



**United States Department of State  
U.S. Embassy in the Philippines  
Notice of Funding Opportunity (NOFO):  
YSEALI Summit 2017**

**Application Deadline:** April 16, 2017

**A. PROJECT INFORMATION**

***A.1 Project Description***

The Public Affairs Section of the U.S. Embassy in the Philippines announces an open competition for a cooperative agreement to develop and implement a five-day advanced leadership workshop (inclusive of arrival and departure days) in the Philippines for the Young Southeast Asian Leaders Initiative (YSEALI), pending the availability of funds.

During the 40<sup>th</sup> anniversary year of U.S. – ASEAN relations, the 2017 YSEALI Summit will bring together approximately 250 YSEALI exchange program alumni from the Association of Southeast Asian Nations (ASEAN) member countries for an advanced leadership workshop that will equip participants with the knowledge, attitude, and skills to address the complex and dynamic political, social, economic, and environmental issues that the U.S. and ASEAN will confront in the next 40 years. The workshop will develop participants' leadership competencies in systems and design thinking, dialogue and negotiations, initiating and sustaining collaborative action, and other skills needed to advance participants' leadership capacity and ability to develop systemic, innovative, and collaborative solutions to complex and dynamic problems. Participants will also discuss the role of youth and YSEALI in addressing ASEAN's challenges and goals and in strengthening U.S. – ASEAN relations.

The workshop will include a mix of informational sessions and skills training to be led by experts from Philippines, other ASEAN nations, and the United States. Workshop content will be contextualized to be directly relevant to ASEAN youth leaders. The workshop will begin with pre-workshop online introductory activities and be reinforced through post-workshop follow-on activities such as additional online training or collaborations and a small grants competition that will fund participant-led projects to engage the YSEALI demographic in addressing challenges in their own communities. Additionally, the program will offer opportunities to strengthen camaraderie between participants through cultural activities, networking events, and a reception to celebrate the 40<sup>th</sup> anniversary of U.S. – ASEAN relations.

YSEALI (<https://asean.usmission.gov/yseali/>) is the U.S. government's signature initiative to engage emerging young leaders in ASEAN, specifically from Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam. YSEALI aims to create a network of young Southeast Asian leaders who work across national borders to solve common problems in the four pillars of YSEALI – civic engagement, economic development, education, and environment and natural resources management.



The 2017 YSEALI Summit will focus on:

**1) Content:**

Intermediate leadership training, including such topics as:

- Utilizing systems and design thinking
- Engaging in dialogue and negotiations
- Initiating and sustaining collaborative action
- Developing innovative, collaborative, and sustainable solutions to complex and dynamic problems
- Envisioning the role of youth and YSEALI in addressing ASEAN's challenges and goals and in strengthening U.S. – ASEAN relations
- Celebrating the 40<sup>th</sup> anniversary of U.S. – ASEAN relations

**2) Methodology:**

- Pre-workshop online introductory activities
- Informational sessions
- Panel discussions
- Small group discussions and debriefings
- Participant presentations
- Individual and small group activities, immersions, case studies, and simulations
- Inspirational leadership speaker(s)
- Cultural bonding/networking activities
- Follow-on programming

**A.2 Objective**

The 2017 YSEALI Summit will equip participants with the knowledge, attitude, and skills to address the complex and dynamic political, social, economic, and environmental issues that ASEAN confronts. The workshop will develop participants' leadership competencies in systems and design thinking, dialogue and negotiations, initiating and sustaining collaborative action, and other skills needed to advance participants' leadership capacity and ability to develop systemic, innovative, and collaborative solutions to complex and dynamic problems. Participants will also discuss the role of youth and YSEALI in addressing ASEAN's challenges and goals and in strengthening U.S. – ASEAN relations.

**A.3 Audience**

The Recipient will coordinate with U.S. Embassy in the Philippines and with U.S. embassies in ASEAN to recruit 250 YSEALI alumni as participants in the YSEALI Summit. These youth leaders will be alumni of U.S. exchange programs such as the YSEALI Professional Fellows and Academic Fellows programs, YSEALI regional workshops, and grant initiatives such as the YSEALI Seeds for the Future program. The application to participate in the Summit will be open by invite only to a select pool of alumni (provided by the Department of State), and participants will be chosen based upon their demonstrated success in their prior YSEALI engagements, their continued engagement post-YSEALI program, and their commitment to advance their leadership skills. Participants should demonstrate active engagement in effecting



change in their home communities and in the region. These YSEALI alumni are between the ages of 18-35 and have a range of academic and professional experience, and as such, programming will need to accommodate the different levels of experience of the participants.

The Recipient will create an online application process and work with U.S. Embassy in the Philippines and the other U.S. embassies in ASEAN to advertise the opportunity to YSEALI alumni. Selection of final participants will be made by the Recipient in consultation with U.S. Embassy in the Philippines and the U.S. embassies in each of the 10 ASEAN member countries.

### ***A.3 Timeline***

The workshop is tentatively planned for early October 2017, pending final approval of dates by the Department of State.

### ***A.4 Coordination of Program Logistics and Content Development***

Working closely with U.S. Embassy in the Philippines and the U.S. Department of State's Bureau of East Asian and Pacific Affairs Office of Public Diplomacy (EAP/PD), the Recipient of this cooperative agreement shall develop a robust program for the workshop, schedule the event at a mutually agreed upon date and location in the Philippines, manage the application and selection process, develop the agenda and content for the workshop, recruit speakers, manage all travel logistics for participants and speakers, and generate content for traditional and social media distribution.

Regular, transparent communications via email, phone and video conference calls, and face-to-face meetings (as appropriate) throughout the period of performance are critical to the success of this cooperative agreement.

All major elements of the program and its content require advance approval by the U.S. Embassy in the Philippines, including, but not limited to:

- Choices of dates, venue, accommodations, and menus;
- Final selection of participants, mentors, and speakers;
- Titles, format, and content of workshop sessions and other program activities;
- Pre- and post-workshop activities, format, mechanics, and content;
- Design and content of all collaterals, marketing, publicity, and media products.

The U.S. Embassy in the Philippines may insist on revisions to any aspect of the program not previously approved. The Embassy also reserves the right to require changes to previously agreed upon elements of the program due to circumstances beyond our control.

### ***A.5 Elements of the Program Proposal***

Organizations (see **C. Eligibility Information**) are invited to submit a proposal that includes detailed descriptions of how each of the following activities will be administered:



- 1) **Management of project logistics and administrative tasks**, including how the Recipient will organize and staff the entire workshop, including scheduling, venue rental, flights and transportation, lodging, and meals for all participants, presenters and staff.
- 2) **Management of the participant recruitment, application, and selection process** to include the development of an online application form. Coordination with U.S. Embassy in the Philippines and the other ASEAN embassies is key to the success of the recruitment/selection process. In the end, the program needs to identify youth leaders whose participation is supported by the U.S. embassies in their home country and who are likely to contribute to their home country embassies' youth engagement efforts.
- 3) **Implementation of pre-workshop activities** that provide participants with a substantive introduction to the workshop topic and opportunities for participants to network and learn about each other's work.
- 4) **Implementation of a five-day workshop** (inclusive of travel dates), to be held in Philippines in early October 2017 (tentatively). The proposal must include:
  - A detailed discussion of how the program will deliver high-quality advanced leadership content as described in the project description above.
  - An outline of daily activities that identifies the session objectives, the format of each learning activity, and, the type of expertise to be engaged in each session.
  - A plan for networking opportunities and activities that encourage participants, mentors, and presenters to develop collaborative relationships that will persist after the workshop's conclusion.
  - An outline of cultural components that will promote the unity of ASEAN and highlight the United States' role in ASEAN. For example, the program may include an ASEAN cultural appreciation event or an excursion to a local community in which participants perform service work.
  - An outline on how project will have a multiplier effect and be sustainable beyond the life of the grant.
- 5) **Implementation of post-workshop activities** that participants will join after the workshop has concluded. The follow-on activities should foster post-workshop collaboration and encourage participants to implement projects or share lessons learned with governments, business development institutions, community organizations, or youth groups in their home country. Post-workshop activities should include a small grants competition to fund projects proposed by Summit participants. The mechanics of how the small grants will be selected, distributed, and monitored should be outlined in the proposal.
- 6) **Execution of a media strategy and a digital engagement strategy** including advertising, publicity, outreach, and engagement, which will amplify the program's impact to wider audiences. Digital engagement should tie into existing YSEALI social media properties in consultation with the social media managers from the U.S. Embassy in the Philippines and the U.S. Mission to ASEAN.



- 7) **Management of printing and branding** of program material (e.g. activity sheets, suggested readings, biographies of speakers and mentors, schedule of activities, etc.), banners, backdrops, and other printed materials. Printed and online materials must carry the YSEALI logo and U.S.-ASEAN 40<sup>th</sup> Anniversary logo, and must comply with other branding requirements as described in the cooperative agreement, including branding with the U.S. flag and Department of State seal.
- 8) **Design and development of a monitoring and evaluation plan** that highlights the participants' learning gained through the YSEALI Summit experience and their integration of the experience into participant's advocacies (e.g. before-and-after surveys, feedback sessions, interviews, etc.). Proposals should include a chronological work plan of the major project phases with milestones and performance indicators included.
- 9) **Provision of mid-term and final reports.**  
Before submitting a proposal, all applicants are encouraged to consult with the Grants Officer in U.S. Embassy in the Philippines, Ryan Bradeen; [bradeenrg@state.gov](mailto:bradeenrg@state.gov) and Grants Officer Representative Eren Joy Bautista, [bautistaeg@state.gov](mailto:bautistaeg@state.gov)

Only one application per organization is permitted.

All related documents (required forms, etc.) can be found at:  
<https://www.grants.gov/web/grants/view-opportunity.html?oppId=292231>

## **B. FEDERAL AWARD INFORMATION**

U.S. Embassy in the Philippines anticipates having approximately \$700,000 in Fiscal Year 2017 Public Diplomacy funding available to support one successful application submitted in response to this NOFO, subject to the availability of funding.

U.S. Embassy in the Philippines may issue one or more awards resulting from this NOFO to the applicant(s) whose application(s) conforming to this NOFO are the most responsive to the objectives set forth in this NOFO. The U.S. government may (a) reject any or all applications; (b) accept other than the lowest cost application; (c) accept more than one application; (d) accept alternate applications; and (e) waive informalities and minor irregularities in applications received.

The U.S. government may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.



Applicants should request no more than \$700,000. Applicants should include an anticipated grant commencement date on or about **April 30, 2017** and the period of performance should be 12 months.

U.S. Embassy in the Philippines anticipates awarding a cooperative agreement, and expects to be substantially involved in all aspects of the project implementation throughout the cooperative agreement's period of performance. Examples of substantial involvement can include:

- 1) Approval of the Recipient's work plans, including: planned activities, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the cooperative agreement;
- 2) Approval of sub-award recipients, concurrence on the substantive provisions of the sub-awards, and coordination with other cooperating agencies;
- 3) Selection of program participants; approval of the program topics, activities, and speakers
- 4) Other approvals that will be included in the award agreement.

## **C. ELIGIBILITY INFORMATION**

### ***C.1 Eligible Applicants***

U.S. Embassy in the Philippines welcomes applications from U.S.-based, Philippine-based and foreign non-profit organizations /non-government organizations (NGOs); and U.S., Philippine, and foreign private, public, or state institutions of higher education. For-profit entities are not eligible to apply. Successful U.S.-based applicants will demonstrate strong linkages with a Philippine-based partner organization.

### ***C.2 Cost Sharing***

Providing cost sharing is not a requirement for this NOFO.

### ***C.3 Other***

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) 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 Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included.



## D. APPLICATION AND SUBMISSION INFORMATION

### *D.1 Address to Request Application Package*

Applicants can find application forms, kits, or other materials needed to apply on [www.grants.gov](http://www.grants.gov) and on the U.S. Embassy in the Philippines website under the announcement title “YSEALI Summit 2017” funding opportunity number 17-PHL-NOFO-01. Please contact the point of contact listed in Section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

### *D.2 Content and Form of Application Submission*

For all application documents, please ensure:

- 1) All documents are in English and all costs are in U.S. dollars. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- 2) All pages are numbered, including budgets and attachments;
- 3) All documents are formatted to 8 ½ x 11 paper; and,
- 4) All documents are single-spaced, 12 point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10 point Times New Roman font. Charts and tables, including the budget, should be formatted to fit within 1 page width in either portrait or landscape orientation as appropriate.

Complete applications must include the following:

- 1) Completed and signed **SF-424**, **SF-424A**, and **SF-424B**, as directed on Grants.gov; completed and signed **SF-LLL**, “Disclosure of Lobbying Activities”(if applicable) (which can be found with the solicitation on Grants.gov); completed Supplemental to SF-424 Program Narrative and Supplemental to SF-424A Detailed Budget forms; and your organization’s most recent audit (single program audit, if applicable, or standard audit).
- 2) **Table of Contents** (not to exceed one [1] page in Microsoft Word) that includes a page numbered contents page, including any attachments.
- 3) **Executive Summary** (not to exceed two [2] pages in Microsoft Word) that includes:
  - a. Name and contact information for the project’s main point of contact;
  - b. The total amount of funding requested;



- c. A statement of work or synopsis of the project, including an overview of the project timeline activities and concise breakdown of the project's objectives, activities, and expected results.
- 4) **Proposal Narrative** (not to exceed ten [10] pages in Microsoft Word). Please note the ten page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative in one file).
- 5) **Detailed Line-Item Budget** (in Microsoft Excel) that includes three [3] columns including the request to U.S. Embassy in the Philippines, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424A as a sample). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the Excel workbook.
- 6) **Budget Narrative** (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, U.S. Embassy in the Philippines recommends applicants order the budget narrative as presented in the detailed budget.

**Note:**

*Personnel costs*

Personnel costs should include an explanation of the roles and responsibilities of key staff, their role in the project, base salary, fringe benefits, and time devoted to the project (noted as percentage of time over months associated with project activities). The budget narrative should provide additional information that might not be readily apparent in the detailed-line item budget, not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel.

*Conference and Travel Arrangements*

The Recipient will use grant funding to arrange for conference space for approximately 250 attendees, as well as audio-visual equipment, signage, participant materials, marketing, registration, coffee breaks, and meals. The Recipient shall use grant funding to make reservations and purchase economy-class airline tickets and hotel rooms for experts from the region, if appropriate. Additional experts may be invited to participate in the conference. Since grant funding may not be sufficient to cover the travel of all experts, the invited experts could be self-funded, or funded through other donors or cost share. The Recipient will purchase the tickets at reasonable and cost-effective prices in accordance with Fly America Act regulations. The Recipient shall provide the tickets and/or other travel documents (travel itineraries and meeting schedules) to the traveler no later than five days prior to the start of travel. The Recipient will make arrangements and use grant funding to cover ground transportation on an as-needed basis.



7) Attachments:

- a) Information about the team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's organization and in the team.
  - b) Description of experience in and/or ties with organizations in other Southeast Asian countries, or international expertise, and a description of prior experience in similar programming.
  - c) Timeline of the overall proposal. Components should include activities, evaluation efforts, and project closeout.
  - d) Monitoring and Evaluation Plan
  - e) Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. Letters of support and MOUs must be specific to the project's implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.
- 8) If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a .pdf file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves sub-awards to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file. If your organization does not have a NICRA per 2 CFR 200. 414(f) the organization can elect to charge the de minimis rate of 10% of the modified total direct costs as defined in 2 CFR 200.68. The budget narrative should indicate what costs will be covered using the 10% de minimis rate.

**Please note:** U.S. Embassy in the Philippines retains the right to ask for additional documents not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the U.S. State Department Review Panel will review the first page of the requested section up to the page limit and no further.

Additional information that successful applicants must submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- 1) Written responses and/or revised application documents addressing any conditions or recommendations from the Review Panel;
- 2) Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award.

### ***D.3 Unique Entity Identifier and System for Award Management (SAM)***

Applicants must have an active registration in SAM ([www.sam.gov](http://www.sam.gov)) prior to submitting an application; must provide a valid Unique Entity Identifier (UEI) number, formerly referred to as



a DUNS number; and must maintain an active SAM registration with current information at all times during which they has an active Federal award or an application or plan under consideration by the U.S. government.

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in SAM.

SAM requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM and to maintain that active registration in SAM throughout the period of performance.

No entity listed on the Excluded Parties List System in SAM is eligible for any assistance or can participate in any activities in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235).

U.S. Embassy in the Philippines may not make a federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time U.S. Embassy in the Philippines is ready to make an award, U.S. Embassy in Philippines may determine that the applicant is not qualified to receive a federal award. An exemption from this requirement may be permitted on a case-by-case basis if:

- 1) An applicant is a foreign organization located outside of the U.S., does not currently have a UEI, and the Department determines that acquiring one is impractical given the geographic location; or
- 2) If the applicant's identity must be protected due to possible endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.

#### ***D.4 Submission Dates and Times***

**Applications are due no later than 11:30 p.m. Philippine Standard Time (EST), on April 16, 2017 by email to [ysealiphilippines@state.gov](mailto:ysealiphilippines@state.gov) (cc: [Bautistaeg@state.gov](mailto:Bautistaeg@state.gov)) under the announcement title "YSEALI Summit 2017" funding opportunity number 17-PHL-NOFO-01. Please attach proposals and required forms in Microsoft Word or .pdf format to an email with "YSEALI Summit 2017 Workshop Proposal\_Your Organization's Name" in the subject line.**

Submission via email will automatically log the date and time an application submission is made, and the Department of State will use this information to determine whether an application has



been submitted on time. Late applications are neither reviewed nor considered unless the U.S. Embassy in the Philippines point of contact listed in Section G is contacted prior to the deadline and is provided with evidence of system errors outside of the applicants' control and is the sole reason for a late submission. Applicants should not expect notification of receipt of their application by U.S. Embassy in the Philippines.

If ultimately provided with a notification of intent to make a federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

### ***D.5 Funding Restrictions***

U.S. Embassy in the Philippines will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance. Federal awards generally will not allow reimbursement of pre-Federal award costs; however, the Grants Officer may approve pre awards cost on a case-by-case basis. Generally, construction costs are not allowed under U.S. Embassy in the Philippines awards.

### ***D.6 Other***

All application submissions must be emailed to [ysealiphilippines@state.gov](mailto:ysealiphilippines@state.gov) (cc: [Bautistaeg@state.gov](mailto:Bautistaeg@state.gov)).

**It is the responsibility of the applicant to ensure that an application has been received in its entirety. U.S. Embassy in the Philippines bears no responsibility for applications not received before the due date or for data errors resulting from transmission.**

Faxed, couriered, or emailed documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons. Applicants must follow all formatting instructions in the applicable solicitation and these instructions.

## **E. APPLICATION REVIEW INFORMATION**

### ***E.1 Criteria***

Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

#### **1) Quality of Project Idea**

Applications should be responsive to the NOFO, appropriate in the regional context, and should exhibit originality, substance, precision, and relevance to the stated mission.



## **2) Project Planning/Ability to Achieve Objectives**

A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. A comprehensive monthly work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable, results-focused, and achievable in a reasonable time frame. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, U.S. Embassy in the Philippines strongly encourages applicants to submit letters of support from proposed in-country partners. Additionally, applicants should describe the division of labor among the direct applicant and any local partners. If applicable, applications should identify proposed locations for program activities, selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details. In particularly challenging operating environments, applications should include contingency plans for overcoming potential difficulties in executing the original work plan and address any operational or programmatic security concerns and how they will be addressed.

## **3) Institution's Record and Capacity**

U.S. Embassy in the Philippines will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

## **4) Cost Effectiveness**

U.S. Embassy in the Philippines strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, cost-sharing or other examples of leveraging resources outside the grant are not required and do not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. All budget items should be clearly explained and justified to demonstrate their necessity, appropriateness, efficacy, and link to the project objectives. Budgets should have low and/or reasonable overhead and administration costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved.

*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, U.S. Embassy in the Philippines' contribution may be reduced in proportion to the recipient's contribution.



### **5) Multiplier Effect/Sustainability Plan**

Applications should clearly delineate how activities of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant. A strong sustainability plan may include demonstrating continuing impact beyond the life of a project.

### **6) Project Monitoring and Evaluation**

Complete applications will include a detailed plan (both in narrative and tabular form) of how the project's progress and impact will be monitored and evaluated throughout the project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities.

The quality of the monitoring and evaluation plan (M&E plan) will be assessed on the basis of the narrative explaining how both monitoring and evaluation will be carried out, and who will be responsible for those related activities. The M&E plan will also be rated on the M&E performance indicator table. The output and outcome-based performance indicators should not only be separated by project objectives, but also should match the objectives, outcomes, and outputs detailed in the logic model. Performance indicators should be clearly defined (i.e., explained how the indicators will be measured and reported) either within the table or with a separate Performance Indicator Reference Sheet (PIRS). For each performance indicator, the table should also include baselines and cumulative targets, data collection tools, data sources, types of data disaggregation, and frequency of monitoring and evaluation.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### ***F.1 Federal Award Notices***

U.S. Embassy in the Philippines will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter via email requesting that the applicant respond to panel conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, and completing and providing any additional documentation requested by U.S. Embassy in the Philippines. Final approval is also contingent on final review and approval by the U.S. Embassy in the Philippines' warranted Grants Officer.



The notice of Federal award signed by the U.S. Embassy in the Philippines' warranted Grants Officers is the sole authorizing document. If awarded, the notice of Federal award will be provided to the applicant's designated Authorizing Official via email to be counter-signed.

## ***F.2 Administrative and National Policy Requirements***

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at <https://www.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf>.

## ***F.3 Reporting***

Applicants should be aware that U.S. Embassy in the Philippines awards will require regular financial and progress reporting. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The progress reports must include page one (signed and completed) of the SF-PPR (Performance and Progress Report) and a narrative attachment to the SF-PPR as described below; and the SF-PPR-B: Project Indicators (or other mutually agreed upon format approved by the grants officer) for the indicators.

Narrative progress reports should reflect the focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) plan. An assessment of the overall project's impact should be included in each progress report. Where relevant, progress reports should include the following sections:

- 1) Relevant contextual information (limited);
- 2) Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;
- 3) When possible, any tangible impact or success stories from the project,;
- 4) Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator, if applicable;
- 5) Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;



- 6) Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;
- 7) Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- 8) Reasons why established goals were not met.

Data for the required indicator(s) for the reporting period as well as cumulative data by over the period of performance should be presented using the SF-PPR-B: Project Indicators or another mutually agreed upon format approved by the Grants Officer. Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, should be included if applicable. A final narrative and financial report must also be submitted within 90 days after the expiration of the award.

*Please note:* Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds.

U.S. Embassy in the Philippines reserves the right to request any additional programmatic and/or financial project information during the award period.

## **G. CONTACT INFORMATION**

Please contact Ryan Bradeen ([bradeenrg@state.gov](mailto:bradeenrg@state.gov)) and Ej Bautista ([bautistaeg@state.gov](mailto:bautistaeg@state.gov)) in U.S. Embassy in the Philippines for any questions related to this announcement.

## **H. OTHER INFORMATION**

Applicants should be aware that U.S. Embassy in the Philippines understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that U.S. Embassy in the Philippines cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any U.S. Embassy in the Philippines representative. Explanatory information provided by U.S. Embassy in the Philippines that contradicts this language will not be binding. Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. U.S. Embassy in the Philippines reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

This NOFO will appear on [www.grants.gov](http://www.grants.gov) and [U.S. Embassy in the Philippines' website](http://U.S.EmbassyinthePhilippines.gov).