

Empowered Parents In Charge (EPIC)

Notice of Funding Opportunity (NOFO)

Empowered Parents In Charge (EPIC)

U.S. Embassy in Amman, Public Affairs Section, Department of State

Opportunity number: PAS-JOR-FY25-003

Application deadline: July 14, 2025

Empowered Parents In Charge (EPIC)

Contents

A.	Basic Information	3
B.	Eligibility	5
C.	Program Description	5
D.	Application Contents and Format	8
E.	Submission Requirements and Deadlines	10
F.	Application Review Information	14
G.	Award Notices	16
H.	Post-Award Requirements and Administration	17
I.	Other Information	18

Empowered Parents In Charge (EPIC)

U.S. Department of State
U.S. Embassy in Amman, Public Affairs Section
Notice of Funding Opportunity

A. Basic Information

1. Overview

Funding Opportunity Title	Empowered Parents In Charge (EPIC)
Funding Opportunity Number	PAS-JOR-FY25-003
Announcement Type	Initial funding opportunity
Deadline for Applications	11:59 p.m. Standard Jordan Time, July 14, 2025
Assistance Listing Number	19.040 – Public Diplomacy Programs
Length of performance period	18 months
Number of awards anticipated	1 award (dependent on amounts)
Award amounts	Awards may range from a minimum of \$150,000 to a maximum of \$350,000 (approximately)
Total available funding	\$350,000 pending availability of funds
Type of Funding	FY25/FY26 Smith- Mundt Public Diplomacy Funds
Anticipated project start date	October 1, 2025

Funding Instrument Type: Grant

Project Performance Period: Proposed projects should be completed in 18 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.

Empowered Parents In Charge (EPIC)

2. Executive Summary

Priority Region: Jordan

Executive Summary

People with disabilities (PWD) in Jordan face significant barriers to their full participation in society. Surveys find that currently 11.2 percent of the Jordanian population over the age of five has a disability. Although the government passed the "Law on the Rights of Persons with Disabilities" in 2017 and mandated that at least one percent of ministries' total annual budgets be allocated to ensure programs and services are accessible to persons with disabilities, government funding remains insufficient to address the needs of PWDs. NGOs report many PWDs are stigmatized, ostracized, and are not recognized for their capabilities and their potential to live full lives. Families, fearing that their children will face discrimination in school, choose to keep their children at home, leading to 79 percent of school-aged people with disabilities not enrolled in any educational institution. The lack of access to education has lifelong consequences. One third of illiterate Jordanians aged 13 and older are PWDs, and around 84 percent of working age people with disabilities of in Jordan are unemployed.

Thanks to the passage of the American with Disabilities Act in 1990, the United States is a world leader in protecting and promoting the civil rights of PWDs. Partnering Jordanian organizations with American institutions will showcase America's global leadership, provide Jordanians with an authentic glimpse into America's achievements on protecting the civil rights of PWDs, and create bonds between American and Jordanian communities. The Empowered Parents In Charge (EPIC) program will celebrate American excellence by spotlighting the achievements of specific Americans while offering best practices about and sharing aspects of the American experience to equip Jordanian parents of children with disabilities with advocacy skills, legal frameworks, financial resources, and civic engagement training. Parents will be empowered to ensure their children remain in school, are prepared for employment opportunities, and ultimately contribute to Jordan's economic growth and stability, thus reinforcing Jordan as a reliable regional partner to advance U.S. interests. Finally, the EPIC program will demonstrate how American excellence in the science, technology, and artificial

Empowered Parents In Charge (EPIC)

intelligence (AI) arenas have benefited PWDs and explore ways Jordanians could apply such innovations to advocating and supporting PWDs.

B. Eligibility

1. Eligible Applicants

The following organizations from the United States and Jordan are eligible to apply:

- *Not-for-profit organizations, including think tanks, educational institutions, and civil society/non-governmental organizations*

2. Cost Sharing or Matching

Cost sharing is not required. However, PAS Amman encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

Cost-sharing or matching is not an evaluation criteria of this NOFO.

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.

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.

C. Program Description

Empowered Parents In Charge (EPIC)

1. Goals and Objectives

The Empowered Parents In Charge (EPIC) program equips Jordanian parents of children with disabilities with advocacy skills, legal frameworks, financial resources, and civic engagement training that will ensure they have the capacity to successfully advocate for their children to remain in school.

The primary target audience of the EPIC program is parents of school-aged children (age 6-17) with disabilities who live in Jordan. The secondary audience is staff at the Ministry of Education tasked with overseeing and implementing programs for children with disabilities, as well as staff at not-for-profit organizations and public and private educational institutions who work with children with disabilities.

The EPIC program will offer a multifaceted approach to training:

- In-person exchanges where U.S. experts come to Jordan to provide advocacy training to parents, and education and implementation training for staff at the Ministry of Education as well as at not-for-profit organizations, public and private educational institutions.
- In-person exchanges where a cohort of Jordanian parents and leaders of non-profit PWD organizations travel to the United States to partner with American parents and organizations to learn about the ongoing impact of the American with Disabilities Act in education and actionable strategies for implementing similar programs in Jordan.
- A digital public awareness campaign that highlights the stories of children and adults with disabilities living successful and fulfilling lives. The campaign will also highlight the stories of parents of children with disabilities and how they overcame stigma to successfully advocate for their children.
- A media campaign to increase coverage of people with disabilities in traditional media, including a non-monetary, certificate of recognition award program to laud media coverage and impactful general reporting.

Empowered Parents In Charge (EPIC)

- Facilitating networking and strategy-building sessions among disability-focused NGOs in Jordan to develop and maintain a coalition for unified advocacy and resource mobilization.
- Equip teachers with U.S.-modeled education strategies to better support students with disabilities in mainstream classrooms, with a specific focus on methods utilized by American teachers to include science, technology, and artificial intelligence to benefit PWDs, and explore ways Jordanians could apply such innovations to advocating and supporting PWDs.

The expected outcome of the grant is to increase the percentage of children with disabilities who are enrolled in primary and secondary school by:

- Improving parental advocacy skills for their children.
- Increasing collaboration between parents, schools, and government entities
- Increasing public awareness around the value of education for People with Disabilities.
- Establish a national disability coordination network of disability-focused NGOs in Jordan modeled after a successful U.S. disability rights network to enhance coordination, resource-sharing, and unified advocacy efforts.
- Create a U.S.-Jordan training program that certifies teachers in disability-inclusive teaching, offering practical tools for classroom adaptation, behavior management, and assistive technology use.

All program objectives and their corresponding activities should be “SMART” in order to reach this goal:

- **Specific** - What are the specific objectives of the program activities and how will those objectives achieve the intended program impact?
- **Measurable** - What are the quantifiable results that determine achievement of each objective?

Empowered Parents In Charge (EPIC)

- **Achievable** - Can the program meet the objectives within time and/or resource constraints? **levant** - How will success of the objectives contribute to the program's overarching goal?
- **Relevant** -How will success of the objectives contribute to the program's overarching goal?
- **Time-Bound** - Is it clear how long the program has to achieve the objectives and the point at which success will be measured?

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
- All documents are formatted to fit 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) at Grants.gov
- SF-424A (Budget Information for Non-Construction programs) at Grants.gov
- SF-424B (Assurances for Non-Construction programs) at Grants.gov (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

Empowered Parents In Charge (EPIC)

2. Summary Page (optional)

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (15 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.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Project Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **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.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the

Empowered Parents In Charge (EPIC)

activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support 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.
- Official permission letters, if required for program activities.
- Not-for-profit certificate registrations; organizations who fail to submit their non-profit registration will not be eligible.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at: [Grants.gov](https://www.Grants.gov).

2. Department of State Contacts

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

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

Required Registrations

Empowered Parents In Charge (EPIC)

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 Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD 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 Defense. 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 DoD should follow the below instructions:

Empowered Parents In Charge (EPIC)

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 DoD 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 \(nato.int\)](#)

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 11:59 p.m. Standard Jordan Time, July 14, 2025

5. Funding Restrictions

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

Empowered Parents In Charge (EPIC)

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

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.

- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements (only include in NOFOs and solicitations in which Institutes of Higher Education (IHEs) are an eligible applicant type)

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

- 1) Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

Empowered Parents In Charge (EPIC)

6. Other Submission Requirements

All application materials must be submitted by email to
AmmanGrants@state.gov

F. Application Review Information

1. Review Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 30 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline. *The proposals are required to include the following:*

American Element:

- In-person exchanges where U.S. experts come to Jordan to provide advocacy training to parents, and education and implementation training for staff at the Ministry of Education as well as at not-for-profit organizations, public and private educational institutions, and community schools in underserved communities.
- In-person exchanges where a cohort of Jordanian parents travel to the United States to partner with American parents and organizations to learn about the ongoing impact of the American with Disabilities Act in education, and actionable strategies for implementing similar programs in Jordan.

Outreach or Promotion Campaign:

- Implementing an awareness campaign that highlights the stories of children and adults with disabilities living successful and fulfilling lives, targeting not just the general public but also school administrators.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place

Empowered Parents In Charge (EPIC)

to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Risk Review

i. Risk factors

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 requirements

ii. Responsibility/Qualification Information in SAM.gov

Empowered Parents In Charge (EPIC)

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 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.

Unsuccessful applicants: Unsuccessful applicants will be notified by October 30, 2025, via email from *AmmanGrants@state.gov*

Payment Method:

Empowered Parents In Charge (EPIC)

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.

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

Empowered Parents In Charge (EPIC)

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 program reports. The award document will specify what quarterly reports are required and how often these reports must be submitted.

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.

I. Other Information

Guidelines for Budget Justification

Empowered Parents In Charge (EPIC)

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 U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

Empowered Parents In Charge (EPIC)

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