



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

FY 2019 Notice of Funding Opportunity for NGO Projects Benefiting Refugees and Other Vulnerable Populations in Iraq, Jordan, Lebanon, and Turkey

Funding Opportunity Number: SFOP0005547

Catalog of Federal Domestic Assistance (CFDA) number:
19.519 - Overseas Refugee Assistance Programs for Near East

Announcement issuance date: Monday, January 28, 2019

Announcement type: Cooperative Agreement

Proposal submission deadline: Monday, March 25, 2019 at 12:00 p.m. noon EST.
Proposal applications submitted after this deadline will not be considered.

****ADVISORY:** All applicants must submit proposals through the website Grants.gov NOT through SAMS (State Assistance Management System) Domestic. Please note that if you apply on the SAMS Domestic site, your application will be disqualified. PRM strongly recommends submitting your proposal early to allow time to address any difficulties that may arise.**

If you are new to PRM funding, the [Grants.gov](https://www.grants.gov) registration process can be complicated. We urge you to refer to PRM's [General NGO Guidelines](#) "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher.

Full Text of Notice of Funding Opportunity

A. Project Description

This announcement is designed to accompany PRM's [General NGO Guidelines](#) which contain additional information on PRM's priorities and NGO funding strategy with which selected organizations must comply. Please use both the [General NGO Guidelines](#) and this announcement to ensure that your submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's

priorities. Submissions that do not reflect the requirements outlined in these guidelines will not be considered.

1. Current Funding Priorities:

(a) Proposed activities should primarily support refugees and other vulnerable populations in Iraq, Jordan, Lebanon, and Turkey. With the exception of Iraq, proposal activities are restricted to beneficiaries living outside of government – or UNHCR – run camps. Because of PRM's mandate to provide protection, assistance, and sustainable solutions for refugees and victims of conflict, PRM will consider funding only those projects that include a target beneficiary base of at least 50 percent refugees. Only in Iraq, the 50% refugee requirement may also include IDPs and IDP returnees. Programs in non-camp areas should, wherever possible, pursue a community-based approach that also benefits host communities.

(b) Proposals must focus on one or more of the following sectors (see PRM's [General NGO Guidelines](#) for sector descriptions), bearing in mind the country-specific provisions listed below:

- (i) Protection
- (ii) Child protection
- (iii) Gender-based Violence Prevention and Response
- (iv) Health
- (v) Mental Health and Psychosocial Support (MHPSS)
- (vi) Water, Sanitation, and Hygiene (WASH)
- (vii) Education
- (viii) Livelihoods
- (ix) Shelter
- (x) Core Relief Items/Cash-Based Initiatives
- (xi) Local Government Capacity-Building

(c) **Applicants should submit separate proposals for each country program.** No regional or multi-country proposals will be considered. PRM will not entertain multiple proposals from one applicant for the same population in a single country. PRM reserves the right to ask that an NGO merge two proposals into a single proposal upon review. Please see specific country-specific provisions for the maximum number of proposals allowed to be submitted.

2. Country-specific Provisions:

(a) Proposed activities should primarily support refugee populations (and in the case of Iraq, both IDP and refugee populations) in targeted countries as identified below. PRM

will only review proposals for a target beneficiary base of at least 50 percent refugees or other populations of concern as outlined in the country-specific guidelines below. Programs in non-camp areas should, wherever possible, pursue a community-based approach that also benefits host communities.

Iraq Country-Specific Guidelines

PRM anticipates issuing up to seven awards in FY 2019 in response to this announcement and the total value of the awards (first year only, if multi-year) will be up to \$13 million.

General Guidance:

1. NGO projects should seek to fill gaps in the humanitarian response, not duplicate activities undertaken by large international organizations or government entities. NGO activities should support national responses. If an activity is parallel to the national response, the proposal must address how the project is linked to the national response and provide a brief timeline for phase-out.
2. NGO proposals seeking to assist Syrian refugees should be in line with activities in the UN's Regional Refugee and Resilience Plan (3RP) Appeal. NGO proposals seeking to assist Iraqi IDPs should be in line with activities in the UN's Humanitarian Response Plan for Iraq.
3. PRM welcomes submissions from both international and national NGOs.
4. Iraqi IDPs and returnees must make up more than 50 percent of total beneficiaries for projects focusing on IDPs. Projects may not focus solely on returnees. PRM will give preference to projects providing clear breakdowns in populations to be served. Where feasible, organizations are strongly encouraged to allow for support of other local refugee populations and vulnerable host community members within their projects.
5. As noted below and in the NGO guidelines, vulnerable members of religious and ethnic minority communities are among the populations PRM seeks to assist, although PRM does not encourage programs that single out such communities, due to safety concerns and to maintain the principle of impartiality.
6. PRM encourages programs that assist Iraqi IDPs and refugees in reaching a durable solution, including return and local integration, as well as those that build the capacity of local authorities and organizations. PRM strongly encourages partnerships with women-led organizations when possible.

PRM will accept no more than two proposals per applicant (one per target population, or one for a single population and one for a joint population).

Sectors:

Projects for Iraqi IDPs and Returnees: Protection, GBV, Education, and Livelihoods

Projects for Syrian Refugees: Protection, Child Protection, GBV, Health, Mental Health/PSS, Livelihoods, Education, and Shelter.

Joint Projects for Iraqi IDPs/Returnees and Syrian Refugees*: Protection, GBV, Education, and Livelihoods.

*Syrian refugees must constitute a minimum of 30 percent of the total target population to be considered a joint proposal.

1. Provision of core relief items and/or cash assistance activities will be considered if integrated in a project focused on one or more of the above sectors.
2. In the education sector, PRM prioritizes support to help children prepare for, enter, participate, and succeed in formal education and to assist youth who may be unlikely to participate in the formal education sector to obtain the necessary skills to transition to adulthood.
3. In the livelihoods sector, PRM will prioritize impact-driven, market-based projects that seek to improve the economic well-being of beneficiaries. Wherever possible, projects should seek to restore or build upon former livelihoods of affected populations.
4. Proposed protection projects for IDPs should focus on longer-term needs of IDPs in order to facilitate safe, voluntary, and dignified returns or local integration, including but not limited to recovery of legal documents and assistance with housing, land, and property rights. PRM will not consider standalone mental health and psychosocial service projects for IDPs; while elements of that sector may be incorporated into broader protection programming, it should not be the focus of the project.
5. While PRM will not fund programs for the full reconstruction of major infrastructure, minor rehabilitation work is allowable.

Length: 12 or 24 months (24 months preferred)

Funding Levels: Not less than \$1 million and not more than \$3 million per year (budget must include an estimated breakdown of cost per year).

Jordan Country-Specific Guidelines

PRM anticipates issuing up to seven awards in FY 2019 in response to this announcement and total value of the awards (first year only, if multi-year) will be up to \$15 million.

General Guidance:

1. Where feasible, PRM will prioritize projects that allow for support of other refugee populations, including African refugees and Palestinian refugees from Syria within their projects; however, the primary population of concern for this notice of funding opportunity (Iraqi and/or Syrian refugees) must constitute 50% of the beneficiary population. Please include a breakdown of which nationalities will be supported by program activities.
2. NGO projects should seek to fill gaps in the humanitarian response, not duplicate activities undertaken by large international organizations or government entities.
3. PRM welcomes submissions from both international and national NGOs, including women-led organizations.
4. NGO activities should support national responses. If an activity is parallel to the national response, PRM will prioritize projects that link to the national response and provide a timeline for phase-out.
5. NGOs should not be seeking to begin new activities that cannot be sustained absent future U.S. funding.
6. NGO proposals seeking to assist Syrian refugees should be in line with activities in the UN's Regional Refugee and Resilience Plan (3RP) Appeal/Jordan Response Plan and should work within existing coordination structures.

PRM will accept no more than two proposals per applicant (one per target population, or one for a single population and one for a joint population).

Sectors: Protection, Child Protection, GBV prevention and response, Education, Health, Mental Health/PSS, Livelihoods, and Shelter.

- Provision of core relief items, cash assistance, and/or capacity development activities will be considered if integrated in a program focused on one or more of the above sectors.
- PRM prioritizes support to help refugee children enter, participate, and succeed in formal education.
- PRM remains committed to supporting refugees to utilize national health systems and does not support establishing parallel health care systems for refugees unless absolutely necessary. PRM's health care focus is on primary and secondary health care as well as preventative measures for non-communicable diseases.
- PRM will consider livelihood programs focused on developing home-based businesses where the Syrian beneficiary population is at least 50% of total beneficiaries.

Length: 12 or 24 months (24 months preferred)

Funding Levels:

Programs for Iraqi Refugees must be no less than \$500,000 and no more than \$1.5 million per year (budget must include a breakdown of cost per year).

Programs for Syrian Refugees must be no less than \$1 million and not more than \$3 million per year (budget must include a breakdown of cost per year).

Joint Programs for Iraqi and Syrian Refugees* must be no less than \$1 million and not more than \$3 million per year (budget must include a breakdown of cost per year).

*Iraqis must constitute a minimum of 15 percent of the target population for a joint proposal.

Lebanon Country-Specific Guidelines

PRM anticipates issuing up to six awards in FY 2019 in response to this announcement and the total value of the awards (first year only, if multi-year) will be up to \$18 million.

General Guidance:

1. Where feasible, PRM will prioritize projects that allow for support of other refugee populations, including African refugees and Palestinian refugees from Syria, and vulnerable host community members; however, the primary population of concern (refugees from Syria and/or Iraq) must constitute at least 50% of the beneficiary population.
2. NGO projects should seek to fill gaps in the humanitarian response, not duplicate activities undertaken by large international organizations or government entities.
3. PRM welcomes submissions from both international and national NGOs, including women-led organizations.
4. NGO proposals seeking to assist Syrian refugees should be in line with activities in the UN's Regional Refugee and Resilience Plan (3RP) Appeal/Lebanon Crisis Response Plan and with the intent of coordinating within these structures.
5. PRM looks favorably on programs with the ability to operate in multiple locations and across multiple sectors, provided such work supports an integrated program approach.

6. Applicants are strongly encouraged to engage with existing structures to provide services to refugees, including those operated by national or local actors (both governmental and NGO), rather than establishing new, parallel structures.

PRM will accept no more than two proposals per applicant (one per target population, or one for a single population and one for a joint population).

Sectors: Protection, Child Protection, GBV prevention and response, WASH, Education, Health, Mental Health/PSS, Livelihoods, and Shelter.

1. Provision of core relief items, cash assistance, and/or capacity development activities will be considered if integrated in a program focused on one or more of the above sectors.
2. In the education sector, PRM prioritizes support to help refugee children prepare for, enter, participate, and succeed in existing national education systems. For out of school adolescents 12-17 years old, PRM will prioritize alternative education to include accelerated learning, catch up and/or remedial education that conforms to national standards and ensures clear pathways back to formal education or other vocational opportunities.
3. In the livelihoods sector, PRM will prioritize impact-driven, market-based projects that seek to improve the economic well-being of beneficiaries. Wherever possible, projects should seek to restore or build upon former livelihoods of affected populations.

Length: 12 or 24 months (24 months preferred)

Funding Levels:

Programs for Iraqi Refugees must be no less than \$500,000 and no more than \$1.5 million per year (budget must include a breakdown of cost per year).

Programs for Syrian Refugees must be no less than \$1 million and no more than \$3 million per year (budget must include a breakdown of cost per year).

Joint Programs for Iraqi and Syrian Refugees* must be no less than \$1 million and no more than \$3 million per year (budget must include a breakdown of cost per year).

*Iraqis must constitute a minimum of 15 percent of the target population for a joint proposal.

Turkey Country-Specific Guidelines

PRM anticipates issuing up to eight awards in FY 2019 in response to this announcement and the total value of the awards (first year only, if multi-year) will be up to \$28 million.

General Guidance:

1. Syrian refugees must constitute at least 50% of the beneficiary population. PRM will prioritize projects that allow for support of other refugee populations and/or host community populations within their projects. Please ensure that the profile of target populations (and percentage breakdown per population) is clearly outlined in the proposal.
2. PRM welcomes submissions from both international and national NGOs, including women-led organizations.
3. NGO projects should seek to fill gaps in the humanitarian response, not duplicate activities undertaken by large international organizations or government entities.
4. NGO activities should support national responses. If an activity is parallel to the national response, PRM will prioritize projects that link to the national response and provides a timeline for phase-out.
5. NGOs should not be seeking to begin new activities that cannot be sustained absent future U.S. funding.
6. NGO proposals should be in line with activities in the UN's Regional Refugee and Resilience Plan (3RP) Appeal/Turkey Response Plan; all program activities should be consulted with the Government of Turkey.

Sectors: Protection, Child Protection, GBV prevention and response, Education, Health, Mental Health/PSS, Livelihoods, Shelter.

1. Provision of core relief items, cash assistance, and/or capacity development activities will be considered if integrated in a program focused on one or more of the above sectors.
2. PRM prioritizes support to help refugee children enter, participate, and succeed in formal education, with a particular emphasis on reducing drop-out rates among older youth.
3. Priority will be given to livelihoods programs that link training to employment opportunities, including vocational training opportunities with employable skills for older youth.
4. Priority will be given to projects that include social cohesion activities and involve host community members, such as anti-bullying programs for youth and children and social inclusion programs for persons with disabilities.

5. PRM's health care focus in Turkey is on health services not covered by existing programs, as well as Mental Health/PSS.
6. Priority will be given to projects that pilot innovative practices in urban settings to address the specific needs of refugees in protracted crisis.

Length: 12 or 24 months (24 months preferred)

Funding Levels:

Programs must be for more than 50 percent Syrian refugees, no less than \$500,000 and not more than \$3,500,000 per year (budget must include a breakdown of cost per population per year).

B. Federal Award Information

Proposed project start dates: September 1, 2019

Duration of Activity: See country-specific guidelines above. Project plans for one or two years will be considered. Applicants may submit multi-year proposals with activities and budgets that do not exceed two years (24 months) from the proposed start date. Actual awards will not exceed one year (12 months) in duration and activities and budgets submitted in year one can be revised/updated each year. Continued funding after the initial 12-month award requires the submission of a noncompeting single year proposal and will be contingent upon available funding, strong performance, and continuing need. In funding a project one year, PRM makes no representations that it will continue to fund the project in successive years and encourages applicants to seek a wide array of donors to ensure long-term funding possibilities. Please see Multi-Year Funding section below for additional information. **Livelihoods projects are encouraged to be multi-year.**

Funding Limits: See country-specific guidelines above; proposals must fall within the range specified or they will be disqualified. Livelihoods projects are encouraged to be multi-year.

C. Eligibility Information

1. **Eligible Applicants:** (1) Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education; (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education; and (3) International Organizations. International multilateral organizations, such as United Nations agencies, should not submit proposals through Grants.gov in response to this Notice of Funding

Opportunity. Multilateral organizations that are seeking funding for projects relevant to this announcement should contact the PRM Program Officer (as listed below) on or before the closing date of the funding announcement.

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

3. **Other:**

(a) Proposals must have a concrete implementation plan with well-conceived objectives and indicators that are specific, measurable, achievable, relevant and reliable, time-bound, and trackable (SMART), have established baselines, and include at least one outcome or impact indicator per objective; objectives should be clearly linked to the sectors.

(b) Proposals must adhere to relevant international standards for humanitarian assistance. See PRM's [General NGO Guidelines](#) for a complete list of sector-specific standards including guidance on proposals for projects in urban areas.

(c) PRM strongly encourages projects that target the needs of vulnerable and underserved groups among the beneficiary population (women; children; adolescents; lesbian, gay, bisexual, transgender, or intersex (LGBTI) individuals; older persons; the sick; persons with disabilities; and members of minority communities) and can demonstrate what steps have been taken to meet the specific and unique protection and assistance needs of these vulnerable groups effectively. See gender analysis requirements below in D.2.(d).

(d) PRM will accept proposals from any NGO working in the above mentioned sectors although, given budgetary constraints, priority will be given to proposals from organizations that can demonstrate:

- a working relationship with UNHCR and/or current UNHCR funding;
- a proven track record in providing proposed assistance both in the sector and specified location;
- evidence of coordination with international organizations (IOs) and other NGOs working in the same area or sector as well as – where possible – local authorities;
- a strong sustainability plan, involving local capacity building, where feasible;

- where applicable, adherence to PRM’s [Principles for Refugee Protection in Urban Areas](#); and
- an understanding of and sensitivity to conflict dynamics in the project location.

D. Application and Submission Instructions

1. Address to Request Application Package:

- (a) Application packages may be downloaded from the website www.Grants.gov.

2. Content and Form of Application:

- (a) PRM strongly recommends using the proposal and budget templates that are available upon email request from [PRM's NGO Coordinator](#). Please send an email, with the phrase “PRM NGO Templates” as the **subject line**, to PRM's NGO Coordinator to receive an automated reply with the templates.

Page limits: Single-year proposals using PRM’s templates must be no more than 15 pages in length (Times New Roman 12 point font, one inch margins on all sides). If the applicant does not use PRM’s recommended templates, proposals must not exceed 10 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of project information. The proposal narrative must be able to stand on its own in the application process. For multi-year funding application instructions, see section (e) below. Proposals exceeding the page limit will not be considered. (Note: For this reason, PRM recommends that applicants submit proposals in Adobe PDF format, as Microsoft Word page lengths vary under certain settings and could look different to PRM reviewers.)

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

- Proposal narrative including objectives and indicators for each year of the project period, not exceeding the page limits above.
- Budget summary and budget detail for each year of the project period.
- Budget narrative for each year of the project period.

- Completed SF-424, SF-424A, and SF-424B forms. PRM requires that Box 21 of the SF-424 be checked. Please note that pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424), the Department of State is authorized to consolidate the certifications and assurances required by Federal law or regulations for its federal assistance programs. The list of certifications and assurances is available upon request by emailing PRMNGOCoordinator@state.gov with the subject line, “PRM NGO Templates.”
- Information in support of any cost-sharing/cost-matching arrangements, if applicable.
- Information detailing the source of any in-kind contributions, if applicable.
- Details on any sub-agreements associated with the project including the budget detail (must be part of the budget submission as noted above), if applicable.
- Risk Analysis (separate from proposal narrative and from the security plan).
- Organizational Chart for award applicant and sub-recipient(s), if applicable.
- Key Personnel for award applicant and sub-recipient(s), if applicable.
- Copy of the organization’s Prevention of Sexual Exploitation and Abuse (PSEA) Code of Conduct.
- Copy of the organization’s Security Plan.
- Copy of the organization’s Accountability to Affected Populations (AAP) framework.

(c) Additionally, organizations must submit the following documents as part of their proposal package, if applicable:

- (i) A market analysis and a beneficiary competency/capacity assessment for all proposals that include at least one livelihoods sector objective. Please see the [General NGO Guidelines](#) for more details.
- (ii) Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable, or a *de minimis* rate calculation of Modified Total Direct Costs (MTDC) if the applicant is eligible and elects to use the *de minimis rate*.

- (iii) Most recent external audit report, if not submitted to the Federal Audit Clearinghouse.

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

- Focus on outcome or impact indicators as much as possible. At a minimum, each objective should have one outcome or impact indicator. Wherever possible, baselines should be established before the start of the project.
- Include specific information on locations of projects and beneficiaries (GPS coordinates if possible) to increase PRM's ability to track the impact of PRM funding.
- Outline how the NGO will acknowledge PRM funding. If an organization believes that publicly acknowledging the receipt of USG funding for a particular PRM-funded project could potentially endanger the lives of the beneficiaries and/or the organization staff, invite suspicion about the organization's motives, or alienate the organization from the population it is trying to help, it must provide a brief explanation in its proposal as to why it should be exempted from this requirement.
- PRM partners must complete a gender analysis in the proposal narrative that briefly explains (1) experiences of men, women, boys, and girls with a focus on the different familial roles, community privileges, and gender dynamics within the target population; (2) associated risks and threats experienced by women, girls, and other vulnerable populations based on their gender; (3) power imbalances and needs that arise based on gender inequalities that exist within the family or community; and (4) proposed responses that will address the above and mitigate any gender differences in access, participation, or decision-making that may be experienced by at-risk groups, particularly women and girls. The gender analysis should aim to specify and target specific at-risk sub-populations of women and girls, in particular women and girl heads of households, out-of-school girls, women and girls with disabilities, women and girl survivors of violence, married girls, adolescent mothers, as well as people who identify as lesbian, gay, bisexual, transgender, or intersex (LGBTI), and those who are often unaware of and excluded from projects and services and who may be the hardest to reach based on their gender.

- The budget should include a specific breakdown of funds being provided by UNHCR, other USG agencies, other donors, and your own organization.
- Applicants whose proposals address gender-based violence (GBV) through their projects must estimate the total cost of these activities as a separate line item in their proposed budgets (see PRM's budget template). Proposals and budgets must include details of any sub-agreements associated with the project.

(e) **Multi-Year Funding:** Applicants proposing multi-year projects should adhere to the following guidance:

Applicants may submit proposals that include multi-year strategies presented in one year (12-month) cycles for a period not to exceed two years (24 months) from the proposed start date. Fully developed projects with detailed budgets, objectives and indicators are required for each year of activities. Applicants should use PRM's recommended multi-year proposal template for the first year of a multi-year application. Multi-year funding applicants may use PRM's standard budget template and should submit a separate budget sheet for each project year. **Multi-year proposal narratives and budgets can be updated yearly upon submission of new noncompeting single year proposal narrative template with an updated budget, each year.**

Page limits: Multi-year proposals using PRM's multi-year template must be no more than 20 pages in length (Times New Roman 12 point font, one inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 15 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of project information. The proposal narrative must be able to stand on its own in the application process. Proposals exceeding the page limit will not be considered. (Note: For this reason, PRM recommends that applicants submit proposals in Adobe PDF format, as Microsoft Word page lengths vary under certain settings and could look different to PRM reviewers.)

Multi-year applications selected for funding by PRM will be funded in one-year (12-month) increments based on the proposal submitted in the initial application as approved by PRM. Continued funding after the initial 12-month award requires the submission of a noncompeting single-year proposal narrative and will be contingent upon available funding, strong performance, and continuing need. The year two proposal must be submitted by the organization no later than 90 days before the proposed start date of the new cooperative agreement (e.g., if the next project period is to begin on September 1, submit your application by June 1). It is strongly

recommended that NGOs submit as early as possible after the directed announcement for continuation funding has been issued. Late applications will jeopardize continued funding. Follow-on year applications are submitted in lieu of responding to PRM's published call for proposals for those activities. Late submissions will jeopardize continued funding.

Organizations can request single-year and multi-year funding proposal narrative templates by emailing [PRM's NGO Coordinator](#) with the phrase "PRM NGO Templates" in the subject line.

(f) **Consortia.** Organizations may apply to this call as individual organizations or consortia; however, one organization must be designated as the lead applicant at both the proposal and full proposal stage. If the applicant is applying as a consortium or partnership, a description of how the partnership will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the proposal. The proposal should discuss the governance structure of the partnership, the role of each organization, and how each partner will be utilized in implementing the overall project.

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

(a) Each applicant is required to: (i) be registered in SAM at (www.sam.gov) before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM. No federal award may be made to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

(b) Proposals must be submitted via Grants.gov (not via SAMS Domestic).

Grants.gov registration requires a DUNS number and active SAM.gov registration. If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's [General NGO Guidelines](#) "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. Applicants may also refer to the "[For Applicants](#)" page on Grants.gov for complete details on requirements.

(c) Do not wait until the deadline to submit your application on Grants.gov.

Organizations not registered with Grants.gov should register well in advance of the deadline as it can take up to two weeks to finalize registration (sometimes longer for non-U.S. based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. **PRM partners must maintain an active SAM registration with current information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.**

(d) When registering with [Grants.gov](https://www.grants.gov), organizations must designate points of contact and Authorized Organization Representatives (AORs). Organizations based outside the United States must also request and receive an [NCAGE \(https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx\)](https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx) code prior to registering with [SAM.gov](https://www.sam.gov). **Applicants experiencing technical difficulties with the SAM registration process should contact the [Federal Service Desk](#) (FSD) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).**

(e) Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization. Having proposals submitted by agency headquarters helps to avoid possible technical problems.

(f) If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726. Applicants who are unable to submit applications via Grants.gov due to Grants.gov technical difficulties and who have reported the problem to the Grants.gov help desk, received a case number, and had a service request opened to research the problem, should contact the relevant PRM Program Officer to determine whether an alternative method of submission is appropriate.

(g) It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place is not considered a technical difficulty and is not justification for an alternate means of submission.

(h) Pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424), the Department of State is authorized to consolidate the certifications and assurances required by Federal law or regulations for its federal assistance programs. The list of certifications and assurances is available upon request by emailing PRMNGOCoordinator@state.gov with the subject line, "PRM NGO Templates". (Do not add quotation marks into the subject line.)

(i) In accordance with 2 CFR §200.113, Mandatory disclosures, the non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

4. Submission Dates and Times

Announcement issuance date: Monday, January 28, 2019

Proposal submission deadline: Monday, March 25, 2019 at 12:00 p.m. noon EST. Proposals submitted after this deadline will not be considered.

5. Intergovernmental Review – Not Applicable.

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

7. Other Submission Requirements

(a) **PRM Standardized Indicators:** In an effort to streamline the proposal writing/reviewing process and better measure the impact of the Bureau's work, PRM strongly recommends the use of standardized indicators for projects in the protection, child protection, health, mental health and psychosocial support, WASH, nutrition and food security, education, livelihoods, and shelter sectors, as well as projects that include local government capacity-building and core relief items (non-food items). Applicants must fill in numerical and/or percentage targets for each indicator. Sphere standards should be used as targets, unless otherwise noted. Proposals must include at least one standardized indicator per objective, as applicable. Please refer to PRM's [General NGO Guidelines](#) for a complete list of all standardized indicators that may be included.

(b) **Assistance Award Provision – SPOT:** The following provisions will be included in the Bureau specific component of the Notice of Award for performance in a designated combat area (Iraq and Afghanistan). Recipients are required to include this provision in any sub-grant awards or agreements.

**RECIPIENT PERFORMANCE IN A DESIGNATED AREA OF COMBAT
OPERATIONS (IRAQ AND AFGHANISTAN)
(Revised March 2015)**

Federal Assistance Awards deploying personnel under an assistance award, in a designated area of combat operations or future contingency operation, over \$150,000 or performance over 30 calendar days, must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system.

For Federal Assistance Awards deploying personnel in a designated area of combat operations or future contingency operation that do not involve personnel performing security functions or needing access to government installations, the Grants Officer or his/her designee should account for personnel within the SPOT system anonymously through the use of the aggregate count functionality, reporting all personnel (U.S. Citizens, Third Country Nationals, and Local Nationals) on a quarterly basis.

For assistance awards that meet the aggregate count functionality criteria, the Grants Officer or the recipient SPOT administrator should send total numbers of individuals working under a grant on a quarterly basis to the SPOT program office. Further guidance on the formatting of SPOT reporting will be provided in the Federal Assistance Award document. The SPOT program office will load these numbers on behalf of the Grants officer and the recipient to the SPOT administrator. The SPOT program office can be reached at AQMOps@state.gov.

Assistance Awards deploying personnel in a designated area of combat operations or future contingency operation that utilize personnel who are performing a private security function; or require access to U.S. facilities, services, or support, the Grants Officer or his/her designee must have personnel funded under that award entered into SPOT individually with all required personal information. Recipients utilizing armed private security personnel, whether employed directly or via contract, are required to adhere to post policies and procedures regarding private security contractors.

(c) Branding and Marking Strategy: The following provision will be included whenever assistance is awarded:

- The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

1) Fully funded by the award: "Gift of the United States Government"

- 2) Partially funded by the award: “Funding provided by the United States Government”

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. Requests should be initiated with the Grants Officer or Grants Officer Representative.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient’s own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or project materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

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

To recognize PRM funding through social media posts, tag PRM’s Twitter account @StatePRM and/or Facebook account @State.PRM (rather than using hashtags).

Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the non-Federal entity.

Further information is available upon email request from [PRM's NGO Coordinator](#).

E. Application Review Information

1. **Criteria:** Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the proposals based on the following criteria:

- (i) Gap Analysis

- (ii) Profile of the Target Population
- (iii) Project Description
- (iv) Gender Analysis
- (v) Objectives and Indicators
- (vi) Monitoring and Evaluation Plan
- (vii) Risk Management
- (viii) Accountability to Affected Populations
- (ix) Coordination
- (x) Sustainability and Capacity-Building
- (xi) Management and Past Performance
- (xii) Budget

2. PRM will conduct a formal competitive review of all proposals submitted in response to this funding announcement. A review panel of at least three people will evaluate submissions based on the above-referenced programmatic criteria and PRM priorities in the context of available funding.
3. Department of State review panels may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of limited PRM funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

F. Federal Award Administration Information

1. **Federal Award Administration.** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM actually makes the federal award. That notice is not an authorization to begin performance. Only the notice of award signed by the grants officer is the authorizing document. Unsuccessful applicants will be notified following completion of the selection and award process.
2. **Administrative and National Policy Requirements.** PRM awards are made consistent with the following provisions in the following order of precedence: (a) applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award; (b) Code of Federal Regulations (CFR); (c) Department of State Standard Terms and Conditions of the award; (d) the award's specific requirements; and (e) other documents and attachments to the award.

3. Reporting

Successful applicants will be required to submit:

(a) **Project Reports:** PRM requires project reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A project report is required within thirty (30) days following the end of each three month period of performance during the validity period of the agreement. The final project report is due ninety (90) days following the end of the agreement. The submission dates for project reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit a final project report at the end of each year that summarizes the NGO's performance during the previous year.

The Bureau suggests that NGOs receiving PRM funding use the PRM recommended quarterly project report template. The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. The Quarterly Project Report Template can be requested by sending an email with only the phrase "PRM NGO Templates" (without the quotation marks) in the subject line, to PRMNGOCoordinator@state.gov.

(b) **Financial Reports:** Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within ninety (90) days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable negotiated indirect cost rate agreement (NICRA).

Reports reflecting expenditures for the recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in accordance with other award-specific requirements. Detailed information pertaining to the Federal Financial Report including due dates, instruction manuals, and access forms, is provided on the [HHS/PMS website](#).

For more details regarding reporting requirements please see PRM's [General NGO Guidelines](#).

(c) **Audit Reports:** When a recipient-contracted audit is not required because the annual Federal Assistance amount is less than the \$750,000 threshold, the Department may determine that an audit must be performed and the audit report must be submitted to the responsible grants officer for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be charged either as an allowable direct

cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

G. PRM Contacts

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

PRM Program Officers in Washington, D.C.:

- For refugees in Turkey: Sonia Kim, KimSJ@state.gov, 202-453-9281 and Kate Osterloh, OsterlohKA@state.gov, 202-453-9204
- For refugees in Jordan: Sushil Narayanan, NarayananS@state.gov, 202-453-9294
- For refugees in Lebanon: Christina Gosack, GosackCB@state.gov, 202-453-9228
- For populations in Iraq: Virginia Terhar, TerharVS@state.gov, 202-453-9292

Regional Refugee Coordinator:

- For refugees in Turkey: Anjalina Sen, SenAM@state.gov, U.S. Consulate Adana, Turkey
- For refugees in Jordan: Anjana Modi, ModiAJ@state.gov, and Tabari Dossett, DossettTA@state.gov, U.S. Embassy, Amman, Jordan
- For refugees in Lebanon: Stephen Este, EsteSJ@state.gov, U.S. Embassy, Beirut, Lebanon
- For populations in Iraq: Stephen O'Dowd, O'DowdSP@state.gov, U.S. Embassy, Baghdad, Iraq; and Mollie Jackson, JacksonMJ@state.gov, U.S. Consulate General, Erbil, Iraq.

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