



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

FY 2020 Request for Concept Notes for NGO Programs Benefiting Afghan Refugees and Returnees

Request for Concept Notes Number: SFOP0006372

Assistance Listing (CFDA) number:

19.523 - Overseas Refugee Assistance Programs for South Asia

Announcement issuance date: Friday, January 17, 2020

Proposal submission deadline: Tuesday, February 18, 2020 at 12:00:00 p.m. noon EST. 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.

AFGHANISTAN

- Funding floor per award (lowest \$\$ value): **\$1,500,000**
- Funding ceiling per award (highest \$\$ value): **\$2,000,000**

PAKISTAN

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

Anticipated timeframe for notification of selection for full proposal development:

PRM anticipates, but cannot guarantee, that within two months from the proposal 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 proposal submission deadline.

ADVISORY: All applicants must submit concept notes through the website Grants.gov (not SAMS Domestic). Applications that are submitted through SAMS Domestic in response to this funding opportunity will be disqualified. 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](#) 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 recommends concept notes 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, including through the inclusion of cover pages, will result in disqualification. All concept notes, and required documents, must be in English.

Organizations can request a concept note template by emailing PRM's NGO Coordinator with the subject line "PRM NGO Templates" (exactly as written, without quotation marks); this will prompt an automatic reply email with the concept note template.

Full Text of Notice of Funding Opportunity

1. Program Description

Summary: This solicitation is the first step in a two-part process. After reviewing concept notes, PRM will invite (no later than three months after submission) selected organizations to expand their submissions into full multi-year (20-page) 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 partners or consortia. For purposes of this notice, PRM 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.

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.

- A.** Concept notes should cover a project that will only provide service in Pakistan, or only in Afghanistan; the countries should not be combined. PRM's mandate is to provide protection, assistance, and sustainable solutions for refugees and victims of conflict, therefore PRM will consider funding only those projects that include at least 50 percent of the following target beneficiary bases:
- In Pakistan, concept note activities should primarily support Proof of Registration (POR) cardholding refugees.
 - In Afghanistan, concept note activities should primarily support registered refugee returnees.
- B.** Program area: Proposals must support the following program area:
- i. Humanitarian Protection and Assistance
- C.** Concept notes must focus on one or more of the following sectors (see PRM's [General NGO Guidelines](#) for sector descriptions):

In Afghanistan:

- (i) Protection
- (ii) Education
- (iii) Livelihoods
 - a.** Priority will be given to programs that exhibit strategic thinking to deliver robust income generation and promote self-reliance, including through partnership with development programs or the private sector.

In Pakistan:

- (i) Gender-based Violence (GBV) Prevention and Response
 - a.** Priority will be given to programs that prevent overlap and coordinate with other GBV programs, if any in the intervention area.
- (ii) Mental Health and Psychosocial Support (MHPSS)
- (iii) Education (Khyber Pakhtunkhwa only)
 - a.** Priority will be given to programs that support enrollment and retention of Afghan refugee children, especially girls, in Pakistani government schools.
 - b.** Priority will be given to programs that prevent overlap and coordinate with other education programs, if any in the intervention area.

(Note: In order to ensure greater accountability for protection outcomes, all overseas assistance program proposals must include the following protection outcome 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.)

(Note: If selected, full proposals will require cash and voucher assistance programs to include one indicator from the selection contained in the NGO Guidelines in section A.C.2. of Appendix C.)

- D.** 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.)

E. Country-specific Provisions:

i. Afghanistan Country-Specific Guidelines

- a. General Guidance:** Programs should take place in high refugee-return areas. Applicants are encouraged to focus activities in one or more of the Priority Areas of Return and Reintegration (PARRs).
- b. Duration of Activity:** Program plans for three years will be considered.
- c. 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 award (lowest \$\$ value):** \$1,500,000
 - **Funding ceiling per award (highest \$\$ value):** \$2,000,000
- e. Anticipated Number of Selections for Full Proposal Development:** PRM anticipates, but cannot guarantee, to make approximately 10 selections to be developed into full proposals through this announcement.
- f. Anticipated Amount to be Awarded Total:** PRM anticipates, but cannot guarantee, to award up to approximately \$7,500,000 total through the directed NOFO for this country.

ii. Pakistan Country-Specific Guidelines

- a. **General Guidance:** To be eligible, international NGO applicants must have legal authorization to operate in Pakistan.
- b. **Duration of Activity:** Program plans for two years will be considered.
- c. **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 award (lowest \$\$ value):** \$500,000
 - **Funding ceiling per award (highest \$\$ value):** \$1,250,000
- g. **Anticipated Number of Selections for Full Proposal Development:** PRM anticipates, but cannot guarantee, to make approximately three selections to be developed into full proposals through this announcement.
- h. **Anticipated Amount to be Awarded Total:** PRM anticipates, but cannot guarantee, to award up to approximately \$1,250,000 total through the directed NOFO for this country.

2. Federal Award Information

- A. **Proposed program start dates:** September 1, 2020
- B. **Duration of Activity:** See country-specific guidelines above. Applicants may submit multi-year proposals with activities and budgets that do not exceed two or three years from the proposed start date. Budgets submitted in year one can be revised/updated each year. 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).
- C. **Funding Limits:** See country-specific guidelines above.
- D. **Anticipated Number of Awards:** See country-specific guidelines above.

- E. **Anticipated Amount to be Awarded Total:** See country-specific guidelines above.

3. Eligibility Information

- A. **Eligible Applicants:** (1) Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education; (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education; and (3) International Organizations. International multilateral organizations, such as United Nations agencies, should not submit 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.
- B. **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 will be considered that 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 Budget Summary of the concept note submission, separate from the proposed budget.

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

4. Other

- A. 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.

- B.** 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 (LGBTI) 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.
- C.** 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](#);
 - an understanding of and sensitivity to conflict dynamics in the program location.

5. Application and Submission Instructions

- A. Address 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 be no more than 3 pages in length (or 4 pages if a consortia submission) submitted in Microsoft Word or Adobe PDF, using Times New Roman, 12-point font, with one-inch margins on all sides. **Concept notes that are longer than 3 pages (or 4 pages if a consortia submission) will be automatically disqualified.**

Note:

- PRM recommends proposals 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, including through the inclusion of cover pages, will result in disqualification.
 - All proposals, and required documents, must be in English.
- i. Concept notes must include the following categories, in any arrangement.
- a. Brief problem statement, description of target population with anticipated beneficiary numbers, and vulnerability criteria used to identify beneficiaries
 - b. Program description, location, and duration
 - c. Proposed measurable outcomes and impact of the program
 - d. Summary of the organization(s) and experience doing similar work
 - e. Organizational point(s) of contact
- Organizations can request a concept note template by emailing PRM's NGO Coordinator with the subject line "PRM NGO Templates" (exactly as written, without quotation marks), and will receive an automatic reply email with the concept note template.
- ii. **Budget summaries must be attached to the concept note and do not count against the 3-page limit (or 4 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. Budget summaries should be submitted under the budget narrative section in grants.gov. Budget summaries must include the following categories, **and disaggregated by year**:

- a. Personnel allowances
- b. Benefits
- c. Travel
- d. Program equipment
- e. Supplies
- f. Contractual
- g. Construction
- h. Other direct costs
- i. Indirect costs
- j. Total amount requested

Organizations can request a budget summary template by emailing PRM's NGO Coordinator with the with the subject line "PRM NGO Templates" (exactly as written, without quotation marks); this will prompt an automatic reply email with the budget summary template.

- iii. **There should be no attachments, other than the summary budget and SF-424 documents, to the initial concept note submission.** For selected organizations, PRM will request fully developed, 20-page multi-year proposals with objectives, indicators, and detailed budgets for each year of the program. Organizations that are invited to submit full proposals may attach work plans, activity calendars, and/or logical frameworks as addendums to their full-length proposal at that stage.
- iv. To be considered for PRM funding, organizations must submit a complete application package including:
 - a. 3-page concept note (or 4-page concept note for consortia);
 - PRM recommends proposals 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, including through the inclusion of cover pages, will result in disqualification; and
 - All proposals, and required documents, must be in English.

- b. One-page budget summary clearly indicating costs **disaggregated by year** for the program period. The budget summary does not count against page limits.
- c. 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 now 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.

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.

Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit. If the applicant is applying as a consortium or partnership, a description of how the partnership will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the concept note.

Organizations can request a concept note template by emailing PRM's NGO Coordinator with the subject line "PRM NGO Templates" (exactly as written, without quotation marks); this will prompt an automatic reply email with the concept note template.

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

- i. Each applicant is required to:
 - a. be registered in SAM at (www.sam.gov) before submitting its application;
 - b. provide a valid DUNS number in its application; and

- c. continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM.

No federal award may be made to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

E. Concept notes must be submitted via Grants.gov (not via SAMS Domestic).

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

- i. **Do not wait until the deadline to submit your application on Grants.gov.** Organizations not registered with Grants.gov should register well in advance of the deadline as it can take up to two weeks to finalize registration (sometimes longer for non-U.S.-based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. **PRM partners must maintain an active SAM registration with current information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.**
- ii. 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](https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx) (<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>) code prior to registering with [SAM.gov](#). **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).**

- iii. **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.
- iv. **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.**
- v. 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;
 - had a service request opened to research the problem;

may contact the relevant PRM Program Officer **before the submission deadline** to determine whether an alternative method of submission is appropriate.

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

G. Submission Dates and Times.

- i. **Announcement issuance date:** Friday, January 17, 2020
- ii. **Proposal submission deadline:** Tuesday, February 18, 2020 at 12:00:00 p.m. noon EST. Concept Notes submitted after this deadline will not be considered.
- iii. 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.

H. Intergovernmental Review – Not Applicable.

- I. Funding Restrictions.** Federal awards will not allow reimbursement of Federal Award costs without prior authorization by PRM.
- J. Other Submission Requirements.**

- i. 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.PRM (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, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

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

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

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.

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

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

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

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

For assistance awards that meet the aggregate count functionality criteria, the Grants Officer or the recipient SPOT administrator should send total numbers of

individuals working under a grant on a quarterly basis to the SPOT program office. Further guidance on the formatting of SPOT reporting will be provided in the Federal Assistance Award document. The SPOT program office will load these numbers on behalf of the Grants officer and the recipient to the SPOT administrator. The SPOT program office can be reached at AQMOps@state.gov.

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

- iii. **Applicant Vetting as a Condition of Award: [For Pakistan and Afghanistan.]** 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. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* about their company and its principal personnel. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via email to RAM@state.gov, or hardcopy to the Grants Officer. Questions about the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal. The following clause shall be included in Section 16, *Specific Conditions*, or as an addendum to the solicitation, whenever assistance is awarded after vetting:

Recipient Vetting After Award: Recipients shall advise the Grants Officer of any changes in personnel listed in the DS Form 4184, *Risk Analysis Information*, 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.

6. Application Review Information

- A. **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).

7. 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:

- i. **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 ninety (90) 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. 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 sending an email with only the phrase "PRM NGO Templates" (without the quotation marks) in the subject line, to PRMNGOCoordinator@state.gov.

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

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

- iii. **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.

8. PRM Contacts

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

PRM Program Officer: PRM-ECA-API@state.gov Washington, D.C.

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