 days of contacting the helpdesk), you may contact the EAP point of contact listed in section G, who may assist in contacting the appropriate helpdesk. Applicants should document their efforts in contacting the helpdesk.

E. APPLICATION REVIEW INFORMATION

E.1 Criteria

Each application will be evaluated and scored on the five-part Proposal Components and the two-part Budget Components using a 100-point scale. Each application will be evaluated individually against the criteria below and not against competing applications.

Proposal Narrative: The Review Panel will score each of the five sections of the Proposal Narrative based on how completely they address the bulleted points described in the Proposal Narrative Guidance in Section D2. The Panel will assign up to 80 points for the proposal narrative. The importance of each section is indicated by the maximum score as follows:

- Executive Summary – 10 points
- Organization Capacity and Past Performance – 20 points
- Program Strategy – 25 points
- Performance Monitoring and Evaluation – 15 points

- Management Plan – 10 points

Budget: The Review Panel will also review the budget components in order to assign up to 20 points for the overall program budget and cost-effectiveness. Proposals should keep estimated overhead and administrative costs as low as possible and have proposed expenditures that are reasonable, allowable, and allocable to the proposed project activities and reflect the applicant's understanding of the allowable cost principles established by Office of Management and Budget (OMB) in 2 CFR 200. Applicants should provide clear explanations and justifications for costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives. Amount of funding contributed by the applicant, sub-awardees, and other partners – while not required – shows a commitment to the success of the project.

- Budget Appropriateness – 10 points
- Cost-effectiveness – 10 points

E.2 Review and Selection Process

EAP strives to ensure each application receives a balanced evaluation by an EAP Review Panel. All technically eligible applications for a given notice of funding opportunity are reviewed against the same criteria, listed above. Additionally, the EAP Review Panel will evaluate how the application addresses the NOFO request, U.S. foreign policy goals, and the priority needs of EAP overall.

The EAP Review Panel generally includes representatives from EAP, as well as other representatives from the Department of State, and may include additional panelists from U.S. embassies, other U.S. government departments or agencies. All Panelists must sign non-disclosure agreements and conflicts of interest agreements.

EAP Review Panels may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of EAP funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

E.3 Federal Awardee Performance & Integrity Information System

The Department of State, 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).

The 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.

The Department of State 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

F.1 Federal Award Notices

EAP will provide a separate notification to applicants on the result of their applications. Successful applicants will be notified by EAP via email. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment.

Additional information that successful applicants may be asked to submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel;
- Completion of the Department's Financial Management Survey, if receiving EAP funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System managed by the Department of Health and Human Services if receiving EAP funding for the first time, unless an exemption is provided;
- Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award.

Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, including the U.S. government's Payment Management System (PMS), unless an exemption is provided, and completing and providing any additional documentation requested by the Department of State. Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department's warranted Grants Officer.

The grant award or cooperative agreement will be written, signed, awarded, and administered by the warranted Grants Officer. The signed assistance award agreement is the sole authorizing document and it will be provided electronically to the recipient's authorized signatory for review and signature through SAMS Domestic. The recipient may only start incurring program expenses beginning on the start date show 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.

F.2 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:

- [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:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [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).

Applicants should plan to coordinate with EAP throughout the course of the agreement to ensure assistance is provided only to eligible participants.

F.3 Reporting

Recipients will be required to complete and upload regular financial reports and program progress reports to the grant file in SAMS Domestic. The award document will specify how often these reports must be submitted. EAP typically requests that reports are submitted on a quarterly basis. Please note that all substantiating documentation supporting reporting and data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Department of State upon request. All reports must be written in English

- 1. Financial Reports:** The recipient will be required to submit quarterly financial reports through the project period. The Federal Financial Report (FFR SF-425) is the required form for the financial reports. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The grantee is also required to upload to SAMS Domestic a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form FFR (SF-425) can be found here: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1> Financial reports are due 30 calendar days after the end of each reporting 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.

- 2. Progress Reports:** The recipient will be required to submit quarterly narrative progress reports in SAMS Domestic. Progress reports are due 30 days after the end of the reporting period. Where relevant, progress reports should include the following information:

- Significant activities of the period and how activities reflect progress toward achieving goals;
- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the reporting period; and
- Supporting documentation or products related to project activities (such as surveys, travel, etc.).
- Performance indicator results and supporting documentation
- Project Spotlight highlighting a significant area of progress under the agreement as well as photos of implementation

Quarterly progress reports should also reflect the awardee's continued focus on measuring the project's impact on the overarching goals or problems the project set out to address. An assessment of the overall project impact, as appropriate, should be included in each quarterly project report.

- 3. Final Report:** A final narrative report and financial report will be required within 120 days after the completion of the award. The final narrative should include an in-depth impact assessment and/or project evaluation. More guidance may be provided prior to the award end date.

Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds.

EAP reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

G. CONTACT INFORMATION

Any prospective applicant who has questions concerning the contents of this NOFO should email them to EAPMLAPrograms@state.gov with the subject "[Applicant Name] U.S.-ASEAN STIC." To maintain fairness and transparency in competition, EAP will not answer substantive NOFO questions except when posting questions and answers to the announcement page as described below.

All questions must be submitted via email to contacts listed above by May 20, 2022. EAP will periodically create a document of submitted questions with answers and upload it to the announcement page in grants.gov. Prospective applicants are advised to review the announcement page in grants.gov for any updates. Note that once the NOFO deadline has passed, DOS staff in Washington, D.C. and overseas and U.S. Embassies/Missions may not discuss this completion with applicants until the review process has been completed.

For assistance with SAMS Domestic accounts and technical issues related to the system, please contact the ILMS help desk by phone at 1-888-313-4567 (toll charges for international callers) or through the Self Service online portal that can be accessed from <https://afsism.servicenow.com/ilms/home>. Customer Support is available 24 hours a day, seven days a week, except U.S. Federal holidays.

With the exception of technical submission questions, during the solicitation period U.S. Department of State staff in Washington and overseas shall not discuss this competition with applicants until the entire proposal review process has been completed and an award has been made.

H. OTHER INFORMATION

H1. Monitoring Site Visits

Department of State may conduct a monitoring site visit during the lifetime of a grant. The site visit allows the Department's grant management personnel to gather additional information on the recipient's ability to properly implement the project, manage EAP funds, and substantiating document for programmatic, indicator, and financial reporting. The site visit may involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, data quality, etc.) as well as administrative and financial management and controls.

H.2 Disclosures

EAP understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that EAP cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any EAP representative. Explanatory information provided by EAP that contradicts this language will not be binding. Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. EAP reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

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. The U.S. government reserves the right to reject any or all proposals received.

This NOFO will appear on www.grants.gov and SAMS Domestic. (<https://mygrants.servicenowservices.com>).