Annual Program Statement (APS)

Office of Sudan Affairs,PDS Annual Program Statement

Office of Sudan Affairs (Embassy Khartoum),

U.S. Department of State

Opportunity number: PAS-Khartoum-FY25-01

Application deadline(s):

Round 1 Deadline:  March 15, 2025

Round 2 Deadline:  May 31, 2025

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**U.S Department of State
*OFFICE OF SUDAN AFFAIRS, PUBLIC DIPLOMACY SECTION***

**Annual Program Statement**

### **Basic Information**

##### ***Overview***

|  |  |
| --- | --- |
| **Funding Opportunity Title** | Office of Sudan Affairs, PDS Annual Program Statement |
| **Funding Opportunity Number** | PAS-Khartoum-FY25-01 |
| **Announcement Type** | Initial Announcement |
| **Deadline(s) for Applications** | Round 1 Deadline:  March 15, 2025  Round 2 Deadline:  May 31, 2025  |
| **Assistance Listing Number** | 19.040 – Smith Mundt |
| **Length of performance period** | **6 to 12 months** |
| **Number of awards anticipated** | **Subject to Funding Availability** |
| **Award amounts** | Awards may range from a minimum of $2,000 to a maximum of $25,000, although exceptional proposals over $25,000 may be considered.  |
| **Total available funding** | Subject to funding availability |
| **Type of Funding** | FY25 Smith Mundt Public Diplomacy Funds |
| **Anticipated program start date** | **Award(s) must be issued before September 30, 2025** |

The public diplomacy section (PDS) of the Office of Sudan Affairs (OSA) is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

**Funding Instrument Type:** Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that bureau/embassy staff are more actively involved in implementation (“substantial involvement”).

**Program Performance Period:**  Proposed projects should be completed in 12 months or less.

The U.S. Department of State will entertain applications for the continuation of 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.**

##### ***Executive Summary***

**Priority Region:** Sudan

The Office of Sudan Affairs (OSA) is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

The OSA will accept proposals for projects inside Sudan; however, these proposals MUST provide a clear risk assessment and monitoring plan that addresses security risks and contingencies given the instability of the current situation in Sudan. For proposals outside of Sudan, the OSA expects a clear description of the beneficiaries and how the projects aim to engage with them.

### **Eligibility**

##### ***Eligible Applicants***

The following organizations are eligible to apply:

* Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience;
* Cultural organizations;
* Non-profit or government educational institutions; and
* Government institutions.
* For-profit entities are not eligible.

##### ***Cost Sharing or Matching***

Inclusion of cost sharing is welcome but not required.

##### ***Other Eligibility Requirements***

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov, as well as a valid registration on 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 allowed to submit only 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.

### **Program Description**

##### ***Goals and Objectives***

PDS invites proposals for programs that support OSA goals in Sudan (see **priority program areas** below).  Successful proposals must include a reference to American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of the United States and/or U.S. policy or perspectives. Successful proposals will clearly describe the U.S. component of the program, the program’s anticipated results, when results will be expected, and how the OSA can measure them.  Successful grantees will proactively show progress towards results through regular reporting to the OSA.  U.S. government officials will visit the program, if possible, to monitor progress.

Examples of Public Diplomacy Small Grants Program activities include but are not limited to:

* Academic and professional lectures, seminars, and speaker programs;
* Artistic and cultural workshops, joint performances, and exhibitions;
* Cultural heritage conservation and preservation programs;
* Professional and academic exchanges and programs; and
* Conferences, workshops, or training opportunities.

**Priority Program Areas:** The proposal must address one of the following priority program areas:

* Promoting women’s leadership, entrepreneurship, and STEM;
* Promoting humanitarian assistance and civilian protection;
* Promoting civic education and engagement;
* Promoting media capacity building;
* Promoting human rights awareness and advocacy;

**Priority Participants and Audiences:**

* Youth aged 18-35 years
* Young professionals

**The following programs and entities are not eligible for funding:**

* Programs relating to partisan political activity;
* For-profit organizations or companies;
* Individuals;
* Charitable or development activities;
* Commercial or trade activities;
* Construction programs;
* Programs that support specific religious activities;
* Fund-raising campaigns;
* Lobbying for specific legislation or programs;
* Scientific research;
* Programs intended primarily for the growth or institutional development of the organization;
* Professional development for individuals;
* Programs that duplicate existing programs; and
* Programs that promote diversity, equity, and inclusion.

##### ***Substantial Involvement***

If this award will be a cooperative agreement or an FAA with substantial involvement, a description of the substantial involvement must be included. The appropriate level of “substantial involvement” will be agreed upon by PDS and the grantee prior to award notification.

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

The following documents are **required**:

##### ***Mandatory application forms***

* SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance – individuals) at [www.grants.gov](http://www.grants.gov/%22%20%5Ct%20%22_blank).
* SF-424A (Budget Information for Non-Construction Programs) at [www.grants.gov](http://www.grants.gov/%22%20%5Ct%20%22_blank).
* SF-424B (Assurances for Non-Construction Programs) at [www.grants.gov](http://www.grants.gov/%22%20%5Ct%20%22_blank) (Note: The SF-424B is only required for individuals, organizations exempt from registration, and organizations not required to fully register in SAM.gov)

##### ***Summary Page***

The proposal should include a 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.

##### ***Proposal (six pages maximum)***

The proposal should contain sufficient information so anyone not familiar with it would understand exactly what the applicant wants to do. Applicants may use their own proposal format, but it must include all the items below:

* **Proposal Summary:** A 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 U.S. government agencies.
* **Problem Statement:** A clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
* **Program 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:** A description of 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/s. 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 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.

##### ***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.

##### ***Attachments***

* 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
* Letters of support from project partners describing the roles and responsibilities of each partner
* If the applicant organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, the latest NICRA should be included as a PDF file.
* Official permission letters, if required for program activities.

### **Submission Requirements and Deadlines**

##### ***Address to Request Application Package***

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

##### ***Department of State Contacts***

For questions about the grant application process, please contact: KhartoumEmbassyGrants@state.gov.

**Note:**  PDS does not provide pre-consultation for application-related questions that are addressed in this NOFO.  Once an application has been submitted, Department of State officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

##### ***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 with 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 the NOFO.

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

***Note:  The process of obtaining or renewing a SAM.gov registration may take anywhere from four to eight weeks.  Please begin the registration process 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 its SAM.gov registration, the applicant should [submit a help desk ticket (“incident”)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fsd.gov%2Fgsafsd_sp%3Fid%3Dgsafsd_kb_articles%26sys_id%3Dc81018e71b1601d0937fa64ce54bcb57&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W2ShcazZBQbanYGj0cLOTnUJwv%2BGL4xfwr83%2BycQY2E%3D&reserved=0) to the Federal Service Desk (FSD) online at [www.fsd.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fsd.gov%2F&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t32ANWzgpiB93pMWoq%2BFCSHz4YJY9QF1S1iQzCsS6RM%3D&reserved=0) 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 instructions below:

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 the Department of State should follow the instructions below:

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](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2Fscage%2FCageList.aspx&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v3TLT8F%2FNfk5SuTcI2zw7SMhV4HK542OhP9XDx4ln%2BY%3D&reserved=0)

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool (nato.int)](https://eportal.nspa.nato.int/Codification/CageTool/home)

**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](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-A/section-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.

##### ***Submission Dates and Times***

Proposals will be accepted throughout the year. Proposals will be reviewed according to the following schedule:

* Proposals received between December 1 and December 31 will be reviewed by February 15, 2025. Responses will be sent to applicants by March 15, 2025.
	+ Proposals received between January 1 and March 15 will be reviewed by April 30, 2025. Responses will be sent to applicants by May 31, 2025.
	+ Proposals received between April 1 and May 31 will be reviewed by June 1, 2025. Responses will be sent to applicants by July 31, 2025.

Applications may be submitted for consideration at any time before the closing date of May 31, 2025.  No applications will be accepted after that date.

##### ***Funding Restrictions***

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

None of the funds awarded resulting from this NOFO may be made available for sub-awards, direct financial support, or otherwise used to provide any payment or transfer to UNRWA.

##### ***Other Submission Requirements***

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

### **Application Review Information**

##### ***Review Criteria***

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.  The criteria are closely related and are considered as a whole in judging the overall quality of an application.  An OSA grants review committee will evaluate all eligible applications.

**Organizational capacity and record on previous grants**:  The organization has expertise in its stated field, and PDS is confident in its ability to undertake the program.  This includes a financial management system and a bank account.

**Quality and feasibility of the program idea**:  The program idea is well developed, with detail about how program activities will be carried out.  The proposal includes a reasonable implementation timeline.  When developing the purpose, summary, description, and implementation plan, applicants should aim to make all descriptions clear, concise, and compelling.  Reviewers will judge the proposals based on the likelihood for the project to exert a sustained, powerful influence on the community where it is undertaken.  Does the project address an important gap in understanding or need?  If the aim of the project is achieved, how will existing knowledge or practice be improved?  What audience does the applicant hope to reach with this project?  How many people will participate, and how will they be selected?

**U.S. component:**  Proposals must include a reference to American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of the United States and/or U.S. policy or perspectives.

**Participation and support from reliable local partners:**  A successful application will demonstrate buy-in and support from the community where the project will take place.  The involvement of local partners is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government officials, non-governmental organizations, American Spaces, etc.

**Goals and objectives:**  Goals and objectives are clearly stated, and the program approach is likely to provide maximum impact in achieving the proposed results.

**OSA priorities:**  The applicant has clearly described how the stated goals are related to and support OSA’s priority areas or target audiences as discussed above.

**Budget:**  The budget and narrative justification are sufficiently 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.  Costs are related to the proposed activities and anticipated results.  The results and proposed outcomes justify the total cost of the project.  Budget items are reasonable, allowable, and allocable.

**Monitoring and evaluation (M&E) plan:**  Proposals must include a plan to monitor and evaluate the project’s success, both as the activities take place and at the end of the project.  Overall, the quality of the M&E plan will be judged on how well it 1) specifies the intended outcomes and how these outcomes will be achieved, 2) gives clear descriptions of how each outcome will be measured, 3) identifies when the outcomes will be measured, and 4) explains how outcomes will be collected (such as surveys, interviews, or focus groups).  Successful M&E depends heavily on setting clear goals and outcomes and considering potential problems, alternative strategies, and benchmarks for success.  Interim and final reporting is required for winning projects, and winning applicants should have a reporting plan to share information about the success/impact of the project**.**

**Communication, media, and outreach plan:**  The project includes a plan to share information about the project and the U.S. government’s role in sponsoring the program.

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

**Disclaimer:**  *This notice is subject to availability of funding.  OSA does not guarantee availability of funding by receiving applications under this announcement.  All applicants will be contacted via email and notified of the results of their application.*

##### ***Review and Selection Process***

A review committee will evaluate all eligible applications.

##### ***Risk Review***

1. 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:

* 1. Financial stability
	2. Management systems and standards
	3. History of performance
	4. Audit reports and findings
	5. Ability to effectively implement requirements
1. 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 ($250,000), is required to review and consider (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 § 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

### **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 signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant 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 the response dates listed in section 4 above.

**Payment method:** Recipients will be required to request payments by completing form SF-270 (Request for Advance or Reimbursement) and submitting the form to the Grants Officer.

### **Other Award Requirements and Administration**

##### ***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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (2 CFR), as updated in the Federal Register’s 89 FR 30046 on April 22, 2024 , particularly on:
	+ Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
	+ Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
	+ Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
	+ Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
* [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 – GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/federal-assistance-policies-appeals/)

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.”

The recipient shall submit, prior to award or upon request from the Grants Officer, a certification that confirms:

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.

##### ***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.

1. Financial Reporting: Recipients must submit financial reports using OMB-approved forms, such as the Federal Financial Report (SF-425). These reports should provide a clear account of how funds are utilized, including expenditures and unobligated balances. The frequency and due dates of these reports are specified in the terms of the federal award.
2. Performance Reporting: Recipients are required to report on the progress of the funded program or project. This includes comparing actual accomplishments to the objectives outlined in the federal award. Performance reports should be submitted at intervals determined by the federal awarding agency, typically no less frequent than annually and no more frequent than quarterly.
3. Subrecipient Monitoring and Reporting: If the recipient passes federal funds to sub-recipients, they must monitor sub-recipient activities to ensure compliance with federal requirements. This includes reviewing financial and performance reports from sub-recipients and ensuring that any audit findings are resolved.

**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.

### **Other Information**

**Guidelines for Budget Justification**

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

Travel: Estimate the costs of travel and per diem for this program, 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 that 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 that 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 the applicant organization has a NICRA and includes NICRA charges in the budget, a copy of the latest NICRA should be attached as a PDF. 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 entities other than the OSA. 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.