Notice of Funding Opportunity
U.S. Department of State
Title: Industry Outreach and Compliance Program - Jordan
(ISN/ECC)

Announcement Type:	New Cooperative Agreement
Funding Opportunity Title:	Industry Outreach and Compliance Program - Jordan
Funding Opportunity Number:	SFOP0002450
Catalog of Federal Domestic Assistance Number:	19.901
Funding Amount:	$479,000
Expected Period of Performance:	24 months
Key Dates:	1. Applications must be submitted by January 19, 2018 at 11:59pm EST 2. Application review and selection expected in February 2018

Executive Summary:

The Department of State's Bureau of International Security and Nonproliferation, Office of Export Control Cooperation (ISN/ECC) is pleased to announce a new funding opportunity through this Notice of Funding Opportunity (NOFO). ISN/ECC invites U.S. non-profit organizations and educational institutions, as well as PIOs to submit a cooperative agreement proposal to assist the Government of Jordan with improvement of its industry outreach to preclude the diversion of conventional weapons, military items, explosives and weapons of mass destruction (WMD) materials to inappropriate end users. ISN/ECC has approximately $479,000 available to fund this project.

Organizations that submit an application in response to this notice of funding opportunity (NOFO) announcement acknowledge and accept all of the requirements contained herein. The submission in response to this announcement is voluntary and does not obligate the Department of State to fund the proposal or proposal preparation costs. Please note: Receipt of this NOFO requesting a full application should not be construed as a guarantee of funding. All awards are subject to the availability of funds and the negotiation and finalization of the approved budget and award package.

A Cooperative Agreement in the amount of $479.000 USD in FY 2017 Nonproliferation, Antiterrorism, Demining, and Related Programs (NADR-EXBS) funding will be awarded under this NOFO. The initial period of performance will be for 24 months. Funding authority rests in the Foreign Assistance Act of 1961, as amended. All applicants should be familiar with 2 CFR Part 200 and 600.

Please read the entire NOFO package before submitting an application, and follow the steps carefully in submitting an application before the deadline. Applications that do not meet the eligibility criteria and do not contain all of the required information will not be considered.

A. BACKGROUND & PROJECT DESCRIPTION

ISN/ECC manages the U.S. Government's Export Control and Related Border Security (EXBS) Program. EXBS is designed to stem proliferation of weapons of mass destruction and their delivery systems, as well as irresponsible transfers of conventional weapons, by assisting countries with establishing effective strategic trade and border control systems meeting international standards.

To further the EXBS' global mission, the program will assist Jordan in developing its industry outreach and compliance capabilities. Specifically, this includes:

- **Initial Engagement & Consultative Visit:** The grantee will meet with the Government of Jordan regulatory authorities, to include representatives from its free trade zones, over a 3-day period in Amman, Jordan (with EXBS involvement) to consult on industry outreach. The grantee will provide the Government of Jordan with a detailed understanding of (a) global efforts to educate industry about export controls, (b) tools available to industry to strengthen compliance, including a survey of regulatory and voluntary compliance tools, and (c) methods for building effective partnerships between government (enforcement and licensing agencies) and industry. The grantee will also discuss with Jordan their current plans to engage industry and the tools at their disposal. The final element of this consultative visit will be to finalize the parameters for the follow-on four workshops that will take place. Up to 15 participants will participate in this consultative visit.

- **Strategic Trade Control Compliance (2 Workshops):** The grantee will conduct 2 workshops (each lasting 3-4 working days) in Jordan to engage industry representatives about their obligations to comply with Jordan's current strategic trade control legislation. Selected representatives from relevant Government of Jordan licensing authorities will be invited to present updates on upcoming expected refinements to this legislation in order to better prepare industries for forthcoming legislation. This will also enable industry representatives to ask questions, share their industry's experiences and concerns, and to cultivate working relationships with their government counterparts. The grantee will select a set of international industry experts to present on best practices in cooperating with the government to be compliant with international and domestic nonproliferation-related commitments and regulatory frameworks. Topics may include, but are not limited to:
    - Overall proliferation challenges in the Middle East,
    - The need for strategic trade controls, regulations and control lists, end-use and end-user controls, and risk management tools for companies involved in strategic trade, and,

- How other international companies work with governments to assure safe, secure, and streamlined trade practices.

The first workshop will take place in Amman and the second workshop will take place in Aqaba. The workshops will cover a variety of industries, but specifically prioritize inclusion of companies operating within Jordan's free trade zones, and must include commodity-specific examples (ex: chemical, biological, high-technology companies). Further, both workshops should focus on the chemical sector and their obligations under Jordan's current export control and chemical security-related legislation. The Aqaba workshop will be for industries in the transit and transshipment business (such as brokers and freight forwarders) and focus on the upcoming changes to Jordan's strategic trade control legislation. Up to 25 participants will participate in each workshop.

Building Internal Compliance Programs (2 Workshops): The grantee will conduct 2 workshops (each lasting 3-4 working days) in Jordan to provide enterprise representatives with the framework and knowledge required to create an internal compliance program. The intended audience may include chemical vendors, manufacturers of strategic goods, exporters, technology holders, and/or academic institutions. The workshops will focus on the benefits of internal compliance and elements of internal compliance programs. The workshops will also provide examples from small, medium, and large enterprises (to include methods to create a culture of compliance, the need for an empowered compliance officer, and training for staff members on compliance processes), and may include advanced topics such as technology controls and the importance of protecting "high risk property" susceptible to diversion. The workshops will also include Government of Jordan regulators to discuss national policy, strategic trade control legislation and procedures, and Customs regulations. Up to 25 participants will participate in each workshop. ISN/ECC anticipates that the Government of Jordan will provide some subject matter experts (SMEs) to speak at the workshops and encourages the grantee to include international industrial and/or government experts to lead break-out discussion sessions and to provide real-life case studies.

- **Final Consultative Visit:** Following the workshops, the grantee will meet with the Government of Jordan and select Jordanian industry representatives a final time in a 2-day workshop in Amman to outline a proposed path for Jordan to institutionalize its industry outreach. The grantee will provide a forum for to share its lessons learned (from the grantee and the Government of Jordan) and to brief the participants on a final report, which takes into account:
  - Jordan's initial capabilities at the start of the project;
  - Jordan's strategic trade profile (using open-source or government-provided data);
  - Progress made and lessons learned in conducting the four planned workshops;
  - Feedback from the Government of Jordan throughout this process on how it may implement internal compliance programs; and,

- Resource implications for a national industry compliance program (in terms of planning, programming, and budgeting).

This report will serve as a baseline for future cooperation and emphasizes a sustainable, domestic-led approach to outreach by enabling government officials to develop and direct a national industry outreach program. Up to 20 officials (government and industry) will participate in this workshop.

In particular, ECC expects the grantee to implement the following:

- Identify up to four subject matter experts (SME) to lead activities with demonstrated experience in developing or implementing industry compliance programs internationally, ideally within the region. Given ECC's strong, long-standing partnership with relevant Government of Jordan regulatory authorities, and interest in cultivating similar trusted partnerships with Jordanian private sector leaders, at least 3 of these SMEs must represent the international private sector with experience managing, developing, and/or implementing industry compliance programs within the private sector. This can include but is not limited to developing protocols and performing "know your customer" and/or formalized end-use and end-user analysis on trade transactions, and/or analyzing/synthesizing proliferation risks in order to educate industry personnel on responsible trade practices in their specific industry.
- Up to one SME may represent the government perspective with demonstrated experience working with international partners to develop cooperation between governments and industries. This balance of expertise is essential, as it will ensure that Jordanian industry representatives are encouraged to model their fledgling practices on the professional experience, lessons learned, challenges, and best practices shared by international industry expert counterparts.
- Conduct six total events (two consultations and four workshops) for up to 130 participants.

ISN/ECC will view favorably proposals from applicants with demonstrated experience and proven success in implementing similar strategic trade control-related industry/government outreach programs with Jordanian industries and regulators. If selected, ISN/ECC expects the grantee to utilize its own pre-existing training information or develop materials as necessary for this effort, tailored to the needs of Jordan. ISN/ECC does not intend to provide any government-furnished information or training materials.

Substantial Involvement

ISN/ECC expects to be substantial involved during implementation of the program. Examples of substantial involvement may include, but is not limited to the following:

1. Reviewing and approving the workshop(s) outline and list of supplemental materials.
2. Reviewing and approving draft workshop content and any proposed revisions.

3. Reviewing and approving the scheduling and related logistical arrangements for all meetings and workshops.
4. Reviewing and approving all final reporting prior to submission.

Action Plan

The Recipient shall submit to ISN/ECC within 30 days of award a draft action plan that includes a description of planned activities and projected timeframes for accomplishing them. ISN/ECC will review the plan in consultation with appropriate U.S. government and partner country officials, then provide feedback to the Recipient detailing necessary revisions/adjustments to the plan.

The Recipient shall revise the plan in accordance with ISN/ECC feedback and provide to ISN/ECC within 15 working days of receiving that feedback.

In-Country Consultations and Training

The Recipient shall consult with the Grants Officer Representative (GOR) prior to dispatching teams and advisors to Jordan.

Logistics

The Recipient will be responsible for making, and paying for, all travel arrangements (e.g., airline travel, ground transport, lodging, meals, and incidentals) for Recipient travel to Amman and Aqaba, Jordan to support project activities.

Similarly, the Recipient shall handle logistics for all consultations conducted by telephone, internet, and/or other means.

The Recipient shall also be responsible for interpreter support and any translation of materials exchanged with Jordanian officials as part of this effort.

Goals and Objectives

It is ISN/ECC's expectation that at the conclusion of the activities, the Government of Jordan will have:

- Identified the strategic trade control threats facing Jordan.
- Outlined and understood the steps needed to implement a national industry outreach and compliance program.
- Committed to building and implementing a national industry compliance program.

It is ISN/ECC's expectation that at the conclusion of the activities, industry participants will have:

- Gained useful experience to understand Jordan's current legal authorities.
- Identified gaps in their current compliance programs, if any.

- Committed to developing and/or improving their internal compliance programs, to include heightened end-use and end-user analysis and risk mitigation tools.

For additional information on ISN/ECC and the EXBS program, please visit: www.exportcontrol.org and www.state.gov/t/isn/ecc/index.htm.

B. FEDERAL AWARD INFORMATION

1. Available Funding and Legislative Authority

The source of this funding is Nonproliferation, Anti-terrorism, Demining, and Related Programs-EXBS. Final award is contingent upon the availability of funds.

2. Summary of Award Information

Type of Award:	Cooperative Agreement
Appropriated Fiscal Year of Funds:	FY 2017 Foreign Assistance Act
Approximate Total Funding:	$479,000 USD
Approximate Number of Awards:	1
Anticipated Award Date:	February 2018
Anticipated Project Completion Date:	24 months from start

3. Deadline

Deadline for Applications:	January 19, 2018 at 11:59pm EST

C. ELIGIBILITY INFORMATION

Applicants should be knowledgeable of existing industry outreach and strategic trade enforcement programs and best practices, including programs funded by the U.S. Government in this area, and current international trends and developments, in order to capitalize on ongoing work, and not duplicate efforts.

Applications by organizations which do not meet the eligibility by the time of the application deadline will result the application not being reviewed.

1. Eligible Applicants: Eligibility for this NOFO is limited to U.S.-based not-for-profit/non-governmental organizations (NGOs) subject to section 501 (c) (3) of the U.S. tax code, U.S. educational institutions, and PIOs

2. Cost-Sharing or Matching: Not required.

3. Other: Organizations should have existing, or the capacity to develop, requisite technical expertise, and partnerships with international entities and

relevant stakeholders, including foreign government officials with broad expertise in strategic trade controls implementation.

4. Organizations may form consortia and submit a combined proposal. However, one organization should be designated as the lead applicant.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

This NOFO contains all of the information and links necessary for potential applicants to apply. This NOFO and all required forms can be downloaded at www.grants.gov

Applications Submitted Through <u>www.grants.gov</u>

Both a valid Unique Entity Identifier (formerly DUNS) number and a SAM.gov registration are required prior to submitting an application via www.grants.gov Please register with SAM.gov as soon as possible; if your organization is already registered with SAM.gov, please ensure that your account is active.

Organizations should verify that they have a Unique Entity Identifier number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a Unique Entity Identifier number can be found at http://fedgov.dnb.com/webform.

Electronic applications submitted via www.grants.gov must contain the online SF-424 forms and any additional required documents. Upon completion of a successful electronic application submission on www.grants.gov, the applicant will receive an email confirmation that the application has been successfully submitted and is in the process of verification. The applicant will then receive another email confirming that the application has been verified. Both emails are provided by www.grants.gov to verify that an application was received. Please print these emails for your records.

For assistance with www.grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or email support@grants.gov. The Grants.gov Contact Center is available 24 hours a day, seven days a week, except federal holidays.

Application Deadline:
All applications must be submitted by January 19, 2018 at 11:59 p.m. EST. Applications submitted after 11:59 p.m. EST will be ineligible for consideration. We recommend that applicants begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline. Faxed proposals will not be accepted at any time. Late applications will not be considered. It is the applicant's responsibility to ensure that proposals are submitted on time.

2. Content and Form of Application Submission

Please read the entire NOFO and follow the guidelines for proposal preparation below.

Applicants must include the following in the proposal submission. **All submissions must be in English.**

1. Table of Contents that lists application contents and attachments (if any).
2. Completed and signed SF-424, SF-424A and SF424B, as directed on www.grants.gov. The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at https://www.state.gov/m/a/ope/index.htm;/;
3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required.
4. Proposal Narrative (no limit on length, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins), following the structure described below. The proposal narrative should identify inputs, outputs, and outcomes of the proposal activities, timelines, and any qualitative or quantitative targets, and impact.
5. Scope of Work (includes all proposed program components and links each of these to the specific goal(s) it addresses – no limit on page numbers). This document is not a narrative. It must be in outline form and capture all proposed work to be funded by this project. This includes each proposed program component with a brief statement that links each component to the corresponding goal it supports. SOWs that contain quantitative estimates of expected outputs, outcomes and indicators of success for each component will be considered more competitive;
6. A detailed agenda for engagement and representative sample materials, so that evaluations can be made.
7. A list which identifies by name, title, and experience, the subject matter experts it intends to use to implement the projects.
8. Summary and detailed Budget in USD, in Excel, using the format shown in the budget template. Detailed Budget Narrative: Following the Detailed Budget, please include a Budget Narrative. Summary and detailed Budget in USD, (not to exceed 6 pages) that includes an explanation for each line item in the spreadsheet, as well as the source and description of all cost. **The total budget should not exceed $479,000.** The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories:
   Personnel;
   Fringe benefits;
   Travel;
   Equipment;
   Supplies;
   Consultants/contracts;
   Other direct costs; and
   Indirect costs.
9. The budget narrative should elaborate on the detailed budget, not simply repeat with words what is stated numerically in the budget. The narrative is the place to communicate any information that might not be readily apparent in the budget. For example, in the budget narrative the applicant may:
   a). Explain how the expense relates to meeting program goals and objectives;
   b). Explain differences in fares among travelers on the same routes (e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months);

c). Explain why the number of participants traveling to a program event is different than the number of participants on the program (e.g., fewer participants are traveling to the workshop because they reside in the same location where the workshop will be held);

d). Elaborate on staff salaries and benefits as warranted. For example, explain if a program is multi-year, explain any changes in staffing patterns from one year to the next.

10. Monitoring and Evaluation Plan detailing how the project's impact and effectiveness will be monitored and evaluated throughout the project.
11. Attachments may be included (letters of commitment from the applicant institution and sub-award partners, CVs of key personnel, project experience, etc.) but should not be unreasonably lengthy; see NOFO for details on required attachments, if any.
12. 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.
13. A PDF file copy of your organization's most recent A-133 audit.
14. Number all pages, including budget and addenda.

Applicants under consideration for an award will likely be subject to a pre-award survey to determine fiscal responsibility and ensure adequacy of financial controls. This survey contains a list of criteria for determining whether the applicant's accounting system meets the minimum standards to be eligible for U.S. government funding. These standards include appropriate accounting software and written financial management policies and accounting procedures. The pre-award survey will involve assessing the extent to which these are in place within an organization and being actively implemented.

3. Unique Entity Identifier and SAM.gov

The System for Award Management is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about applicants/recipients, and provides a central location for applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at: http://statebuy.state.gov/fa/Pages/SAMInfo.aspx. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

Each applicant is required to: (i) Be registered in SAM.gov before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Department of State will not make a Federal award to an applicant if the applicant has not complied with all applicable unique entity identifier and SAM requirements prior to submission of application. Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. If an organization's account expires, the organization cannot submit a award application until it is renewed.

4. Submission Method and Dates

Completed applications must be submitted electronically through www.grants.gov. Faxed proposals will not be accepted at any time. **Please follow all NOFO instructions carefully and start early to ensure you have time to collect all of the required information.** All applications must be submitted by 11:59pm EST on January 19, 2018. Applications received after the deadline will not be considered.

Direct all questions regarding grants.gov registration and submissions to a grants.gov Customer Service Representative. The Customer Service Center can be reached at 1-800-518-4726 or at support@grants.gov. The center is open Monday through Friday, 7 A.M. to 9 P.M. EDT.

5. Funding Restrictions

The award will be funded from money appropriated under the "Nonproliferation, Anti-terrorism, Demining, and Related Programs-EXBS Fund" (NADR) heading in the Department of State, Foreign Assistance Act of 1961. Chapter 9 – NonProliferation and Export Control Assistance, Section 582. The limitations contained in section 573(a) of this Act apply to this chapter.

Any funds provided under this agreement must be used in a manner fully consistent with U.S. law. No funds provided by this award shall be used to lobby for or against abortion. No funds provided by this award shall be used to pay for the performance of abortion as a method of family planning or to motivate or coerce any person to practice abortions.

The following cost elements will not be reimbursed and are not allowable in this program:

- Program Staff Training.
- Construction projects.
- Direct support or the appearance of direct support for individual or single party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.

- Vehicle purchases to include motorcycles. (However, transportation costs will be considered.)
- Medical and psychological research or clinical studies.
- Medical/health services.
- Funds for market research, advertising (unless public service related to grant program) or other promotional expenses.
- Entertainment, social activities, alcohol, ceremonials, hospitality and activities relating hereto. Meal costs associated with an overall project are allowable (i.e., working meal).
- Expenses listed as miscellaneous.

Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

E. APPLICATION REVIEW INFORMATION

Criteria: The State Department will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein. The Program Office, a State Department award review panel, will review all eligible proposals. The State Department's Office of the Legal Adviser and/or other Department entities also may review proposals. The final decision to recommend an applicant for funding is at the discretion of the Director of ISN/ECC. Final signatory authority resides with the State Department's Grants Officers in the Office of Acquisitions Management (AQM). Each application will be evaluated and scored on the four-part Proposal Components using a 100 point scale by a peer review committee of Department of State officials and other experts, as appropriate.

Proposal Narrative: The committee will score each of the four sections of the Proposal Narrative based on how completely they address the points described in the Proposal Narrative guidance below. The importance of each section is indicated by the maximum score as follows:
Organizational Profiles – 30 points
Program Design and Linkages – 20 points
Budget-10
Results or Benefits Expected – 15 points
Innovation and Sustainability – 25 points

i. Criteria Components

1. Organizational Profile (30 points):
The organization has sufficient depth of experience, capacity, and talent to implement the proposed program as described in this announcement. Specifically, the organization has the appropriate blend of expertise called for in the NOFO. The organization will collaborate with other local and international entities (government, private sector and international organizations) to the maximum extent possible. Where collaborators are proposed, the applicant describes the rationale for the collaboration, each partner's respective role, and how the partnership will enhance the accomplishment of the project

goals. In all cases, the applicant describes joint planning consultation efforts undertaken. Individual organizations' staff, including volunteers, is well qualified.

2. Project Design and Linkages (20 points):
The applicant must demonstrate that the project addresses both the technical and content update requirements. The applicant must demonstrate that the project strategy and design are likely to achieve the proposed results; that proposed activities and timeframes are reasonable and feasible. The proposal describes in detail how project requirements will be accomplished and reasonably outlines the potential for the project to have the positive impacts in the EXBS program elements that the project seeks to address. ISN/ECC will evaluate the implementation plan in terms of how well it addresses the issues at hand, relevance and feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the award period.

3. Budget (10 points):
The budget provided with the application must be sufficient to cover all activities as specified within the NOFO. Costs must be allowable, allocable, and reasonable, per federal regulations. Costs must fit within the budget ceiling identified in the NOFO.

4. Results or Benefits Expected (15 points):
The applicant clearly describes the results and benefits to be achieved. The applicant identifies how program results will be measured by specifying key indicators and providing program milestones indicating progress. Proposed outcomes are tangible and achievable within the cooperative agreement project period.

5. Innovation and Sustainability (25 points):
Applications will be evaluated on the likelihood of local sustainable results that will endure beyond the term of the project and the effectiveness of project inputs. Specifically, this means handing over an implementable and actionable roadmap to the Government of Jordan (as approved by ECC and developed with Jordan) that will enable them to move forward with sustainable industry outreach on their own after the conclusion of this project.

F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The cooperative agreement shall be written and signed by the Grants Officer and administered by both the Grants Officer and the Grants Officer Representative. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the Recipient electronically via the SAMS Domestic system. Unsuccessful applicants will be notified in writing.

Issuance of this NOFO does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Furthermore, the Government reserves the right to reject any or all proposals received.

2. Administrative and National Policy Requirements

Prior to submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure they will be able to comply. The terms and conditions are available on the State Department's procurement website at: https://www.state.gov/m/a/ope/index.htm

Applicants should also be familiar with the federal regulations that will apply to this federal assistance award: OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.)

3. Reporting Requirements

The Recipient, at a minimum, shall provide quarterly financial and progress reports, and final reports for the same. Please note that all substantiating documentation supporting reporting and data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Department of State upon request. All reports must be written in English.

i. Financial Reports

The Recipient is required to submit quarterly financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form. Form FFR (SF-425) can be found on OMB's website here: http://www.whitehouse.gov/omb/grants_forms/. Financial reports are due 30 days after the end of each fiscal year quarter.

ii. Progress Reporting

While the grantee will be in frequent contact with the ISN/ECC project manager concerning the project details, the grantee is required to submit quarterly program progress reports. Additional forms may be suggested by the Grants Officer Representative (GOR). Progress reports are due 30 days after the end of the quarterly reporting period.

iii. Final Report

The final report will be due no later than 90 days after completion or termination of all project activities. The Final Program Report shall include the following elements: executive summary, successes, outcomes, how the project will impact industry compliance and STC enforcement capacities when implement by countries, and has addressed the other goals of the project. A final financial report (SF-425), marked as final, will also be required.

G: AGENCY CONTACT

For questions regarding the content of requirements of this NOFO, please contact:

Daniel Blake Pritchett
Foreign Affairs Officer
ISN/ECC
E-mail:PritchettDB@state.gov
Phone: 202-374-2887

Note that once the Notice of Funding Opportunity deadline has passed, Department of State staff in Washington, D.C. may not discuss this competition with applicants until the review process has been completed.

PENDING AVAILABLITY OF FUNDS:

Final awards cannot be made until funds have been allocated and committed through applicable State Department procedures. ISN/ECC and AQM will ensure that all applicable requirements have been met prior to the commitment of funds.

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