U.S. DEPARTMENT OF STATE
U.S. EMBASSY Lomé – Togo
Notice of Funding Opportunity (NOFO)

Section A. Funding Opportunity Program Description

Funding Opportunity Title: Supporting Human Rights and Fundamental Freedoms of Members of Togo's Most Vulnerable Groups.
Funding Opportunity Number: Lome-ARDF-FY2021-0001
Deadline for Applications: Applications must be submitted by 11:59 PM EDT on August 19, 2022.
Assistance Listing Number: 19.225
Total Amount Available: Up to $250,000.00, depending on availability of funds.
Point of Contact: SSHLome@state.gov

A. PROGRAM DESCRIPTION

The U.S. Embassy in Lomé, Togo, through this Notice of Funding Opportunity (NOFO), is pleased to announce an open competition for organizations to submit applications to carry out a program to promote human rights of members of marginalized groups by supporting the fight against discrimination and human rights violations and abuses against members of Togo's most vulnerable communities. Marginalized groups may include but are not limited to the LGBTQI+ community, persons with disabilities, religious minorities, women, and persons with albinism. Please follow all instructions below. A grant for up to $250,000 U.S. Dollars (USD) in FY 2022 Economic Support Fund (ESF) resources will be awarded *(pending availability of funds)* for work that will support program objectives in section A.1. The period of performance is one (01) year.

Priority Region: All regions of Togo

A.1. Program Objectives:

The objective of this program is to protect human rights of members of marginalized groups through supporting the fight against discrimination and human rights violations and abuses against members of Togo's most vulnerable communities.

1- Strengthen civil society oversight to protect, mitigate, and respond to human rights violations and abuses against members of Togo's most marginalized and vulnerable groups.

2- Promote the use of competent national, regional, and international mechanisms to promote the rights of the victims and address cases of human rights violations and abuses.

3- Strengthen popular understanding to build a culture of non-discrimination in Togo through community advocacy and by supporting the actions of civil society organizations (CSOs) in the most hostile areas.

A.2. Background:

In Togo, the protection of human rights is a problem for members of several marginalized groups. Discrimination against women and persons with disabilities has been recognized by government authorities as a problem; the Government of Togo has undertaken several initiatives to protect the human rights of members of these groups. Nevertheless, NGOs have identified key vulnerabilities and needs that are unaddressed by the centralized initiatives.

Members of the LGBTQI+ community suffers from societal discrimination and human rights violations. Advocacy is challenging given that the law prohibits "acts against nature committed with an individual of one's sex," widely understood as a reference to same-sex sexual conduct. Persons living with albinism are another vulnerable and marginalized group, often due to misinformation.

This program will support civil society organizations and activists who defend human rights and fundamental freedoms by calling for Togo to abide by its international [obligations and] commitments to promote and respect human rights. These human rights defenders are organized in active networks and play an important role in social assistance and legal support to the victims but lack the technical and structural means to use international mechanisms, to continuously document cases of human rights violations and abuses, and especially, to advocate in a hostile context and hold authorities accountable. This project will provide civil society organizations and activists with the tools and capacity needed to promote tolerance of diversity, inclusive public attitudes, and address sensitive issues such as discrimination against members of marginalized and vulnerable groups.

A.3. Expected Results

Specific results should include the following:

1. Human rights violations and abuses against members of vulnerable and marginalized groups are documented.

2. National, regional, and international human right mechanisms, e.g., Human Rights Council and its Special Procedures; the Universal Periodic Review (UPR), the Complaint Procedure, etc., are well known and used by victims and organizations to hold authorities accountable.

3. Communities acquire the awareness to adopt a culture of tolerance and inclusiveness.

A.4. Main Activities

Potential activities may include but are not limited to the following:

- ✓ **Strengthen civil society oversight to effectively investigate and record the cases of human rights violations and abuses against members of Togo's most marginalized and vulnerable groups:**

  Train and equip civil society organizations who advocate for the rights of members of marginalized groups and human right activists to effectively document and report cases of human rights violations and abuses.

- ✓ **Promote the use of competent national, regional, and international mechanisms to promote the rights of the victims and address cases of human rights violations and abuses:**

  Capacity building and awareness raising campaigns to promote the use of legally binding international human rights instruments to which Togo is a party (International Covenant on Civil and Political Rights, the African Charter on Human and Peoples' Rights, and the United Nations Convention Against Torture) to protect vulnerable groups from discrimination and extrajudicial abuses.

- ✓ **Strengthen popular understanding to build a culture of non-discrimination in Togo through community advocacy and by supporting the actions of Civil Society Organizations (CSOs) in the most hostile areas:**

  Individuals belonging to marginalized and vulnerable groups are often disregarded or treated differently by the society and excluded from employment and service provisions. The project will strengthen the capacity of health care professionals, community and religious leaders, law enforcement, and justice professionals to protect and provide non-discriminatory services regardless of their gender, sexual orientation, disability, or social status.

A.5. Outcome Indicators

Applicants must report on the following required indicator.

Outputs	**Outcome Indicator**	**Targets**
Output 1	Number of human rights defenders trained and supported	

The following are suggested indicators. Applicants are welcome to propose other indicators relevant to the primary objectives and expected results of the project.

Outputs	Outcome Indicators	Targets
Output 2	Number of civil society organizations trained and equipped to document and report on human rights violations and abuses	
Output 3	Number of health care professionals, community and religious leaders, law enforcement, and justice professionals who received training in providing non-discriminatory services	
Output 4	Number of mass sensitizations campaigns (radio/TV) to promote a non-discriminatory society	

The State Department takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

A.6. Participants and Audiences:

Target audiences should include but are not limited to civil society organizations who advocate for the rights of members of marginalized groups and human right activists, state authorities and law enforcement agents, community and religious leaders, service providers, and the general public.

B. FEDERAL AWARD INFORMATION

Length of performance period:	12 months
Number of awards anticipated	Minimum of one (01) award
Award amounts	Awards not to exceed $250,000.00
Total available funding:	$ 250,000.00 U.S. Dollars
Type of Funding	Economic Support Funds (ESF)
Funding Instrument Type:	Grant
Anticipated program start date:	October 2022
Anticipated Project Completion Date:	September 2023

This notice is subject to availability of funding.

Program Performance Period:

Proposed programs should be completed in 12 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial

budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGILIBITY INFORMATION

C.1. Eligible Applicants

The following organizations are eligible to apply: U.S. non-profit/non-governmental organizations (NGOs) having a 501(c) (3) status with the IRS, and overseas-based non-profit/non-governmental organizations, and foreign educational institutions.

C.2. Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO. However, cost-sharing may be used to break ties among applications with equivalent scores after evaluation against all other factors.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, the Department of State's contribution may be reduced in proportion to the recipient's contribution.

C.3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

For-profit and commercial firms are not eligible to apply in response to this NOFO.

D. APPLICATION AND SUBMISSION INFORMATION

D.1. Address to Request Application Package

Applicants can find application forms and other materials needed to apply on **www.Grants.gov** under the announcement title and funding opportunity number provided above.

Please send an email to the point of contact listed on page 1 if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

Please read carefully the entire announcement and follow the guidelines below before sending inquiries or submitting proposals.

D.2. Content and Form of Application Submission

Any prospective applicant who has questions concerning the contents of this NOFO should submit them by email to **SSHLome@state.gov**. Please refer to the funding opportunity number.

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, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424** ***(Application for Federal Assistance – organizations)*** or **SF-424-I** ***(Application for Federal Assistance --individuals)***
- **SF-424A** ***(Budget Information for Non-Construction programs)***
- **SF-424B** ***(Assurances for Non-Construction programs) (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)***

All these forms are available at: **www.Grants.gov**.

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

3. Proposal must not exceed 10 pages.

Please Note: (The 10 page-limit does not include the Summary Page, Table of Contents, Budget, Budget Narrative, Letter of Disclosure, Letters of Institutional Support, NICRA, Audit, CVs, Official permission letters, SF-424s, or SF-LLL forms).

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

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **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.
- **Program Activities**: Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program 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?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program 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.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See below for further information.

5. Attachments*:*

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

D.3. Unique Entity Identifier and System for Award Management (SAM.gov)
(NOTE: This section is required and not optional, except for NOFOs targeting applications from individuals instead of organizations)

Required Registrations:
Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

NCAGE application: Application page here:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

D.4. Submission Dates and Times

Applications are due no later than 11:59 PM Eastern Standard Time (EST) on **August 19, 2022**
Applications received after the deadline will not be considered.
Applications written in French will not be considered.

D.5. Funding Restrictions

The Recipient must ensure that all funds are used in a manner consistent with U.S. Government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

The following activities and costs are not covered under this announcement:

- Construction is not an allowable activity under this award.
- Activities that appear partisan or that support individual or 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.
- Funds for market research, advertising (unless public service related to grant program), or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.
- Charitable or development activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects;
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects seeking funds for personal use;
- Projects that require a participation fee.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or

(2) Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government."

For the purposes of Section 7073, it is the Department of State's policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

D.6. Other Submission Requirements

All application materials must be submitted by email to *SSHLome@*state.gov or through www.Grants.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

- The applicant presents innovative ideas that will maximize the program's desired impact.
- The applicant describes how each proposed project activity will address the Program Objectives outlined in this announcement.

- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously and provides an explanation as to how proposed new activities will improve expected results.
- The applicant clearly explains why the proposed project design is feasible and articulates how potential challenges or delays to project implementation will be mitigated.

Program Planning/Ability to Achieve Objectives – 25 points: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts:
- The applicant clearly explains how they will plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results and indicators as described in the program announcement.
- Analysis of applicant's selected indicators and how realistic/feasible are they to the project and what are the expected project results.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in the area of promoting human rights of marginalized groups.
- Applicant provides track record of managing previous grants.
- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge with program topics.
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.
- The applicant demonstrates access to local NGOs/CSOs that could be mobilized to meet the unique needs of the project.
- The applicant includes letters of intent/commitment/agreement from proposed partners that detail concrete plans for partner involvement.

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

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.

- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country and includes costs dedicated to management, monitoring, and evaluation.
- Adequate travel costs are proposed using reasonable estimates of international and ground travel needs and costs.
- The budget demonstrates a reasonable cost per participant.

Monitoring and evaluation plan – 10 points: Applicant demonstrates ability to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured. The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them

Sustainability – 10 points: The sustainability plan outlines how the proposed program activities will continue to have positive impact beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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

Payment Method:

Request for Payment will be submitted through a SF-270. Payments shall be disbursed on a quarterly basis via EFT upon receipt of a signed SF-270 form and required reporting.

2. 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:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS

- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - 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 in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Recipients will, at a minimum, be required to submit semi-annual Progress Reports and quarterly Financial Reports. Progress Reports will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress. Failure to submit reports on time will result in payment delays.

Recipients must report immediately when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the Grants Officer.

Progress Reporting

At minimum, it is expected that progress reports include:

- Significant activities of the period and how activities reflect progress toward achieving goals;
- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the reporting period; and
- Supporting documentation or products related to project activities (such as surveys, travel, etc.).
- Performance indicator results and supporting documentation.
- As applicable, Project Spotlight highlighting a significant area of progress under the grant as well as photos of implementation.

Final Report

The final report will be due no later than 120 days after the end date of the award or termination of all project activities.

Additional guidance may be provided prior to the award end date.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

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

H. 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, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 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 $5,000 per unit, then put it in the budget under Equipment.

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

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

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

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