



**U.S. DEPARTMENT OF STATE
BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)**

FY 2021 Notice of Funding Opportunity for Cultural Orientation Technical Assistance Program

Funding Opportunity Number: SFOP0007409

Catalog of Federal Domestic Assistance (CFDA) number:
19.510 - U.S. Refugee Admissions Program

Announcement issuance date: Friday, November 6, 2020

Announcement type: Cooperative Agreement

Proposal submission deadline: Monday, December 21, 2020 at 11:59:59 PM (23:59:59) EST. We are unable to consider proposals submitted after this deadline.

Anticipated time to award for selected proposals: Pending the availability of funds, PRM anticipates, but makes no guarantee, that awards will be made less than three months from the proposal submission deadline.

ADVISORY: All applicants must submit proposals through the website Grants.gov NOT through SAMS Domestic. Please note that if you apply on the SAMS Domestic site, your application will be disqualified. PRM strongly recommends submitting your proposal early to allow time to address any technical difficulties that may arise on the Grants.gov website.

If you are new to PRM funding, the Grants.gov registration process can be complicated. While PRM's [General NGO Guidelines](#) are geared towards overseas assistance programming and not for refugee admissions, you may refer to the section on "Application Process" for information and resources on how to obtain a DUNS number, register with SAM.gov, and register with Grants.gov. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. **PRM strongly recommends that organizations complete any registration processes as early as possible in order to avoid potential delays or missed deadlines.**

Full Text of Notice of Funding Opportunity

A. PROGRAM DESCRIPTION

I. Background and Purpose

The Cultural Orientation (CO) Technical Assistance Program is managed by the Bureau of Population, Refugees, and Migration of the Department of State (hereinafter referred to as the "Bureau"). The purpose of the CO Technical Assistance Program is to strengthen linkages between overseas CO programs for refugees approved for admission to the United States and reception and placement (R&P) activities conducted upon their arrival.

Overseas CO addresses (at a minimum) the following topics essential to processing, travel, and resettlement:

- Travel
- Role of the Resettlement Agency
- Housing
- Health
- Cultural Adjustment
- Rights and Responsibilities
- Employment
- Education
- Learning English

This program serves to complement the R&P Program, the purpose of which is to promote the effective resettlement of all persons who are admitted to the United States under the U.S. Refugee Admissions Program, including assisting refugees to achieve economic self-sufficiency through employment as quickly as possible.

Domestic CO is conducted within the first 30 to 90 days after arrival in the United States, and addresses (at a minimum) the following topics:

- Role of the Resettlement Agency
- Refugee Status
- English
- Public Assistance
- U.S. Laws
- Your New Community

- Employment
- Health
- Budgeting and Personal Finance
- Housing
- Hygiene
- Safety
- Cultural Adjustment
- Education
- Transportation

II. Program Objectives

The Bureau has established the following CO Technical Assistance Program objectives and activities for 2021 (Year One):

1. To strengthen linkages between overseas CO programs and R&P activities:
 - a. Develop, maintain, and manage a CO website and newsletter;
 - b. Provide technical support to the CO working group and CO leaders;
 - c. On request, conduct presentations regarding CO at national and/or regional refugee resettlement-related conferences;
 - d. If requested by the Bureau, provide technical assistance to overseas and/or domestic CO programs regarding the evaluation of CO program activities, and the assessment of student learning and understanding, as appropriate;
 - e. Facilitate overseas and domestic CO trainer exchanges; and
 - f. If requested by the Bureau, provide coordination and/or facilitation of special forums or workshops.
2. To provide information and materials to overseas CO programs and to domestic refugee service providers:
 - a. Compile fact sheets and other documents to be posted on the CO website;
 - b. Identify, locate, and distribute specific materials requested by overseas CO programs;
 - c. Ensure that all CO materials are available online, as possible and practicable, in accessible and flexible electronic format(s);
 - d. When requested, handle bulk distribution of hardcopy Bureau-produced materials to overseas CO providers and domestic R&P affiliates in order to supplement electronic materials;
 - e. Produce new translations of and updated format and content for the *Welcome to the United States* guidebooks, videos, and DVDs as directed by the Bureau;
 - f. Reproduce hard copies, and maintain and store an adequate inventory of the *Welcome to the United States* guidebooks, videos, and DVDs as necessary to

supplement electronically available materials at the request of the Bureau, overseas CO providers, and domestic R&P affiliates.

3. To provide support and technical assistance to overseas and domestic CO programs on request;
4. To provide feedback to overseas CO programs as needed with guidance from the Bureau;
5. To provide other technical assistance requested by the Bureau, subject to availability of funds and adequate staffing levels to perform assigned tasks;
6. To strengthen communication between Resettlement Support Centers (RSCs) and refugees during overseas case processing to ensure refugees have ready access to accurate, useful information about the U.S. Refugee Admissions Program and general orientation topics.
 - a. To translate current materials on the refugee-facing website, as requested by the Bureau.
 - b. Maintain and update the refugee-facing website regularly and create additional material as needed.
 - c. Design, develop, and distribute resources as needed and requested by the Bureau.

B. FEDERAL AWARD INFORMATION

Proposed program start date: March 15, 2021

Duration of Activity: The Bureau will enter into one Cooperative Agreement for an initial period beginning March 15, 2021, through March 14, 2022, subject to the availability of funds. Through the Cooperative Agreement, the Bureau will provide full financial support to the selected organization, based on the proposal submitted in response to this request. This financial support may be renewable for up to two additional years based upon budget submissions on an annual basis, as long as there remains a need for the program, the organization conducting the program maintains a strong performance, and subject to the availability of funds. At the end of three years, if the need for the program continues, the Bureau will re-compete the project, and the recipient of this award may participate in that process.

Funding Limit: Project proposals must not be less than \$1,100,000 per year and no more than \$1,500,000 per year or they will be disqualified

C. ELIGIBILITY INFORMATION

1. **Eligible Applicants:** (1) Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education; (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education; and (3) International Organizations. International multilateral organizations, such as United Nations agencies, should not submit proposals through Grants.gov in response to this Notice of Funding Opportunity announcement. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) on or before the closing date of the funding announcement.

In order to be considered for participation in the program, applicants must:

- A. Demonstrate knowledge and experience in CO curriculum and materials development; in educational program implementation and evaluation; in assessment of student learning and understanding; and in adult teaching and learning methodology;
- B. Demonstrate experience working in a refugee context or with other migrant populations in the United States; and
- C. Demonstrate financial stability and provide documentation of at least three full years of operation in a 501(c)(3) non-profit status.

Failure to satisfy any of the three required qualifications above will preclude further consideration for participation in the program.

2. **Cost Sharing or Matching:** Cost sharing, matching, or cost participation is not a requirement of an application in response to this funding announcement.

3. **Other:**

(a) Proposals must have a concrete implementation plan with well-conceived objectives, outcomes, and indicators that are specific, measurable, achievable, relevant and reliable, time-bound, and trackable (SMART), and have established or projected baselines.

D. APPLICATION AND SUBMISSION INSTRUCTIONS

1. **Address to Request Application Package:**

Application packages may be downloaded from the website www.Grants.gov.

2. Content and Form of Application:

It is the intention of the Bureau to enter into Cooperative Agreements effective March 15, 2021 through March 14, 2022. Agencies should report all data in terms of the program year unless the instructions for an appendix or attachment specify another time period.

(a) Proposal Format:

Applicants should adhere to the following guidelines when preparing proposals:

- All documents in the proposal should be submitted electronically on 8.5 inch by 11 inch pages with one-inch margins.
- All documents in the proposal must be in 12-point Times New Roman font.
- All pages of the proposal must be numbered. Page numbers should restart at “page 1” for each separate file/attachment (Excel or Word Document) that is submitted. Applicants must adhere to page limitations as described in the detailed instructions below.
- Sections within each narrative should be sequential as directed in the detailed instructions below.

These guidelines differ from the PRM NGO Guidelines referenced earlier in this NOFO which are geared toward overseas assistance programming and not for refugee admissions.

(b) Required Documents:

Instructions accompany each form in the electronic Grant Application Package

1. Signed Completed Forms SF-424, SF-424A, and SF-424B.
 - PRM requires that Box 21 of the SF-424 be checked. Form SF-424B is now 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.
2. Proposal Narrative reflecting objectives, outcomes, and indicators.
3. Budget summary and budget detail for the initial year of the program period (sample format available on Grants.gov).
4. Budget narrative for the initial year of the program period.
5. Organization and Program Key Staff (sample format available on Grants.gov) and Organizational Chart.
6. Plan of Work. As described under section C.3 above, all proposals should contain a detailed implementation plan of work, including a timeline for activities.
7. Risk Analysis (sample format available on Grants.gov).

8. Code of Conduct on the prevention of sexual exploitation and abuse.
9. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable or a *de minimis* rate calculation if the applicant elects to use the *de minimis* rate, if applicable.
10. NGOs that have not received PRM funding since the U.S. government fiscal year ending September 30, 2004 must be prepared to demonstrate that they meet the financial and accounting requirements of the U.S. government by submitting copies of 1) the most recent external financial audit, 2) proof of non-profit tax status including under IRS 501 (c)(3), as applicable, 3) a Data Universal Numbering System (DUNS) number, and 4) an Employer ID (EIN)/Federal Tax Identification number, as applicable.
11. Organizations that received PRM funding in FY 2020 for activities that are being proposed for funding under this announcement must include the most recent quarterly progress report against indicators outlined in the cooperative agreement. If an organization's last quarterly report was submitted more than six weeks prior to the submission of a proposal in response to this funding announcement, the organization must include, with its most recent quarterly report, updates that show any significant progress made on objectives since the last report.

(c) Proposal Narrative

The proposal narrative must contain the following sections and should adhere to the requirements listed:

- The proposal narrative should be subtitled and numbered to correspond with the required information sections below. If any individual section of information is not applicable, that fact should be specifically stated.
- Each portion of the narrative should not exceed the number of pages indicated in the corresponding parentheses below.
- Note that page numbers should be sequential for the entirety of the Proposal Narrative and should not restart with each section of required information.

Submit the Proposal Narrative as an attachment by selecting the "Proposal Narrative Attachment Form" in the Grant Application Package.

Organizational Structure (Maximum 2 pages)

Each organization should describe its organizational structure, including the number of staff assigned to the CO Technical Assistance Program and how it will manage CO Technical Assistance Program activities.

Project Management and Implementation (Maximum 8 pages)

Organizational Capacity and History

All organizations should include a narrative describing the history and development of the organization; its background in CO or similar activities and its experience in developing CO or similar materials, particularly as pertains to refugee populations; and its experience and capacity to provide technical assistance related to the provision of CO or similar topics. Organizations must be sure to include a detailed organizational staffing plan that describes the CO Technical Assistance management function that each individual will perform.

Training Capacity

Organizations must describe their experience, ability, and capacity to provide training and CO technical assistance in:

- Conducting workshops and training on teaching methodology, curriculum development, and assessment and evaluation of CO;
- Equipping local CO providers to effectively use virtual and other remote methodologies;
- Topical subject areas as necessary to address the CO needs of refugees;
- Facilitating the exchange of best practices among programs;
- Presenting at meetings, public fora, conferences, and workshops;
- Facilitating international travel for, or conducting virtual staff exchange programs.

Technical Expertise in Development of Resource Materials

Organizations must illustrate their experience and describe their ability to:

- Create targeted resources utilizing a diverse variety of platforms that address the identified needs of overseas and domestic CO providers and refugees;
- Administer the CO electronic newsletter;
- Develop and/or maintain a dynamic and interactive CO website and online repository of CO resources;
- Develop background papers or fact sheets on refugee populations, as determined in collaboration with the Bureau;
- Develop and update curriculum content and format;
- Provide translations of the *Welcome to the United States* refugee orientation set, which includes the book and the DVD;
- Update trainer support materials to accompany the *Welcome to the United States* orientation video, including the Trainers Guide; and

- Distribute materials to overseas and domestic CO service providers and R&P agencies and store existing CO materials prior to distribution in both electronic format as well as hardcopy.

Gender Analysis

PRM partners must complete a gender analysis in the proposal narrative that briefly explains (1) Experiences of men, women, boys, and girls with a focus on the different familial roles, community privileges, and gender dynamics within the target population; (2) associated risks and threats experienced by women, girls, and other vulnerable populations based on their gender; (3) power imbalances and needs that arise based on gender inequalities that exist within the family or community; and (4) proposed responses that will address the above and mitigate any gender differences in access, participation, or decision-making that may be experienced by at-risk groups, particularly women and girls. The gender analysis should aim to specify and target specific at-risk sub-populations of women and girls, in particular women and girl heads of households, out-of-school girls, women and girls with disabilities, women and girl survivors of violence, married girls, adolescent mothers, as well as people who identify as lesbian, gay, bisexual, transgender, or intersex (LGBTI), and those who are often unaware of and excluded from programs and services and who may be the hardest to reach based on their gender.

Plan of Work

As described under section C.3, a, all proposals should contain a detailed implementation plan of work, including a timeline for activities and projected outcomes. It is recommended that objectives and activities be submitted in SMART format. While the Work Plan itself should be included as an attachment to the proposal, a description of the applicant's plan to complement this document should also be included in the narrative.

(d) Budget Summary and Detail

The sample budget format available on Grants.gov includes columns reflecting the Bureau (federal) and other (non-federal) funding sources as well as the total funding need. The budget summary requires each applicant to provide a breakdown of sources of any non-federal funding and the amounts. This breakdown should correspond to the amount of non-federal funding included in the budget.

The following provides guidance for the preparation of budget submissions using the sample Excel format provided. Please note that in the sample summary format some basic program information is requested in addition to the summary budget figures (on two separate tabs in the sample Excel workbook). Note that budget information is required by quarter, and agencies should provide real quarterly budgets, factoring in activities such as trainings and events.

The 2021 Notice of Funding Opportunity for the CO Technical Assistance Program includes the requirement that each proposing organization submit a line item budget for program 2021 costs by quarter, following the instructions below.

Personnel and Fringe Benefits

These sections of the budget should list individuals whose responsibility is to provide technical assistance in CO, or to conduct CO-related activities as specified in the full announcement. Costs should include salaries and benefits of full-time and part-time program and administrative personnel associated with providing or supervising the provision of CO technical assistance. Provide salary and Full-Time Equivalent (FTE) for each individual. Fringe benefits should be provided as a single line item, representing total cost for all CO staff listed. *Personnel whose costs are included in an agency's overhead base may not be included here.*

If an employee works 100% of the time on the CO Technical Assistance Program, that employee should be listed as 1.0 FTE. If an employee works less than 100% of the time on the CO Technical Assistance Program, the FTE and funding level for the employee should be prorated appropriately. Organizations are reminded that any employee charged directly to the CO Technical Assistance Program must complete time sheets demonstrating that the claimed amount of time was actually devoted to working on the CO Technical Assistance Program versus other responsibilities.

Travel

This section of the budget should include any potential projected travel costs related to the CO Technical Assistance Program for the purposes of conducting trainings, presenting at national and/or regional conferences, and participation at other relevant Bureau meetings such as the CO Working Group. Provide a brief description of the travel in the comments section (for example, number of trips for what purpose at a cost of \$xx per trip). Provide details regarding proposed expenditures for conference travel. Travel costs listed should include local taxi fares, POV mileage, airfares, and per diem (when required for overnight trips). For each trip, include departure and arrival cities, number of travelers, and duration of trip/number of days.

Equipment/Furniture

This section of the budget should include equipment costs directly attributable to the CO Technical Assistance Program. Provide separate estimates for expendable and nonexpendable equipment and furnishings, with explanation in the comments section.

Office Supplies

This section of the budget should include supply costs directly attributable to the CO Technical Assistance Program. Items listed in this section would include (as examples) stationery, copier paper, envelopes, paper clips, pens, pencils, file folders, or other small items generally used within one (1) year or less.

Professional Fees

This section of the budget should include contractual costs directly attributable to the CO Technical Assistance Program. Provide the information according to appropriate category (e.g. computer or program consultants, services of certified public accountants whose work is directly related to CO). Applicants are reminded that contracts not dedicated entirely to the CO Technical Assistance Program may not be charged to the program.

Space/Utilities

This section of the budget should include space and utilities costs directly attributable to the CO Technical Assistance Program. Provide estimated costs for such items as rental or lease of office space, telephone service, postage and courier service, electricity, heat, water, and custodial and maintenance services – all for the appropriate share of the agency's costs in these categories devoted to the CO Technical Assistance Program.

Other

This section of the budget should include costs directly attributable to the CO Technical Assistance Program not covered by any of the previous categories. Such costs must be individually itemized and explained. Some examples of costs that might appear in this section include subscriptions, briefing and orientation materials, and conference registrations.

Overhead

This section should include only those charges resulting from the application of a Government (U.S.G) approved indirect cost rate to recover an appropriate portion of an organization's indirect costs. *Organizations with an approved negotiated indirect cost rate should submit via PDF attachment a copy of the most recent approved U.S.G. negotiated indirect cost rate agreement to support the rate reflected in this category.* Organizations are reminded that headquarters costs not dedicated entirely to the CO Technical Assistance Program may not be charged to the program.

(e) Budget Narrative (Maximum 4 pages)

The Budget Narrative should describe in full detail each of the above-mentioned items included in the Budget for program year 2021. The Budget Narrative should thoroughly and clearly describe each item, correspond with the information and figures provided on the Excel budget format, be easy to follow and understand, demonstrate cost

reasonableness and that calculations are mathematically correct, and comply with guidelines and limitations.

(f) CO Program Staff

Applicants should submit information on proposed CO Technical Assistance Program staff and other involved staff, including their proposed responsibilities, using the sample format that is provided. List on this attachment all staff members working on the CO Technical Assistance Program, including the hours per week each will spend performing CO Technical Assistance Program tasks, and a description of the duties performed.

3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM)

(a) Each applicant is required to: (i) be registered in SAM at (www.sam.gov) before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM. No federal award may be made to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

(b) Proposals must be submitted via Grants.gov (not via SAMS Domestic).

Grants.gov registration requires a DUNS number and active SAM.gov registration. If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's [General NGO Guidelines](#) "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. Applicants may also refer to the "[For Applicants](#)" tools and tips page on Grants.gov for complete details on requirements.

(c) Do not wait until the last minute to submit your application on Grants.gov.

Organizations not registered with Grants.gov should register well in advance of the deadline as it can take up to two weeks to finalize registration (sometimes longer for non-U.S. based NGOs to get the required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. **PRM partners must maintain an active SAM registration with current information at all times during which they**

have an active federal award or an application under consideration by PRM or any federal agency.

(d) When registering with [Grants.gov](https://www.grants.gov), organizations must designate points of contact and Authorized Organization Representatives (AORs). Organizations based outside the United States must also request and receive an [NCAGE](https://www.ncage.gov) code prior to registering with [SAM.gov](https://www.sam.gov). **Applicants experiencing technical difficulties with the SAM registration process should contact the [Federal Service Desk](https://www.federalregister.gov) (FSD) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).**

(e) **Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization.** Having proposals submitted by agency headquarters helps to avoid possible technical problems.

(f) **If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726.**

(g) It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place is not considered a technical difficulty and is not justification for an alternate means of submission.

(h) In accordance with 2 CFR §200.113, Mandatory disclosures, the non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

4. Submission Dates and Times

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5. Intergovernmental Review – Not Applicable.

6. Funding Restrictions. Federal awards will not allow reimbursement of Federal award costs without prior authorization by PRM.

7. Other Submission Requirements

(a) **Branding and Marking Strategy:** Unless exceptions have been approved by the designated bureau Authorizing Official, at a minimum, the following provision will be included whenever assistance is awarded:

- The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:
 - 1) Fully funded by the award: "Gift of the United States Government"
 - 2) Partially funded by the award: "Funding provided by the United States Government"

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. Embassy seal, or other Department of State program logos.

Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the non-Federal entity.

E. APPLICATION REVIEW INFORMATION

1. **Criteria:** Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the proposals based on the following criteria:
 - Proposed plan of work, including experience and capacity to develop CO training materials and curricula; experience and capacity to evaluate CO program activities; expertise to assess student learning and understanding; experience and capacity to conduct trainings; experience and capacity innovation to develop and implement targeted initiatives to address CO needs; ability to manage create targeted resources utilizing diverse methodologies and platforms; expertise to create new resources; and ability to develop and maintain a dynamic interactive website and online repository of resources. *(30 points)*
 - Documented organizational capacity to manage and administer a CO technical assistance program, including demonstrated knowledge, experience, and fiscal responsibility. *(25 points)*
 - Documented capacity to manage activities in accordance with established program requirements and performance standards, including accountability for outcomes. *(25 points)*
 - Detailed and cost-effective budget and demonstrated fiscal responsibility. *(20 points)*
2. PRM will conduct a formal competitive review of all proposals submitted in response to this funding announcement. A review panel of at least three people will evaluate submissions based on the above-referenced programmatic criteria and PRM priorities in the context of available funding.
3. Department of State Review Panels may provide conditions and recommendations on applications to enhance the proposed program, which must be addressed by the applicant before further consideration of the award. To ensure effective use of limited PRM funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and program activities.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. **Federal Award Administration.** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM actually makes the federal award. That notice is not an authorization to begin performance. Only the notice of award signed by the grants officer is the authorizing document. Unsuccessful applicants will be notified following completion of the selection and award process.
2. **Administrative and National Policy Requirements.** PRM awards are made consistent with the following provisions in the following order of precedence: (a) applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award; (b) Code of Federal Regulations (CFR); (c) Department of State Standard Terms and Conditions of the award; (d) the award's specific requirements; and (e) other documents and attachments to the award.

3. Reporting

Successful applicants will be required to submit:

(a) Program Reports: PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program report is required within thirty (30) days following the end of each three month period of performance during the validity period of the agreement. The final program report is due ninety (90) days following the end of the agreement. The submission dates for program reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit a final program report at the end of each year that summarizes the NGO's performance during the previous year.

The Performance Progress Report (SF-PPR) is an optional cover sheet used by recipients for progress reporting on awards. Previously this form was mandatory, but has since been removed from OMB's list of approved forms and currently is an optional form.

(b) Financial Reports: Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within ninety (90) days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable negotiated indirect cost rate agreement (NICRA).

Reports reflecting expenditures for the recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in accordance with other award-specific requirements. Detailed information pertaining to the Federal Financial Report including due dates, instruction manuals, and access forms, is provided on the [HHS/PMS website](#).

(c) Audit Reports: When a recipient-contracted audit is not required because the annual Federal Assistance amount is less than the \$750,000 threshold, the Department may determine that an audit must be performed and the audit report must be submitted to the responsible grants office(r) for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

G. PRM Contacts

Applicants with technical questions related to this announcement should contact the PRM staff listed below prior to proposal submission. Please note that responses to technical questions from PRM do not indicate a commitment to fund the program discussed.

PRM Program Officer: Holly Herrera, HerreraHA@state.gov or 202-258-7767.