



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

**FY 2022 Notice of Funding Opportunity for Technical Support to
Central American Minors (CAM) Program Petitioners**

Funding Opportunity Number: SFOP0008526

Assistance Listings (CFDA) number: 19.510 - U.S. Refugee Admissions Program

Announcement issuance date: Wednesday, January 12, 2022

Announcement type: Cooperative Agreement

Proposal submission deadline: Friday, February 11, 2022 at 11:59:59 p.m. (23:59:59) EST. **Proposals submitted after this deadline will not be considered.**

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

ADVISORY: All applicants must submit application packages through the website Grants.gov. PRM strongly recommends submitting your application packages 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](https://www.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.

PRM strongly recommends application packages be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations when transmitted. Exceeding page length limits, including through the inclusion of cover pages, will result in disqualification. All documents must be in English.

Organizations can request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

COVID-19: PRM recognizes the difficult circumstances under which organizations are currently operating because of the COVID-19 pandemic and will take them into consideration in application package reviews. To the extent possible, organizations should address how COVID-19 and resulting risks, restrictions and limitations will factor into their designated programs and attempt to ensure that proposed indicators and activities can be implemented under the challenging circumstances created by the COVID-19 response.

Full Text of Notice of Funding Opportunity

1. Program Description

PRM seeks proposals from organizations to augment existing capacity to accept Affidavits of Relationship (AORs) and other supporting documentation for applications to the Central American Minors (CAM) program. The CAM program allows eligible parents and legal guardians in the United States to file form DS-7699, also known as a CAM AOR, seeking a refugee interview for eligible family members in El Salvador, Guatemala, and Honduras. Applicants who are approved by U.S. Citizenship and Immigration Services (USCIS) are resettled to the United States via the U.S. Refugee Admissions Program (USRAP), while those who are denied may, on a case-by-case basis, be considered for humanitarian parole.

CAM AORs are currently being filed with the assistance of an existing Resettlement Agency (RA) funded via a cooperative agreement with PRM due to the complexity of the form, the volume of personal information collected, and required accompanying documents. In the interest of expediting submission of CAM AORs and facilitating family reunification in a more efficient manner, PRM seeks to increase capacity to assist applicants with filing this form via new or expanded partnerships. Organizations responding to this NOFO should describe how they would meaningfully augment existing system-wide capacity. Applicants may partner with current PRM-funded RAs, although this is not a requirement. Applicants with a nationwide network of offices and/or capacity to facilitate CAM AOR filing remotely and those with demonstrated ties to Salvadoran, Guatemalan, and Honduran diaspora communities in the United States will be given priority consideration. Applicants should describe:

1. The strategy and program activities detailing how they will provide technical assistance to eligible parents/legal guardians in the United States in filling out the AOR form and submitting it to PRM's Refugee Processing Center along with supporting documents; and
2. The outreach strategy that they would undertake to increase awareness of the CAM program and application process among those who may be eligible to file a CAM AOR on behalf of their children currently in El Salvador, Guatemala, and Honduras.

Please use both the [General NGO Guidelines](#) and this announcement to ensure that your submission is in full compliance with PRM's NOFO submission technical requirements. Submissions that do not reflect the requirements outlined in these guidelines will not be considered.

- A. Current Funding Priorities:** Proposed activities should support parents/legal guardians in the United States who have eligible children in El Salvador, Guatemala, and Honduras.
- B.** Organizations may submit a maximum of **one (1)** proposal per organization only. Any subsequent submissions received will be disqualified. (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.)

2. Federal Award Information

- A. Proposed program start dates:** March 15, 2022
- B. Duration of Activity:** Applicants may submit multi-year proposals with activities and budgets that do not exceed three years from the proposed start date. Actual awards will not exceed three years in duration and activities and budgets submitted in year one can be revised/updated each year. Continued funding after the initial 12 period of performance requires the submission of a noncompeting single or multi-year proposal and will be contingent upon available funding, strong performance, and continuing need. In funding a program one year, PRM makes no representations that it will continue to fund the program in successive years and encourages applicants to seek a wide array of donors to ensure long-term funding possibilities. Please see Multi-Year Funding section below for additional information.
- C. Period of Performance:** Programs period of performance of 12 to 36 months will be considered.

D. Funding Limits: Program proposals must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

a. **Funding floor per award:** \$100,000 per year

b. **Funding ceiling per award:** \$1,000,000 per year

Note: Funding ceilings and floors pertain to the PRM cost per year.

E. Anticipated Number of Awards: PRM anticipates, but makes no guarantee, to fund as many as three (3) awards through this announcement.

F. Anticipated Amount to be Awarded Total: PRM anticipates, but makes no guarantee, to award up to approximately \$3,000,000 total through this NOFO.

3. Eligibility Information

A. Eligible Applicants: (1) Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status); (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile); 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. 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.

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

Proposals for consideration should describe the sources and amounts of additional funding that may be utilized to complement PRM funding, and meet the following criteria;

- Are not paid by the Federal Government under another Federal award;
- Are verifiable from the non-Federal entity's records;

- Are not included as contributions for any other Federal award; and
- Are necessary and reasonable for accomplishment of project or program objectives.

Please include this information in the Budget Summary, Budget Detail, and Budget Narrative of the proposal, and separated from the PRM share of the proposed budget.

(Note: Though favorably looked upon, such will not result in a competitive ranking increase when evaluated.)

4. Other

- A. Proposals must have a concrete implementation plan with well-conceived objectives and indicators that are specific, measurable, achievable, relevant and reliable, time-bound, and trackable (SMART), have established baselines, and include at least one outcome or impact indicator per objective; objectives should be clearly linked to the sectors.
- B. PRM will accept proposals from any eligible organization although, given budgetary constraints, priority will be given to proposals from organizations that can demonstrate:
 - Evidence of coordination with Resettlement Agencies (RAs) working in the same area or sector as well as – where possible – local authorities; and
 - An emphasis on the outcome or impact of program activities.

5. Application and Submission Instructions

- A. **Address to Request Application Package:** Application packages may be downloaded from the website www.Grants.gov.
- B. **Consortia:** Organizations may apply to this call as part of a consortia; however, for consortia, one organization must be designated as the lead applicant. For purposes of consortia applying for PRM funding, PRM's considers consortium to be a group of no less than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member. PRM may request to review and approve of substantive provisions of proposed sub-awards.

Applicants may form consortia in order to bring together organizations with varied expertise to propose a comprehensive program in one proposal. The consortium arrangement may allow for greater geographic coverage, inclusion of technical and sectoral strengths from multiple organizations, increased inclusion of local and national organizations, and/or the potential of much greater impact through collaboration.

Submissions by organizations as part of a consortium do not count toward an organization's individual submission limit. If the applicant is applying as a consortium, a description of how the consortia will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the concept note. The prime applicant would be responsible for overall implementation of the proposed program activities, preparation/presentation of annual work plans, M&E planning, and required reporting to PRM. The prime applicant should designate a single individual to be the liaison with PRM, although PRM would reserve the right to communicate with sub-grantees.

- C. **Content and Form of Application:** Organizations may submit a maximum of **one (1)** proposal per organization only. Any subsequent submissions received will be disqualified. PRM strongly recommends using the proposal and budget templates that are available upon email request from [PRM's NGO Coordinator](#). Organizations request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

Single-Year Proposals:

- **Single-year program proposal page limits:** Single-year proposals using PRM's templates must not exceed 15 pages in length (Times New Roman 12-point font, letter sized paper, one-inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 10 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal, but are not required to do so. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of program information. The proposal narrative must be able to stand on its own in the application process. For multi-year funding application instructions, see section below. Proposals exceeding the page limit will not be considered.

- PRM strongly recommends application packages be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations.
- Exceeding page length limits, including through the inclusion of cover pages, will result in disqualification.
- All documents must be in English.

Multi-Year Proposals:

- Applicants proposing multi-year programs should adhere to the following guidance: Applicants may submit proposals that include multi-year strategies presented in one-year (12 months) cycles for a period not to exceed three years (36 months) from the proposed start date. Fully developed programs with detailed budgets, objectives and indicators are required for each year of activities. Applicants should use PRM's recommended multi-year proposal template for the first year of a multi-year application.
- Multi-year funding applicants may use PRM's budget summary and separate budget detail templates, and should disaggregate budget by year, per year, and for each program year. Multi-year proposal narratives and budgets can be updated yearly upon submission of new noncompeting single year proposal narrative template with an updated budget.
- **Multi-year program proposal page limits:** Multi-year proposals using PRM's multi-year template must not exceed 20 pages in length (Times New Roman 12 point font, letter sized paper, one inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 15 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal, but are not required to do so. These attachments do not count toward the page limit total however annexes cannot be relied upon as a key source of program information. The proposal narrative must be able to stand on its own in the application process. Proposals exceeding the page limit will not be considered.
- PRM strongly recommends application packages be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations
- Exceeding page length limits, including through the inclusion of cover pages, will result in disqualification.
- All documents must be in English.

- Multi-year applications selected for funding by PRM will be funded in one-year (12 months) increments based on the proposal submitted in the initial application as approved by PRM. Continued funding after the initial 12-month award requires the submission of a non-competing single-year proposal narrative and will be contingent upon available funding, strong performance, and continuing need. Follow-on applications are submitted annually for years two through three of proposals through non-competed directed announcements for the continuation funding. It is strongly recommended that NGOs submit as early as possible after the directed announcement for continuation funding has been issued. Years two through three of proposals must be submitted by the organization no later than 90 days before the proposed start date of the new cooperative agreement (e.g., if the next program period is to begin on September 1, submit your application by June 1). Late submissions will jeopardize continued funding.
- In the proposal narrative, please include an explanation of why multi-year funding may be necessary for this program to succeed, how longer periods of consultation with beneficiary populations will inform programming and enable interventions to be studied and improved, and how the proposed activities in year one will contribute to outcomes and impacts in years two and three. Please, articulate and quantify cost efficiencies that could not otherwise be attained through single year programs as well.

For Both Single and Multi-year proposals

To be considered for PRM funding, organizations must submit a complete application package, including:

- Proposal narrative including objectives and indicators for each year of the program period, not exceeding the page limits above. PRM now requires a specific outcome indicator to be included each proposal. Please see NGO Guidelines for more details.
- Budget Summary
 - **disaggregated by year and for each year** of the program period (for multi-year proposals).
- Budget Detail
 - **disaggregated by year and for each year** of the program period (for multi-year proposals).
 - Include total costs by objective and estimated costs by sector,

- Total costs divided by country (if applicable)
 - Organizations can request both Budget Summary and separate Budget Detail templates as well as others by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.
- d. Budget narrative **disaggregated by year and for each year** of the program period.
 - e. Completed and signed SF-424 and SF-424A. PRM requires that Box 21 of the SF-424 be checked.
 - Form SF-424B 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-424 family forms are available for download on Grants.gov.
 - f. Information in support of any cost-sharing/cost-matching arrangements, if applicable.
 - g. Information detailing the source of any in-kind contributions, if applicable.
 - h. Details on any sub-agreements associated with the program including the budget detail (must be part of the budget submission as noted above), if applicable.
 - i. Risk Analysis (separate from proposal narrative and from the security plan).
 - j. Protection from Sexual Exploitation and Abuse (PSEA) Code of Conduct
 - Consistent with the 2019 six IASC Principles and that there is a country or regional implementation plan specific to the country or region of the application, if applicable. (See NGO Guidelines for more details).
 - k. Security Plan.
 - l. Accountability to Affected Populations (AAP) Organization Framework
 - Note: The AAP section of a NOFO proposal narrative is specific to the program being proposed, and is distinct from the organization-level AAP framework requirement listed here, which is a separate document.

- m. Key Personnel for award applicant and sub-recipient(s)
 - Applicants must furnish names, titles, and brief biographical information on the education and experience of key personnel in implementing the program and key supervisory personnel; (i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award).
- n. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable, or a *de minimis* rate calculation of Modified Total Direct Costs (MTDC) if the applicant is eligible and elects to use the *de minimis* rate.
- o. Most recent external audit report is required prior to issuance of an award, if proposal is chosen for implementation

In order to be considered a competitive proposal, the proposal narrative and budget detail should include the following information:

- Focus on outcome or impact indicators as much as possible. At a minimum, each objective should have one outcome or impact indicator. Wherever possible, baselines should be established before the start of the program.
- PRM requires a specific outcome indicator be included in each proposal measuring the sense of safety and well-being of beneficiaries. Baseline and end of program surveys should be used to measure the indicator. Please see the [NGO Guidelines](#) for more details.
- Include specific information on locations of programs and beneficiaries to increase PRM's ability to track the impact of PRM funding.
- Outline how the NGO will acknowledge PRM funding. If an organization believes that publicly acknowledging the receipt of USG funding for a particular PRM-funded program could potentially endanger the lives of the beneficiaries and/or the organization staff, invite suspicion about the organization's motives, or alienate the organization from the population it is trying to help, it must provide a brief explanation in its proposal as to why it should be exempted from this requirement.
- PRM expects each proposal, regardless of sector, to demonstrate protection mainstreaming, including by identifying potential protection risks associated with the program and how they will be mitigated. Assistance activities should mainstream protection by analyzing the protection risks in relation to each specific programming sector. An analysis of the risks should inform how assistance is designed to

minimize them and maximize protection of beneficiaries. Applicants may introduce gender-specific risks in this section but provide a full analysis in the 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, such as 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 (LGBTQI+), 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.
- The budget should include a specific breakdown of funds being provided by UNHCR, other USG agencies, other donors, and your own organization.
- For consortia only, a description of how the partnership will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the proposal.

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

- Each applicant is required to:
 - a. be registered in SAM at (www.sam.gov) before submitting its application;
 - b. provide a valid DUNS/UEI number in its application; and
 - c. 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.

- *(Note: Starting on April 4, 2022, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI). For more information on the process, visit <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>)*

E. Applications must be submitted via Grants.gov. Grants.gov registration requires a DUNS/UEI 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](#)” page on Grants.gov for complete details on requirements.

Do not wait until the deadline to attempt 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 several weeks to finalize registration (sometimes longer for non-U.S. based NGOs to receive 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 has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with Grants.gov, SAM.gov or DUNS/UEI number issues. PRM partners must maintain an active SAM.gov registration with current and correct information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.

When registering with [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](#) code prior to registering with [SAM.gov](#). **Applicants experiencing technical difficulties with the SAM.gov registration process should contact the [Federal Service Desk \(FSD\) online](#) or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International). 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.

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.

Applicants who are unable to submit applications via Grants.gov due to **Grants.gov** technical difficulties and:

- who have reported the problem to the Grants.gov help desk;
- received a case number;
- have completed DUNS and SAM.gov registrations
- and had a documented service request opened to research the problem;

may contact the PRM NGO Coordinator **before the submission deadline** to determine whether an alternative method of submission is appropriate. PRM makes no guarantee to accept an application outside of the grants.gov system.

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 or are experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.

F. 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.)

G.

- **Announcement issuance date:** Wednesday, January 12, 2022
- **Proposal submission deadline:** Friday, February 11, 2022 at 11:59:59 p.m. EST. Applications submitted after this deadline will not be considered.

H. Intergovernmental Review: Not Applicable.

I. Funding Restrictions: Federal awards will not allow reimbursement of Federal Award costs without prior authorization by PRM.

J. Other Submission Requirements

A. Branding and Marking Strategy

The following provisions will be included whenever assistance is awarded:

The following provisions 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:

- Fully funded by the award: "Gift of the United States Government"
- Partially funded by the award: "Funding provided by the United States Government"

PRM highly encourages recognition of U.S. government funding on social media and website platforms to be included in proposals branding and marking strategy. Recipients should tag PRM's Twitter account @StatePRM and/or Facebook account @State.PRM (rather than using hashtags).

Updates of actions taken to fulfill this requirement must be included in quarterly program reports to PRM.

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 must appropriately 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 project materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

Do not use the Department of State seal without the express written approval from PRM.

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.

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. (Note: An exemption refers to the complete or partial cessation of branding, not use of alternative branding). Requests should be initiated with the Grants Officer and Grants Officer Representative. Waivers issued are applied only to the exemptions requested through the Recipient's proposal for funding and any subsequent negotiated revisions.

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.

6. Application Review Information

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.

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.

7. Federal Award Administration Information

- A. 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.

- B. 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.

- C. Reporting:** Successful applicants will be required to submit:

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 one hundred and twenty (120) 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 Bureau suggests that NGOs receiving PRM funding use the PRM recommended quarterly program report template (also used for final reports). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. The Quarterly Program Report Template can be requested by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCordinator@state.gov. Organizations will receive an automated email reply containing the templates.

- **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 one hundred and twenty (120) 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).

- i. 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](#).

Audit Reports: When a recipient-contracted audit is not required because the Federal award 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.

8. PRM Contacts

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

- **PRM Program Officer:** Nick Stokes, PRM/A, Washington, D.C., stokesfn@state.gov, 202-805-9640

Disclaimer: External websites linked above may not be supported or accessible by all web browsers. If you are unable to link to a referenced website, please try using a different browser or update to a more sone. If you continue to experience difficulties to reach external resources, please contact [PRM's NGO Coordinator](#).