

Notice of Funding Opportunity (NOFO)

International Religious Freedom Fund (I-REFF) Emergency Assistance

Office of International Religious Freedom, Department of State

Opportunity number: DFOP0017721

Application deadline: March 16, 2026

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**U.S. Department of State
Office of International Religious Freedom
Notice of Funding Opportunity**

A. Basic Information

1. Overview

Funding Opportunity Title	I-REFF Emergency Assistance
Funding Opportunity Number	DFOP0017721
Type of Solicitation	Open competition
Announcement Type	Initial announcement
Deadline for Applications	March 16, 2026
Assistance Listing Number	19.345
Length of performance period	36-48 months
Number of awards anticipated	1
Award amounts	\$4,853,409
Total available funding	\$4,853,409 pending availability of funds
Type of Funding	FY2025 Democracy Fund and Gift Funds
Anticipated project start date	July 1, 2026

This notice is subject to availability of funding. The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended (FAA).

Funding Instrument Type: Cooperative agreement

Project Performance Period: Proposed projects should be completed in 48 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

This notice is subject to availability of funding.

Application period: Applicants may apply for this funding opportunity from January 14 to March 16, 2026. If a lapse in appropriations occurs during the application period, applicants may still submit applications.

2. Executive Summary

The U.S. Department of State, Bureau of Democracy Human Rights and Labor, Office of International Religious Freedom (IRF) announces an open competition for organizations interested in submitting applications for a program to provide emergency financial assistance to victims of religious persecution and defenders of religious freedom.

IRF promotes religious freedom as a core objective of U.S. foreign policy that makes America stronger, safer, and more prosperous. IRF's mission is guided by its statutory mandate established by the International Religious Freedom Act of 1998 (IRF Act) and the Frank Wolf International Religious Freedom Act of 2016 (Wolf Act). The IRF Act provides that it is the policy of the United States, "standing for liberty and standing with the persecuted, to...promote respect for religious freedom by all governments and peoples." To that end, the Wolf Act calls for the State Department to issue foreign assistance awards to promote respect for religious freedom and combat religious freedom violations.

As declared in President Trump's Executive Order 13926, the promotion of international religious freedom is a "national security imperative" and "a foreign policy priority of the United States." Pursuant to that Executive Order, IRF funds foreign assistance programs to "anticipate, prevent, and respond to attacks against individuals and groups on the basis of their religion, including programs designed to help ensure that such groups can persevere as distinct communities; to promote accountability for the perpetrators of such attacks; to ensure equal rights and legal protections for individuals and groups regardless of belief; to improve the safety and security of houses of worship and public spaces for all faiths; and to protect and preserve the cultural heritages of religious communities."

Information on religious freedom conditions globally can be found in the State Department's annual International Religious Freedom Report.

Applicants will be responsible for ensuring program activities and products are implemented in accordance with the Establishment Clause of the United States Constitution.

B. Eligibility

1. Eligible Applicants

The following organizations are eligible to apply:

- U.S.-based non-profit organizations/NGOs with or without 501(c)(3) status
- Private, public, or state institutions of higher education

- For-profit organizations or businesses
- Foreign-based non-profit organizations/nongovernment organizations (NGO)
- Public International Organizations

The Department of State does not allow for-profit or commercial organizations to make a profit from its assistance awards. Profit is defined as any amount more than allowable direct and indirect costs. The allowability of costs for commercial organizations is determined by the Federal Acquisition Regulation (FAR) at 48 CFR 30, Cost Accounting Standards Administration, and 48 CFR 31 Contract Cost Principles and Procedures.

2. Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not required for this NOFO and will not improve competitive ranking of an application. Any budget items proposed for cost share must be allowable per 2 CFR 200, Subpart E—Cost Principles.

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

Primary applicants may submit **one application** in response to this NOFO.

C. Program Description

1. Goals and Objectives

In pursuit of its statutory mandate to promote religious freedom, IRF seeks a program to provide emergency financial assistance to those facing or who have recently experienced persecution on the basis of religion, including assistance to address threats of violence, medical needs resulting from violent assault, legal representation, and replacement of equipment damaged or confiscated as a result of harassment for those working to defend religious freedom.

Background

Launched at the inaugural Ministerial to Advance Religious Freedom convened by President Trump in 2018, the International Religious Freedom Fund (I-REFF) is a fund coordinated by the Department of State open to financial contributions by

governments wishing to promote religious freedom globally. I-REFF's primary purpose is to enable emergency assistance to victims of religious persecution.

Religious persecution includes “particularly severe violations of religious freedom” as defined in the International Religious Freedom Act of 1998 (IRF Act), as amended [22 USC 6402(13)].

Outcomes

Program outcomes may include but are not limited to:

- Individuals persecuted for their religious beliefs, practices, or affiliations ameliorate emergency conditions arising from their persecution with financial assistance.
- Individuals at imminent risk of religious persecution receive financial assistance allowing them to avoid persecution.
- Individuals or organizations persecuted for their defense of religious freedom ameliorate emergency conditions arising from their persecution with financial assistance.
- Recipients of emergency assistance enjoy greater health, safety, or freedom to practice their religion as a result of assistance.
- Emergency assistance is provided in a timely, secure manner that does not expose recipients or program staff to unnecessary risk.
- Emergency assistance is monitored and verified that it is used by recipients for its intended purposes.
- The program implementer verifies emergency conditions of applicants through adequate research and references.
- Emergency assistance is prioritized for recent emergencies and per a triage plan.
- Emergency assistance is provided in amounts appropriate to specific situational and geographic circumstances.
- The program implementer maintains an extensive network of geographic coverage and networks with access to a wide range of religious communities. The implementer should work to expand its networks of trusted partners to refer appropriate individuals for assistance.
- Emergency assistance is provided to persecution victims globally, including in places designated as Countries of Particular Concern or placed on the Special Watch List, which have demonstrated systematic, ongoing, or egregious violations of religious freedom.

Please refer to application **evaluation criteria in section F.**

Victims of persecution of all religious backgrounds and geographic location are eligible to apply to receive assistance. Therefore, applicants may consider partnering in consortium with other organizations to ensure access to persecution victims of all locations and backgrounds.

2. Substantial Involvement

As a cooperative agreement, this program will entail substantial involvement by IRF. Substantial involvement by IRF may include the following:

- Modify emergency assistance eligibility criteria in order to adjust to its priorities or trends in religious persecution.
- Review, refer, advise, and approve of individual beneficiary cases.
- Provide continued guidance and input on monitoring and evaluation, including the approval of appropriate performance indicators and any revised monitoring and evaluation plans.
- Request frequent check-in calls to provide an update on project activities, discuss challenges in the operating environments, and any other topics as needed.

With regard to partners for identification, provision and administration of emergency assistance, IRF may:

- Review and advise on the selection of such partners.
- Review and advise on criteria governing any partner's provision of assistance and how the Recipient will oversee any assistance component.

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.

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.

- Documents are submitted on 8.5 x 11 paper in an easily legible 12-point font with 1-inch margins. Captions and footnotes may be in 10-point font. Font sizes in charts and tables, including the budget, can be reformatted to fit within one page width.

The following documents are **required**:

1. Mandatory application forms

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

2. Summary Page

Cover sheet stating the organization name of the prime applicant, proposal date, program title, program budget, program period proposed start and end date, brief purpose of the program, and a name and contact information for the organization's main point of contact.

3. Proposal

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. It must include all the items below.

- **Executive Summary** (no more than one page, preferably as a Word Document) that outlines program goals and objectives. The Executive Summary should include a brief section that explicitly states the problem the program addresses and measurable program outcomes and impacts.
- **Table of Contents** (no more than one page, preferably as a Word Document) listing all documents and attachments with page numbers.
- **Proposal Narrative** (no more than ten pages, preferably as a Word Document). The ten-page limit **does not include** the Summary Page, Executive Summary, Table of Contents, Attachments, Detailed Budget, Budget Narrative, Audit, or NICRA.
- **Budget** (preferably as an Excel Workbook) that includes three columns: the request to IRF, any cost sharing contribution, and the total budget amount. Include a summary budget using the OMB-approved budget categories (see SF-424A as a sample) in a separate sheet. Costs must be in U.S. Dollars. Detailed line-item budgets for sub-grantees should be included as additional sheets within the Excel Workbook (if available at the time of submission).
- **Budget Narrative** (preferably as a Word Document) that provides detailed

explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered, if cost-share is used. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

- **Monitoring, Evaluation, and Learning Narrative** (no more than four pages, preferably as a Word Document). This document should specify the output and outcome indicators to be used. Applicants should describe their plans for evaluation design, data collection, analysis, reporting, and learning and demonstrate that they will be done ethically and responsibly and include the participation of subgrantees and participants.
- **Logic Model** (preferably as a Word Document). A brief outline of how the program's activities produce outcomes that address the problem identified in the proposal.
- **Risk Analysis** (preferably as a Word Document). Please ensure this document includes a discussion of Do No Harm principles and Preventing Sexual Exploitation and Abuse (PSEA) policies/plans for program staff and participants.
- **Security Plan** that addresses any issues related to program activities, as well as safety for any online activities or communications. This includes independent IT security audits (with a vulnerability assessment) of any proposed web application or platform. The Security Plan should show that the applicant has accounted for the risks identified in the Risk Analysis. Costs for security planning can be included in the Budget and Budget Narrative.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program of the specified geographic and programmatic scope and award amount. Include information on all previous grants **held over the last five years with the same or similar programmatic scope and award amount:** dates, award amount, title of award, purpose, and place of implementation, from the State Department and/or other U.S. government agencies.
- **Timeline** (preferably as a Word Document or Excel Workbook). The timeline of the overall program should include activities, evaluation efforts, and closeout.
- **Key Personnel** (no more than two pages, preferably as a Word Document). Please include short biographies that highlight relevant professional experience. Given the limited space, CVs are not recommended. Per 2 CFR 200.701.1, Key Personnel is defined as: those individuals identified for approval as part of substantial involvement in a cooperative agreement whose positions are essential to the successful implementation of an award. Applicants should keep in mind that any changes to key personnel during the life of the award must be

approved of by the Grants Officer.

- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees. ~~Include information on all previous grants: dates, award amount, title of award, purpose, and place of implementation, from the State Department and/or U.S. government agencies.~~

4. Additional attachments that may be submitted include:

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program.
- Letters of support or Memoranda of Understanding from program partners describing the roles and responsibilities of each partner.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.

To ensure fair evaluation, the IRF review panel will only review up to the page limit for each section. IRF may ask for additional documents not mentioned in this NOFO following a review.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at <https://www.grants.gov/forms/>.

2. Department of State Contacts

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

For assistance with **MyGrants** accounts and technical issues related to the system, please contact the ILMS help desk by phone at +1 (888) 313-4567 (toll charges apply for international callers) or through the Self Service online portal that can be accessed from <https://afsitsm.servicenowservices.com/ilms>. Customer support is available 24/7.

For assistance with **Grants.gov** accounts and technical issues related to using the system, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

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

Required Registrations

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

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

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of War (DoW) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoW foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of War. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

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

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

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

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

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](#)

For NCAGE help from within the United States, call +1 (888) 227-2423.
For NCAGE help from outside the United States, call +1 (269) 961-7766 or email NCAGE@dliis.dla.mil for any problems in applying for an NCAGE code.

Step 2: After receiving an NCAGE code, proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. **SAM.gov registration must be renewed annually.**

Information to help with international registrations is included on the SAM.gov website. Go to SAM.gov, click “HELP,” then scroll down to “New to SAM.gov?” for general information. Guidance on SAM.gov and the guidance on GSA’s website about requirement for registering in SAM.gov may change, so applicants should check the website for the latest information.

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.

4. Submission Dates and Times

Applications are due no later than March 16, 2026, at 11:59 p.m. Eastern Time.

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. Certification Regarding Compliance with applicable Federal anti-discrimination laws

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

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

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws.

iii. Certification of Trafficking in Persons Compliance and Compliance Plan

Applicants are advised that they will be required to certify the following at the time of award for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:

- 1) To the best of the Recipient's knowledge, neither the Recipient, nor any subrecipient, contractor, or subcontractor of the Recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175.105(a);

The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with this plan; and the compliance plan must follow the minimum requirements described in 2 CFR 175(b)(5).

2) That the Recipient has and will implement procedures to prevent activities described in 2 CFR 175.105(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in these activities.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

vi. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities

(a) Definitions.

American Security Drone Act-covered foreign entity means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.sam.gov>

FASC-prohibited unmanned aircraft system means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

Unmanned aircraft means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft .

Unmanned aircraft system means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.

(b) Prohibition. Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:

- (1) delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements;

(2) Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and

(3) Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system .

c) Exemptions, exceptions, and waivers. The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 (41 U.S.C. 3901 note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].

6. *Other Submission Requirements*

All application materials must be submitted electronically through www.Grants.gov or MyGrants. IRF is not responsible for disqualification due to applicants not being registered before the due date, system or technical errors in MyGrants or Grants.gov, or other errors in the application process.

Applicants must save a screenshot of the checklist showing all documents submitted in case any document fails to upload successfully.

IRF encourages organizations to **submit applications during normal business hours** (Monday – Friday, 9:00 AM-5:00 PM ET). If an applicant experiences technical difficulties and has contacted the appropriate help desk but is not receiving timely assistance (e.g., no response within 48 hours), they may contact the IRF point of contact listed in the NOFO in Section E.2. The point of contact may assist in contacting the appropriate help desk.

F. Application Review Information

1. *Review Criteria*

A review panel will evaluate and rate each application based on the evaluation criteria outlined below.

Quality and Feasibility of the Program – 30 points: A high-quality program will require expertise in matters of religious persecution of individuals globally and the ability to focus assistance to appropriate emergencies. A review panel will evaluate the applicant’s capability and track record to:

- Identify, verify, and evaluate severe religious freedom violations for identified individuals.

- Determine types and amounts of assistance appropriate to specific emergencies.
- Develop and maintain connections to individuals and organizations to assist in referring and verifying emergencies.

Program Planning/Ability to Achieve Objectives – 25 points: The applicant should have capability to safely deliver emergency financial assistance in places where religious persecution occurs.

A review panel will evaluate the applicant’s capability and track record to:

- Deliver emergency financial assistance.
- Deliver funding in restrictive environments including those the United States has designated as Countries of Particular Concern or Special Watch List countries; places recommended for such designations by the U.S. Commission on International Religious Freedom; and/or other places where religious persecution occurs.
- Deliver funding in every region of the world.

Organizational Capacity and Record on Previous Funding – 20 points: The program must be able to responsibly manage federal funding and comply with all rules and regulations.

A review panel will evaluate:

- The organization’s experience managing U.S. Government awards of similar size and scope, or awards from other funders with comparable compliance standards.
- The qualifications the proposal’s key personnel to administer the program based on relevant experience and expertise.
- The organization’s audit results.

Monitoring and Evaluation Plan – 15 points:

A review panel will evaluate the applicant’s monitoring and evaluation plan for:

- Ability to measure program success against key indicators.
- Appropriate milestones to indicate progress toward goals outlined in the proposal.
- Quality of output and outcome indicators and how and when those will be measured.

Budget – 10 points:

A review panel will evaluate the applicant's budget for adherence to the following standards:

- The budget justification narrative is detailed and describes all costs.
- Costs are allowable, allocable, and reasonable in relation the proposed activities and anticipated results.
- The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

2. *Review and Selection Process*

A review panel will evaluate all eligible applications.

3. *Risk Review*

i. Risk factors

For proposals recommended for funding, the Department is required by federal regulations to conduct a risk assessment. Consistent with 2 CFR 200.206, 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 requirements

ii. Responsibility/Qualification Information in SAM.gov

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313). An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov. Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

G. Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing

document, and it will be provided to the recipient for review and countersignature. 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.

IRF will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email requesting that the applicant respond to review panel conditions and recommendations.

Payment Method: If awarded, payments under this award will be made through PMS or by completing form SF-270, Request for Advance or Reimbursement. Final determination will be made in conjunction with the Grants Officer. Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis.

- Instructions for requesting payments via PMS are available at: <https://pms.psc.gov/>.
- Instructions for requesting payments via SF-270 are available at: <https://apply07.grants.gov/apply/forms/sample/SF270-V1.0.pdf>.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

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:

- [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). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.
- [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](#)

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 the 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.

2. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. *Provide sufficient detail on reporting requirements so that the applicant can budget adequate personnel time to complete reports.*

The Federal Financial Report (FFR or SF-425) is the required form for **financial reports** and must be submitted in PMS, and a copy of the report submitted in PMS then uploaded to the award file in MyGrants. Program reports uploaded to the award file in MyGrants must include a narrative as described below, as well as Program Indicators (or other mutually agreed upon format approved by the Grants Officer). Indicators will be reviewed and negotiated during the final stages of issuing an award on a program-by-program basis.

Narrative progress reports should reflect the focus on measuring the program’s progress on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award’s Scope of Work (SOW) and in the Monitoring, Evaluation, and Learning Narrative. An assessment of the overall project’s achievements should be included in each progress report. Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited)
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the approved Monitoring, Evaluation, and Learning Plan. In addition, attach the Monitoring, Evaluation, and Learning Plan, comparing the target and actual numbers for the indicators
- How relevant communities are being included in program activities
- Any qualitative impact or success stories from the project, when possible
- Copy of baseline, mid-term, and/or final evaluation report(s) conducted by an external evaluator; if applicable
- Relevant supporting documentation or products related to the project activities (such as articles, meeting agendas, participant surveys, photos, manuals, etc.) as separate attachments.
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities
- Reasons why established goals were not met
- Data for the required indicator(s) for the quarter as well as aggregate data by fiscal year
- Program Indicators or other mutually agreed upon format approved by the Grants Officer
- Proposed activities for the next quarter
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable

A final narrative and financial report must also be submitted within 120 days after the expiration of the award.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

3. Branding and Marking

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at Guidance for Contracts and Grants - U.S. Department of State Brand System. Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual 10 FAM 416, Policy Exceptions.

For more information, visit: <https://brand.america.gov/>

I. Other Information

Guidelines for Budget Justification

Refer to 2 CRF 200 Subpart E for more information on [Cost Principles](#).

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

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

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

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

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

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

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

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

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.