



**U.S. Department of State
Bureau of Population, Refugees, and Migration (PRM)**

**FY 2022 Request for Concept Notes Benefiting Afghan Refugees in
Pakistan**

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Request for Concept Notes Number: SFOP0008568

Assistance Listing (CFDA) number: 19.523 - Overseas Refugee Assistance Programs for South Asia

Announcement issuance date: Monday, January 31, 2022

Submission deadline: Tuesday, March 1, 2022, at 11:59:59 p.m. EST (23:59:59)
Concept Notes submitted after this deadline will not be considered.

Funding limits: Program proposals must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

- **Funding floor per year (lowest \$ value): \$500,000 per year**
- **Funding ceiling per year (highest \$ value): \$1,250,000 per year**

Anticipated timeframe for notification of selection for full proposal development: PRM anticipates, but cannot guarantee, that within **45 days** from the submission deadline selected concept notes will be notified of selection for full proposal development.

Anticipated timeframe for award of selected full proposals: Pending the availability of funds, PRM anticipates, but cannot guarantee, that awards will be made less than three months from the full proposal submission deadline.

ADVISORY: All applicants must submit concept notes through the website Grants.gov. PRM strongly recommends submitting your concept note early to allow time to address any technical difficulties that may arise on the Grants.gov website.

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.

PRM strongly recommends concept notes be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations when transmitted. Exceeding page length limits will result in disqualification. All documents must be in English and should avoid the use of jargon and spell out acronyms upon first use.

Organizations can request copies of all PRM-recommended templates and NGO guidelines by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

COVID-19: PRM recognizes the difficult circumstances under which organizations are currently operating because of the COVID-19 pandemic and will take them into consideration in proposal reviews. Organizations should address how COVID-19 and resulting risks, restrictions, and limitations will factor into their proposed programs and attempt to ensure that proposed indicators and activities can be implemented under the challenging circumstances created by the COVID-19 response. Where feasible, referral to available COVID-19 services (testing, case management, vaccination, etc.) supported outside the scope of this award is expected to provide added benefit for overall protection and assistance efforts.

Program Description

Summary

This solicitation is the first step in a two-part process. After reviewing concept notes (4 pages, or 5 pages for consortia submissions), PRM will invite (no later than three months after submission) selected organizations to expand their submissions into full single-year (15-pages) or multi-year (20-pages) proposals with objectives, indicators, and detailed budgets for each year of the program. Selected organizations will have 30 calendar days after they are notified of their selection to complete their full proposals. Organizations may apply as consortia. For purposes of this notice, PRM considers consortia to be a group of no fewer than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member.

This announcement references 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 concept note submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's priorities. Concept note submissions that do not reflect the requirements outlined in these guidelines will not be considered.

Geographic Regions / Populations

Concept notes should cover a project that will only provide service in Pakistan. PRM's mandate is to provide protection, assistance, and sustainable solutions for refugees and victims of conflict; therefore, PRM will prioritize funding projects that include at least 50 percent of Proof of Registration (POR) cardholding refugees. Projects may also include undocumented Afghans and Afghans of other status given appropriate coordination with UNHCR. PRM encourages coordination with UNHCR to ensure projects complement the [Afghanistan Situation Regional Refugee Response Plan](#).

Program area

Proposed program concept notes must align with one or more of the following program areas.

- Humanitarian Protection and Assistance

Program Sectors and Modalities

Concept notes must focus on one or more of the programmatic sectors outlined below. Before submitting a concept note, please review the guidance for that sector in PRM's [General NGO Guidelines](#). If selected for full proposal development, all overseas assistance program proposals must include the following indicator under one of the objectives: Percentage of beneficiaries who report an improved sense of safety and well-being at the end of the program, disaggregated by age and gender. Please see the NGO Guidelines section A.C.1. of Appendix C for more details.

- Education
 - Priority will be given to programs that support enrollment and retention of Afghan refugee children, especially girls, in Pakistani government schools.
 - Priority will be given to programs that prevent overlap and coordinate with other education programs, if any, in the intervention area.
- Livelihoods and Economic Empowerment
 - Livelihoods programs should consider the impacts of the pandemic.
 - Note: Full proposals that include at least one livelihoods objective must include and be informed by a recent market analysis, or they will be disqualified.
- Mental Health and Psychosocial Support (MHPSS)
 - Priority will be given to programs that integrate MHPSS as a cross-cutting intervention with education, livelihoods and economic empowerment, or gender-based violence (GBV) prevention and response.

- Protection: GBV Prevention and Response
 - Priority will be given to programs that prevent overlap and coordinate with other GBV programs, if any in the intervention area.
 - Priority will be given to programs that include cross-cutting interventions with MHPSS or livelihoods and economic empowerment.

Number of Concept Note Applications

Organizations may submit a maximum of **one** concept note only. Any subsequent submissions received will be disqualified. (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.)

Country-Specific Guidelines

Pakistan-Specific Guidance

General Guidance

To be eligible, NGO applicants must have legal authorization to operate in Pakistan or have applied for registration in Pakistan at the time of submission.

Duration of Activity

Program plans for three years will be considered.

Funding limits

Proposed program concept notes must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

- **Funding floor per year (lowest \$ value):** \$500,000 per year
- **Funding ceiling per year (highest \$ value):** \$1,250,000 per year

Anticipated Number of Selections for Full Proposal Development

PRM anticipates, but cannot guarantee, to select as many as **eight** submissions to be developed into full proposals through this announcement.

Anticipated Amount to be Awarded Total

PRM anticipates, but cannot guarantee, to award up to approximately \$5,000,000 total through the directed NOFO for this country.

Federal Award Information

- A. Proposed program start dates:** September 1, 2022
- B. Duration of Activity:** See country-specific guidelines above. Applicants may submit multi-year proposals of three years from the proposed start date with activities and budgets that do not exceed the country-specific guidance. Budgets submitted in year one can be revised/updated each year if selected. Continued funding after the initial 12-month period of performance requires the submission of a noncompeting single-year or multi-year proposal and will be contingent upon available funding, strong performance, and continuing need. In funding a program one year, PRM makes no representations that it will continue to fund the program 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 programs are encouraged to be multi-year (Note: A market analysis will be required if selected for full proposal development).

Eligibility Information

Eligible Applicants:

- a. Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status);
- b. Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile); and
- c. International Organizations. International multilateral organizations, such as United Nations agencies, should not submit concept notes through Grants.gov in response to this Notice of Funding Opportunity. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) on or before the closing date of this announcement. To be eligible, NGO applicants must have legal authorization to operate in Pakistan or have applied for registration in Pakistan at the time of proposal submission.

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

Concept notes and later proposals for consideration should describe the sources and amounts of additional funding that may be utilized to complement PRM funding, and meet the following criteria:

- Are not paid by the Federal Government under another Federal award;
- Are verifiable from the non-Federal entity's records;
- Are not included as contributions for any other Federal award; and
- Are necessary and reasonable for accomplishment of project or program objectives.

Please include this information in the indicated column in the Budget Summary of the concept note submission.

Note: Though favorably looked upon, inclusion will not result in a competitive ranking increase when evaluated.

Other

Concept notes and eventually full proposals must encompass relevant international standards for humanitarian assistance, especially [Sphere Standards](#). See PRM's [General NGO Guidelines](#) for a complete list of sector-specific standards including new guidance on proposals for programs in urban areas.

PRM strongly encourages programs that target the needs of vulnerable and underserved groups among the beneficiary population (such groups may include: women; children; adolescents; lesbian, gay, bisexual, transgender, or intersex (LGBTQI+) individuals; older persons; the sick; persons with disabilities; and other religious, ethnic, or other minorities) and can demonstrate what steps have been taken to meet the specific and unique protection and assistance needs of these vulnerable groups effectively.

PRM will accept concept notes from any NGO working in the above-mentioned sectors, although, given budgetary constraints, **priority will be given** to concept notes from organizations that can demonstrate:

- a working relationship with UNHCR;
- 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;

- an emphasis on the outcome or impact of program activities. Full objective and indicator tables will only be required if the applicant is invited to submit a full proposal; however, the concept note must generally demonstrate the ability to deliver impact;
- a strong sustainability plan, involving local capacity building, where feasible, will be required if the applicant is invited to submit a full proposal;
- where applicable, adherence to PRM's [Principles for Refugee Protection in Urban Areas](#); and
- an understanding of and sensitivity to conflict dynamics in the program location.

Application and Submission Instructions

- A. Where to Request Application Package:** Application packages may be downloaded from the website www.Grants.gov.
- B. Content and Form of Application:** Organizations may submit a maximum of **one** concept note per country only. Any subsequent submissions received will be disqualified. (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.)

Concept notes must not exceed 4 pages in length, including the cover page table (or 5 pages if a consortia submission) submitted in Adobe PDF, using Times New Roman, 12-point font, letter sized paper with one-inch margins on all sides.

Concept notes that are longer than 4 pages (or 5 pages if a consortia submission) will be disqualified.

- PRM strongly recommends proposal narratives be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations.

- Exceeding page length limits will result in disqualification. (Do not include additional cover pages.)
- All documents must be in English and should avoid the use of jargon and spell out acronyms upon first use.

a. Concept note narratives must include the following categories, in any arrangement:

- Brief problem statement, description of target population with anticipated beneficiary numbers, and vulnerability criteria used to identify beneficiaries
- Program description, location, and duration
- Proposed measurable outcomes and impact of the program
- Summary of the organization(s) and experience doing similar work
- Organizational point(s) of contact

Organizations may request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

b. A one-page Budget Summary. (Note: Budget summaries should be submitted as an attachment under the budget narrative section in grants.gov.) Budget summaries do not count against the 4-page limit (or 5 pages if a consortia submission). The budget summary is separate from SF-424, SF-F24A, and SF-424B documents, which are also required and similarly do not fall within the page limit. The SF-424 family of forms may be downloaded through grants.gov. Budget summaries should be submitted as an attachment under the budget narrative section in grants.gov. Budget summaries in Excel format are

recommended. **Budget summaries must include the following categories, and disaggregated by year:**

- Personnel allowances
- Benefits
- Travel
- Program equipment
- Supplies
- Contractual
- Construction
- Other direct costs
- Indirect costs
- Total amount requested

Organizations can request a budget summary template by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

- c. **There should be no attachments, other than the budget summary and SF-424 documents, to the concept note submission.**
- d. To be considered for PRM funding, organizations must submit a complete application package including:
 - 4-page concept note (or 5-page concept note for consortia);
 - One-page budget summary clearly indicating costs **disaggregated by year** for the program period. The budget summary does not count against overall page limits.
 - Signed completed SF-424, SF-424 A, and SF-424 B. These documents do not count against the page limit.

- **Note:** Form SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019, and completed the online representations and certifications. The SF-424 family forms are available for download on grants.gov.

C. Consortia:

Organizations may apply to this call as individual organizations or consortia; however, for consortia, one organization must be designated as the lead applicant at both the concept note and full proposal stage.

For purposes of consortia applying for PRM funding, PRM's considers consortium to be a group of no less than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member. PRM may request to review and approve of substantive provisions of proposed sub-awards. Applicants may form consortia in order to bring together organizations with varied expertise to propose a comprehensive program in one proposal. The consortium arrangement may allow for greater geographic coverage, inclusion of technical and sectoral strengths from multiple organizations, increased inclusion of local and national organizations, and/or the potential of much greater impact through collaboration.

Submissions by organizations as part of a consortium do not count toward an organization's individual submission limit. If the applicant is applying as a consortium, a description of how the consortia 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 concept note. The prime applicant would be responsible for overall implementation of the proposed program activities, preparation/presentation of annual work plans, M&E planning, and required reporting to PRM. The prime applicant should designate a single individual to be the

liaison with PRM, although PRM would reserve the right to communicate with sub-grantees.

Organizations may request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

D. Dun and Bradstreet Data Universal Numbering System (DUNS) / Unique Entity Identifier (UEI) Number and System for Award Management (SAM).

Each applicant is required to:

- be registered in [SAM](#) before submitting its application;
- provide a valid DUNS/UEI number in its application; and
- 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/UEI 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.

Note: Starting on April 4, 2022, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI). For more information on the process, visit [GSA's website on the UEI transition](#).

E. Concept notes must be submitted via Grants.gov. Grants.gov registration requires a DUNS/UEI 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.

Do not wait until the deadline to attempt 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 several 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 has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with grants.gov, SAM.gov or DUNS/UEI number and registration issues. PRM partners must maintain an active SAM registration with current and correct information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.**

When registering with [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](#) code prior to registering with [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).**

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.

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;
- have completed DUNS and SAM.gov registrations;
- and had a documented service request opened to research the problem;

may contact the PRM NGO Coordinator **before the submission deadline** to determine whether an alternative method of submission is appropriate. PRM makes no guarantee to accept an application outside of the grants.gov system.

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 or are experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.

F. Submission Dates and Times.

- **Announcement issuance date:** Monday, January 31, 2022
- **Proposal submission deadline:** Tuesday, March 1, 2022, at 11:59:59 p.m. EST (23:59:59). Concept Notes submitted after this deadline will not be considered.

- This solicitation is the first step in a two-part process. After reviewing concept notes, PRM will invite selected organizations to expand their submissions into full-length proposals with detailed budgets. Selected organizations will have 30 calendar days after they are notified of their selection to complete their full proposals.

G. Intergovernmental Review: Not Applicable

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

I. Other Submission Requirements.

- **Branding and Marking Strategy**

The following provisions 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:

- *Fully funded by the award: “Gift of the United States Government”*
- *Partially funded by the award: “Funding provided by the United States Government”*

PRM highly encourages recognition of U.S. government funding on social media and website platforms to be included in proposals branding and marking strategy. Recipients should tag PRM’s Twitter account @StatePRM and/or Facebook account @State.PRМ (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well.

Updates of actions taken to fulfill this requirement must be included in quarterly program reports to PRM.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, must 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 must appropriately 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.

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. Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. (Note: An exemption refers to the complete or partial cessation of branding, not use of alternative branding). Requests should be initiated with the Grants Officer and Grants Officer Representative. Waivers issued are applied only to the exemptions requested through the Recipient's proposal for funding and any subsequent negotiated revisions.

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.

- Applicant Vetting as a Condition of Award (Afghanistan, Iraq, Lebanon, Pakistan, and Syria):** Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. Applicants may be asked to submit Risk Analysis Information about their company and its key personnel via the secure RAM web portal. If vetting is required, the RAM Team will contact applicants directly via email and instruct them on how to enter their data via the Secure Portal. Once a user is logged on to the Portal, there are links to help users input the required information. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.
- Recipient Vetting After Award:** Recipients shall advise the Grants Officer of any changes in personnel listed in the DS Form 4184, *Risk Analysis Information*, via the secure RAM web portal, and shall provide vetting information on new individuals. The government reserves the right to vet these personnel changes and to terminate assistance awards for convenience based on vetting results.

Application Review Information

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 concept

notes based on the following criteria, in addition to a ranking of High/Medium/Low priority:

- Quality of program idea (10 points)
- Appropriate identification of beneficiary population, including vulnerable populations (10 points)
- Program feasibility/ability to achieve objectives (10 points)
- Organization's experience and capacity (10 points)
- Cost effectiveness (10 points)

PRM will conduct a formal competitive review of all concept notes 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.

After reviewing the concept notes, selected organizations will be invited to submit full proposals. **PRM will provide formal notifications to NGOs of final decisions within 90 days after the closing date of this announcement.** Selected organizations will have 30 calendar days from notification to submit full proposals, with detailed budgets, and attachments as applicable (refer to PRM's [General NGO Guidelines](#) for general proposal formatting and submission guidance for single-year/multi-year programs).

Federal Award Administration Information

- A. Federal Award Administration.** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM 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.

- B. 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.
- C. Reporting.** Successful applicants will be required to submit:
- a. Program Reports:** PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program 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 program report is due one hundred and twenty (120) days following the end of the agreement. The submission dates for program 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 program 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 program report template (also used for final reports). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. The Quarterly Program Report Template can be requested by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

- 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 one hundred and twenty (120) 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](#).

- c. Audit Reports:** When a recipient-contracted audit is not required because the Federal award 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 office(r) 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.

PRM Points of Contact

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

- **PRM Program Office:** PRM-ECA-API@state.gov

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 [PRM NGO Coordinator](#).