

Notice of Funding Opportunity (NOFO)

Administrative & Programmatic Support, American Corner Jaffna

U.S. Embassy Sri Lanka, Department of State

Opportunity number: PDS-COL-2025-ASCI

Application deadline: **July 3, 2025**

Table of Contents

A.	BASIC INFORMATION	3
1.	<i>Overview</i>	<i>3</i>
2.	<i>Executive Summary</i>	<i>4</i>
B.	ELIGIBILITY	5
1.	<i>Eligible Applicants.....</i>	<i>5</i>
2.	<i>Cost Sharing or Matching</i>	<i>6</i>
3.	<i>Other Eligibility Requirements.....</i>	<i>6</i>
C.	PROGRAM DESCRIPTION	6
1.	<i>Project Background, Goals, and Objectives.....</i>	<i>6</i>
2.	<i>Substantial Involvement</i>	<i>8</i>
D.	APPLICATION CONTENTS AND FORMAT	9
1.	<i>Mandatory application forms</i>	<i>9</i>
2.	<i>Proposal (12 pages maximum)</i>	<i>9</i>
3.	<i>Budget Justification Narrative</i>	<i>10</i>
4.	<i>Required Attachments</i>	<i>11</i>
E.	SUBMISSION REQUIREMENTS AND DEADLINES	12
1.	<i>Address to Request Application Package</i>	<i>12</i>
2.	<i>Department of State Contacts</i>	<i>12</i>
3.	<i>Unique entity identifier and System for Award Management (SAM.gov).....</i>	<i>12</i>
4.	<i>Submission Dates and Times</i>	<i>13</i>
5.	<i>Funding Restrictions.....</i>	<i>13</i>
6.	<i>Other Submission Requirements: Copyrights and Proprietary Information</i>	<i>14</i>
F.	APPLICATION REVIEW INFORMATION	14
1.	<i>Review Criteria</i>	<i>14</i>
2.	<i>Review and Selection Process</i>	<i>15</i>
3.	<i>Risk Review</i>	<i>16</i>
G.	AWARD NOTICES.....	16
H.	POST-AWARD REQUIREMENTS AND ADMINISTRATION.....	17
1.	<i>Administrative and National Policy Requirements.....</i>	<i>17</i>
2.	<i>Reporting</i>	<i>18</i>

I. OTHER INFORMATION	18
Tab 1 - SPECIFIC TASKS REQUIRED OF GRANT RECIPIENT.....	21
Tab 2 - U.S. (PDS) SUBSTANTIAL INVOLVEMENT.....	26

**U.S Department of State
U.S. Embassy in Colombo, Public Diplomacy Section
Notice of Funding Opportunity**

A. BASIC INFORMATION

1. Overview

Funding Opportunity Title	Administrative & Program Support, American Corner Jaffna
Funding Opportunity Number	PDS-COL-2025-ASCJ
Deadline for Applications	All application materials must be received electronically by July 3, 2025 at 11.59 p.m. (Colombo Time) to the following email address:

	<p>colombopdgrants@state.gov. Applicants must include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.</p> <p>Question Deadline: For questions on this solicitation, contact colombopdgrants@state.gov. Questions must be received on or before June 13, 2025, at 11:59 p.m., (Colombo Time). Applicants should not expect an email response to questions, as questions received before the deadline will be answered in a question-and-answer document and posted at www.lk.usembassy.gov on June 17, 2025.</p>
Assistance Listing Number	19.040 – Public Diplomacy Programs; 19.441 ECA – American Spaces
Length of performance period	24 – 30 months
Number of awards anticipated	2 awards (Administrative Support for American Corner Jaffna; Program Support for American Corner Jaffna)
Award amounts	Awards may range from a minimum of \$15,000 to a maximum of \$100,000 (approximately)
Total available funding	\$150,000 for both awards, pending availability of funds
Type of Funding	FY25 .7 (PD) funds and FY25 ECA (American Spaces Support Funds)
Anticipated project start date	January 1, 2026

Funding Instrument Type: Cooperative agreement, with substantial involvement of the Public Diplomacy Section of the U.S. Embassy (detailed below)

Project Performance Period: Proposed projects should be completed in 24 to 30 months or less.

This notice is subject to availability of funding. The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Executive Summary

The U.S. Embassy Colombo, Public Diplomacy Section (PDS) is pleased to announce a funding opportunity through the Public Diplomacy grants program for support of American Spaces in Sri Lanka.

There are two awards associated with this funding opportunity:

To support American Corner Jaffna with 1) Administrative AND 2) programmatic support. We seek a SINGLE grantee to implement BOTH awards (both will be Cooperative Agreements, meaning significant Public Diplomacy Section input and assistance). The grantee would issue any necessary sub-awards or sub-grants to support the American Space throughout the grant period.

Please note: the intended program period for BOTH of these grants will be for 24 – 30 months. Budgets submitted with this proposal should cover the first year of the program period; one budget submitted for each grant. Please see **Tab 1** for the specific tasks associated with each grant.

A Memorandum of Understanding (MOU) for American Corner Jaffna (ACJ) between the Public Diplomacy Section at the U.S. Embassy Colombo and the grant recipient will need to be signed. The MOU will outline each party's responsibilities under the partnership, to include the host institution's contribution to the ACJ. Per the MOU, the host institution provides the space/venue for ACJ free of charge. Please note: the location of the Corner is determined by the host institution.

B. ELIGIBILITY

1. Eligible Applicants

- The following organizations are eligible to apply:
- Not-for-profit organizations
- Civil society/non-governmental organizations
- Think tanks
- Public and private educational institutions

Applicants must be registered in Sri Lanka. International organizations, Sri Lankan government entities and individuals are not eligible to apply.

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

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

For more information on the difference between sub-contract and sub-recipient, please refer to 2 CFR 200.[331](#).

2. Cost Sharing or Matching

Cost sharing or matching is not required for this funding opportunity. However, please note: The grant recipient will be designated as the Host Institute of American Corner Jaffna, and as such, will provide the space/venue for ACJ free of charge. Additional in-kind support should also be noted (e.g. portion of salaries of coordinators or support staff, utilities, etc).

Also, please note: Applicants are encouraged to demonstrate cost-sharing, public-private partnerships, cooperation among multiple partners, or innovative means to implement cost savings in their proposals

3. Other Eligibility Requirements

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

4. This opportunity will not support:

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

C. PROGRAM DESCRIPTION

1. Project Background, Goals, and Objectives

American Spaces are cultural centers based in libraries and other institutions throughout Sri Lanka, providing resources and educational opportunities to their target audience, while also serving as gateways for their audience to learn about American society, culture, and values.

American Spaces operate based on the global standards of the American Spaces program. These standards mandate that every American Space offer programming in six core areas:

- Information about the United States
- English Language teaching and learning
- EducationUSA advising
- Cultural programs
- Alumni of U.S. government-sponsored exchange programs
- Skills building

The American Spaces standards mandate that American Spaces maintain collections of books, magazines, databases, computer workstations, and an area for programs. All materials and programs at the American Spaces—to include internet access—must be free and open to the public.

The goal of this NOFO is to identify a host partner for American Corner Jaffna.

Project Audience(s): Primary target audience of American Space programming includes youth between 17 and 35 years old, particularly those with the potential and interest to become local or national leaders. The American Spaces' programs inform youth by building essential skills, fostering active community engagement, and influencing peer leadership, in alignment with current U.S. foreign policy objectives.

Project Goal: The goal of American Spaces programs is to provide resources and programming in the following areas that strengthen U.S. influence, promote security and stability in the region, support economic growth, and celebrate American excellence:

- Build U.S.-Sri Lanka cooperation and regional stability: Increase Sri Lankan's understanding of the United States, U.S. policy in the region, and the U.S. as an important and positive partner for Sri Lanka.
- Develop future leaders: Equip talented Sri Lanka youth to become leaders invested in their local communities, their nation, and the region – including studying and developing solutions to regional issues or strengthening ties with the U.S. and other Indo Pacific countries;
- Promote peace, democracy, and community cohesion;
- Equip youth: Enable young Sri Lankans to develop skills in American English language; in entrepreneurial thinking; in anti-censorship skills; and in Science, Technology, Engineering, Mathematics (STEM) and related fields to be able to work with U.S. businesses and products; and

- Celebrate American excellence: Showcasing American educational resources, cultural values, and leadership principles, the program will celebrate American excellence and reinforce the United States' role as a global leader in education and cultural diplomacy.

Program Objectives:

Objective 1: To enhance the capacity of the American Space in Jaffna to promote U.S. values and interests by implementing a comprehensive program that fosters English language proficiency, cultural exchange, and leadership development among local youth.

Objective 2: Ensure provision each month of at minimum 1 cultural program and 1 experiential learning program within American Spaces foci and that support priorities established by the Embassy to an audience that meets the target description resulting in a measurable increase in understanding of U.S. policies, cultural values, and leadership principles amongst participants.

Objective 3: Complete 100% of the post-activity narrative reports to summarize program impact to include participation, success stories, and lessons learned.

Objective 4: Maintain budgeting standards on 100% of the line items as agreed upon through the grant agreement.

Expected Activities:

Programmatic and administrative support to American Corner Jaffna. Please see **Tab 1** for a more detailed list of responsibilities for selected recipient. Proposals should detail how the submitting organization plans to address the requirements at the American Corner.

- The recipient may be required to work alongside the current American Spaces implementer for a period of up to two months to ensure a smooth transition.

Please see **TAB 1** for a detailed list of responsibilities for selected recipient. Proposals should detail how the submitting organization plans to address the requirements at the American Corner.

2. Substantial Involvement

As any awards resulting from this NOFO will be cooperative agreements, PDS will have significant involvement in this effort. The responsibilities to be carried out by USG (PDS staff) for ACJ are detailed on **TAB 2** for these grants.

Pending funds availability, this funding opportunity will provide support for one year of activity. The Department of State will entertain proposals for cost and time amendments of any resulting 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.

D. APPLICATION CONTENTS AND FORMAT

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

Application forms required below are available at [U.S. Embassy Colombo website](#), and www.grants.gov.

Content of Application

Please ensure:

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

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) available at www.grants.gov.
- SF-424A (Budget Information for Non-Construction programs) at www.grants.gov.

2. Proposal (12 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. (see Attachment 1 for template)

- **Organizational Description and Capacity:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies as well as experience with and expertise in areas related to those described in the NOFO.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees (if applicable).
- **Monitoring & Evaluation Plan:** Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project's objectives and goals. Attachment 2 and 3 of this funding opportunity contains a template with instructions that may be used to fulfill this requirement. While the grantee is free to create their own template, completing Attachment 2 will ensure a thorough PMP.
 - Please note: Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

3. *Budget Justification Narrative*

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (Attachment 4). Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.1. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- Please note: this proposal should be submitted with two budgets, one for the administrative costs and one for the program costs. Please see **Tab 1** for specifics to be covered by each grant. Budgets submitted should be for 12-month period of programs and administrative support; budgeting for subsequent year will be negotiated once funding availability is determined.
- **Budget Justification Narrative** – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification

narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals.

Additional Budget Notes:

- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/o/e/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.

4. **Required Attachments**

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Indirect Costs:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.1.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant’s non-profit status.
- **Proof of Registration:** A copy of the organization’s registration should be provided with the proposal application. Organizations should submit a copy of their certificate of registration from the appropriate government organization.

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

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas
- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information
- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

E. SUBMISSION REQUIREMENTS AND DEADLINES

1. Address to Request Application Package

Application forms required above are available at: <http://www.lk.usembassy.gov/>, and www.grants.gov.

2. Department of State Contacts

If you have any questions about this funding opportunity or the grant application process, please contact: colombopdgrants@state.gov.

Question Deadline: For questions on this solicitation, please contact colombopdgrants@state.gov. Questions must be received on or before **June 13, 2025**, at 11:59 p.m., (Colombo Time). Applicants should not expect an email response to questions, as questions received before the deadline will be answered in a question-and-answer document and posted at www.lk.usembassy.gov on **June 17, 2025**.

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

Required Registration: All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) regardless of grant award amount. Foreign organizations or foreign public entities receiving an award less than \$500,000 that will be performed outside the U.S. may be exempted from full SAM.gov registration; however, must still obtain a UEI. 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.

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

Note: The process of obtaining a UEI may take anywhere from 4-8 weeks. Please begin the process as early as possible.

Exemptions

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

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

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

4. Submission Dates and Times

Submission Deadline:

Submission Method: Submitting all application materials directly to the following email address: colombopdgrants@state.gov. Applicants must include the NOFO Title and NOFO Number in the subject line of the email.

Submission Deadline: All applications must be received by **July 3, 2025** at 11.59 p.m. (Colombo Time). This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

5. Funding Restrictions

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA): None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).
- ii. Pre-Award Costs: Pre-award costs are not an allowable expense for this funding opportunity.

- iii. Construction: Any award made as a result of this NOFO will not allow for construction activities or costs.
- iv. Direct Social Services: Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

6. Other Submission Requirements: Copyrights and Proprietary Information

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

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

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

F. APPLICATION REVIEW INFORMATION

1. Review Criteria

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

- **Quality and Feasibility of the Program Idea – 40 points:** The proposal is well-developed, clear, and innovative. It offers a creative approach and/or solutions, focused on specific audiences or participants, with an approach that is likely to achieve results and have an impact. The application includes sufficient details that spell out exactly how and when elements will be carried out, with a reasonable implementation timeline and clear milestones provided.
- **Organizational Capacity and Record on Previous Grants – 25 points:** The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project. Applicant has identified a primary point of contact for Grant budget tracking, reports and updates. Applicant has sufficient internal controls in place to monitor activities, track spending, etc. The organization demonstrates capacity for successful planning and responsible fiscal management. This

includes a financial management system and a bank account. Applicants who have received grant funds previously have been compliant with applicable rules and regulations, and activities were carried out in line with the project proposal[s], reports were filed in a timely manner, etc.

- **Monitoring and Evaluation - 20 points:** There is a complete and thorough draft submission of a M&E Performance Monitoring Plan (PMP). The project has a clearly identified, S.M.A.R.T. objectives (in addition to outputs), with a good approach to measure the impact of the grant activity on target audiences and/or to bring about some change. (S.M.A.R.T. stands for: Specific, Measurable, Achievable, Relevant, and Time-bound.) The proposal outlines in sufficient detail how activities will be monitored or tracked. The applicant also has a plan for how to measure or evaluate impact or results, giving the organization the ability to explain in a report or what has changed as a result of the project, where the project succeeded, where it might have fallen short, and to discuss lessons learned. Use of the suggested template (Attachments 2 & 3) will satisfy these requirements.
- **Budget & Budget Narrative – 15 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable and realistic in relation to the proposed activities and anticipated results.

2. Review and Selection Process

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

3. Risk Review

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

- ii. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial reports. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

G. AWARD NOTICES

The 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.

Certification Regarding Compliance with Applicable Federal Anti-Discrimination Laws

If the place of performance or delivery of any award made under this NOFO will be **within United States**, applicants are advised that they will be required to certify the following at the time of award:

- 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.

Payment Method:

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

H. POST-AWARD REQUIREMENTS AND ADMINISTRATION

1. Administrative and National Policy Requirements

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

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

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

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

2. Reporting

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

All reports are to be submitted electronically.

I. OTHER INFORMATION

Guidelines for Budget Justification

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

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

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

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

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

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

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

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

Alcoholic Beverages: Award funds cannot be used for alcoholic beverages and other entertainment related expenses.

Tab 1 – SPECIFIC TASKS REQUIRED OF GRANT RECIPIENT

Grant # 1 - Administrative support will include:

1) Human Resources

- Plan for, coordinate, and implement a transition from the current grantee, ensuring no interruptions in American Corner Jaffna's (ACJ) operations or programming.
- The recipient must employ one (1) administrative staff to operate ACJ program. The administrative staff must be able, at a minimum, to perform the following:
 - Conduct monitoring and evaluation activities.
 - Manage all aspects of human resources.
 - Complete all grant documentation requirements (see reporting section).
- For every employee, the recipient must formally develop, document, and sign terms of employment and disburse monthly salaries in a timely manner.
- Develop and implement an annual employee performance evaluation system for all staff. Though the recipient is expected to consult with PDS for some portions of the evaluation, the recipient is solely responsible for designing and implementing the annual review process. The performance evaluation should meet international business standards, including a meaningful written review of employee performance and areas for improvement. Tie compensation to performance, particularly for ACJ staff, if desired.
- Detail all salaries or other benefits.
- Inform PDS of any human resources issues, to include personnel conflicts or absences, which will impact ACJ operations.
- Arrange temporary replacement staffing for personnel absences exceeding two weeks.
- Develop and implement a staffing plan that describes the hiring process for all personnel. The plan must:
 - Include PDS in the vacancy announcement (for prior approval) and interview process for all positions designated as key personnel by the recipient.
 - Obtain the Grant Officer's prior approval on hiring decisions for designated key personnel.

- Maintain sufficient information technology (IT) capability in order to manage the program reporting/communication system (described below), and to modify the communication system if necessary.
- Manage maintenance/upkeep of ACJ and its resources.
- Effectively manage ACJ inventories, to include an electronic catalog of all ACJ collections.
- Manage other programming and logistics as needed.

2) Maintenance of ACJ's Equipment and Materials

ACJ already has all necessary equipment for normal operations. For ACJ, the recipient should only budget for replacing existing equipment on a schedule agreed upon by PDS and the Recipient or when broken or in need of repair.

In addition, the Recipient will provide the following support for American Corner Jaffna:

- Provide general maintenance, upkeep, and utilities (e.g., telephone, power) to ACJ.
- Negotiate with outside vendors, establish, and sign contracts and pay for needed services and repairs with host institution and PDS concurrence.
- Establish a standard list of office supplies required by ACJ; purchase supplies as needed and distribute accordingly.
- Monitor the condition of all computer equipment currently in ACJ, including computers, monitors, laptops, e-books, Uninterrupted Power Supply (UPS) units, and voltage stabilizers.
- Develop a rotating replacement schedule for PDS-approved equipment. The replacement schedule must ensure ACJ continues to function at full capacity with working computer equipment. The recipient must receive PDS approval prior to ordering replacement computer equipment.
- Ensure ACJ computers have up-to-date antivirus software, filters, operating systems, accessibility software, and Microsoft Office Suites.
- Provide continuous internet connection to ACJ at the highest locally available speed.
- Monitor the condition of all ACJ equipment such as generators, projectors, printer/scanners, DVD players, digital cameras, flat screen televisions, fans, air conditioners and screens.

- Ensure that equipment and materials provided to ACJ are adequately inventoried. All resources provided by PDS or paid for via this agreement are to remain on ACJ premises and may not be relocated or dispersed in any way without prior written consent of PDS. The recipient is responsible for safeguarding ACJ materials, equipment, and supplies.
- Coordinate with PDS for shipment and receipt of materials and equipment to ACJ.
- Maintain a collection of resources about the United States, such as books, U.S. government publications, periodicals, movies, posters, and other cultural materials. All material included in ACJ will be selected in consultation with PDS. ACJ currently has collections meeting minimum standards. The recipient is responsible for maintaining the collections and updating them with PDS-provided materials. The recipient is responsible for distributing new materials to ACJ. The recipient should not include the cost of purchasing new library collection materials in the budget. PDS will purchase these items.
- In cooperation with PDS, create and produce promotional materials to be provided to ACJ staff with recommended distribution strategies. The recipient must produce and deliver promotional materials two times per year.
- Coordinate the logistics for initial and annual training for ACJ coordinators. Notification for these training opportunities will come from PDS. The recipient must fund travel, per diem, and training or tuition costs for ACJ staff to attend conference, training, or workshops. The recipient must consult with PDS but is solely responsible for organizing and implementing the travel and attendance logistics of coordinators to the conference, training, or workshops.
- Ensure ACJ has continuous logistical support in situations of low or no utilities (e.g., telephone and power) to include generator support; utility support need not cover all electrical needs but should maintain minimal but necessary equipment functioning.

Grant # 2: Programmatic support will include:

3) American Spaces Programs

PDS will provide training on acceptable and successful programming techniques. As a part of their ongoing duties, ACJ staff must ensure that ACJ does the following as required by PDS:

- Ensure ACJ conducts a minimum of 12 to 16 (in person, virtual or hybrid) unique programs per month, with the specific number decided in consultation with PDS. The recipient must obtain PDS approval prior to implementing any program. Programs may include, but are not limited to:
 - cultural and educational programming;

- activities focusing on economics, youth empowerment, entrepreneurship, technology, and regional security;
- regularly scheduled, recurring programs, to include volunteer-led English language classes, internet and computer skills classes, professional development workshops, and other programming as directed by PDS.
- Conduct marketing and promotion campaigns, using various media to include outreach visits and social media, to promote ACJ programs.
- Conduct outreach to target audience, to include at schools and other community centers, to promote ACJ and attract new users.
- Conduct outreach to government offices, civil society, and community leaders to build local support for ACJ.
- Facilitate free access for ACJ users to ACJ collections.
- Assist users in conducting research or accessing collections, like that of a reference desk in an American public library.
- Facilitate free computer and internet access for visitors.
- Supervise public computer and internet access.

4) Reporting

- Monitor the progress of ACJ programs with quarterly reporting to the U.S. Embassy, Colombo.
- Ensure ACJ staff submit plans for upcoming ACJ programs to PDS. Plan submissions will contain such content as PDS determines necessary, such as an agenda, program description, venue layout, and other background information.
- Ensure ACJ staff submits post-program reports to PDS to summarize programs and activities each week. Program reports will contain such content as PDS determines necessary, such as a brief report and photos of events.
- PDS will provide a performance rating for each program report. The recipient may use these ratings as one of its inputs when evaluating ACJ coordinator performance.
- Utilize on-line communication between ACJ staff, the recipient's administrative staff, and PDS to provide:

- Total number of visits per month and per year, for ACJ and for the program as a whole, including total women and total men disaggregated by age and identification of unique vs. repeat visitors.
- Post-Program reports (submitted by ACJ staff to PDS);
- Quarterly reports including updated Performance Monitoring Plan (PMP) please see D section 2.
- Annual staff performance reviews (archived by the recipient, searchable by PDS);
- Any necessary administrative updates;
- Inventory of all equipment and supplies, indexed by ACJ;
- Monthly expenditure reports from ACJ; and
- Other necessary information determined by PDS or the Recipient.
- Conduct regular operational, administrative, and programmatic evaluations, report results and make appropriate recommendations for improvement to PDS.
- Implement regular quality control monitoring and reporting of ACJ, including assessment visits to evaluate staff performance, evaluate ACJ relationship with the local government, evaluate condition of ACJ facilities, supplies and equipment, ensure all computers function and have all required software installed, and address any management, administrative, and maintenance concerns at each site. During in-person visits technology upgrades or security patches for the computers should be addressed.

Tab 2: U.S. GOVERNMENT (PDS) ROLE AND RESPONSIBILITY (Substantial involvement)

As any awards resulting from this NOFO will be cooperative agreements, PDS will have significant involvement in this effort. The following responsibilities will be carried out by USG (PDS staff) for ACJ. PDS responsibilities will include, but are not limited to:

- Establish signed MOUs with the appropriate Government of Sri Lanka institutions, as circumstances require, which delineate the responsibilities of host institutions, in consultation with the recipient.
- Review program content presented at the American Space to ensure programs support U.S. government objectives and are pertinent to Sri Lankan audiences.
- Providing PDS-developed programs that the American Space must implement.
- Review and approve all programs implemented by the recipient.
- Provide the American Space with an information resource collection including books, periodicals, DVDs, and CD-ROMs about the United States. PDS will consult with the recipient when selecting and purchasing additional materials for the library collections. PDS will provide these materials; the recipient should not budget for purchasing new collection materials.
- Provide appropriate public diplomacy materials to American Spaces for free distribution to patrons.
- Approve the hiring of designated key personnel by the recipient.
- Provide ongoing communication and feedback to the recipient regarding program operations and administration.
- Review and approve any manuals, policies, procedures, program materials, or other materials developed by the recipient for the American Spaces prior to use or distribution.
- At its discretion, conduct oversight visits (including through third-party monitors) to the American Space.
- At its discretion, provide trainings and consultations to American Space staff, in coordination with the recipient, at locations in Sri Lanka.

Pending funds availability, this funding opportunity will provide support for one year of activity. The Department of State will entertain proposals for cost and time amendments of any resulting 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.