

**U.S. DEPARTMENT OF STATE
BUREAU OF CYBERSPACE AND DIGITAL POLICY (CDP)
Notice of Funding Opportunity (NOFO): ProCON Global**

This is the announcement of funding opportunity number DFOP0016574

Federal Assistance Listing/Catalog of Federal Domestic Assistance Number: 19.665

Type of Solicitation: Open Competition

Deadline for Applications: 11:59 PM EST/EDT on 15 July 2024

Total Funding: \$10,000,000.00 USD

Funding Type I: Economic Support Funds (ESF)
CHIPS/ITSI

FADR Data Element 1: EG.8/Global

Anticipated Number of Awards: 1

Type of Award: Cooperative Agreement

Period of Performance: 24 months

Anticipated Time to Award: August 2024

Deadline for Questions: 11:59 PM EST on 20 June 2024

Eligibility Category: U.S.- based non-profit/non-governmental organizations
subject to sections 501 (c)(3) and 501 (c)(6) of the U.S. tax
code

U.S. For-profit organizations or businesses.

Type of Applicant: Organizations only. Individuals not eligible to apply.

Number of Applications: One (1) per applicant organization.

**This notice is subject to availability of funding*

Section A: Project Description

The U.S. Department of State, Bureau of Cyberspace and Digital Policy (CDP) announces an open competition for organizations with the capacity and interest to carry out the project outlined in this announcement.

Pending the availability of funds, CDP anticipates awarding one (1) cooperative agreement of up to \$10,000,000.00 USD. CDP reserves the right to award more or less funding or make no award as is in the best interest of the US Government.

This project is intended to be implemented globally.

A1. Background

Recognizing the growing role of technology as a cross-cutting national security issue, the State Department created the Bureau of Cyberspace and Digital Policy (CDP) in April 2022 to lead and coordinate U.S. diplomacy on cyber and digital policy. The bureau addresses the national security challenges and economic opportunities presented by cyberspace and digital technologies and promotes standards and norms that are fair, transparent, and support the rights-respecting use of technology. Through robust engagement in multilateral organizations, bilateral diplomacy with partners around the world, and encouragement of responsible state behavior in cyberspace, CDP empowers U.S. leadership in cyber, digital, and technology diplomacy.

CDP deploys foreign assistance to strengthen international cooperation, create new partnerships, promote economic growth and development, and assist in the defense of our foreign partners to uphold an open, interoperable, secure, and reliable Internet.

Calibrated cyber and digital policies help form the backbone of our deeply interconnected world, are vital to U.S. national and economic security, and are required to fully harness the transformative power of technology. As citizens around the world eagerly seek increased internet connectivity to access the tremendous opportunities afforded by digital transformation, the United States is working to ensure this connectivity is secure, meaningful, governed fairly, and serves the interests of its users. Foreign assistance programs aim to advance an affirmative vision of technology as a tool that supports collective security, prosperity, and democratic values.

More information on CDP is available at <https://www.state.gov/bureaus-offices/deputy-secretary-of-state/bureau-of-cyberspace-and-digital-policy/>.

The Digital Connectivity and Cybersecurity Partnership (DCCP) is an interagency initiative with global reach led by CDP and the U.S. Department of State. DCCP provides foreign assistance to partner nations to promote investments in secure, trustworthy, diverse, and resilient information and communication technologies (ICT) infrastructure; support the adoption of

inclusive, rights-respecting, multi-stakeholder models of internet governance; grow global markets for trusted ICT goods and services; and enhance cybersecurity. CDP foreign assistance programming follows these core tenets of DCCP. More information on DCCP is available at <https://www.state.gov/digital-connectivity-and-cybersecurity-partnership/>.

International fiber optic cable systems are critical communications infrastructure. Undersea cables carry over 99 percent of all traffic crossing the oceans and underpin trillions of dollars in economic transactions daily, supporting high-paying jobs, increasing innovation and productivity, and spurring growth in the United States and beyond. Recent trends of increased demand on dataflow are likely to continue as U.S. companies including Amazon, Google, Meta, and Microsoft expand their network infrastructure and digital services through the construction and operation of new undersea cable systems, cable landing stations, and the connected software. The risks of untrusted or unreliable data infrastructure affects these well-known and well-resourced companies in the same way they impact on commercial, governmental, and private data in that it is often sensitive, highly valuable, and a known target for exploitation. To counter these threats, the United States recognizes the importance of selecting trusted vendors to supply critical communications infrastructure, and highlights the proven products, technologies, capabilities, and system security offered by trusted vendors.

A2. Strategic Program Goals and Objectives

This project directly supports the Department of State and the United States Agency for International Development (USAID) Joint Strategic Plan (JSP) objective in 2.3 to “*Support U.S. technological leadership, strengthen competitiveness, and enhance and protect the U.S. innovation base while leveraging technology to improve lives around the world.*” The project supports the wider objective articulated in Goal 2 of the JSP, by creating new economic opportunities, sustainable economic growth, and resilience to systemic shocks.

The project also supports CDP’s strategic goals and objectives as outlined below:

Bureau Goal 1: Advance cyber and digital policies that align with U.S. national interests and foreign policy objectives.

- **Objective 1.1:** Deepen relationships with existing U.S. allies and partners, forge new partnerships, and engage with a range of countries to advance a common vision for the Internet and digital technologies.
- **Objective 1.2:** Leverage key multilateral fora to build relationships, advance U.S. policy priorities, and guard against positions that are counter to U.S. approaches to the Internet and digital technologies.
- **Objective 1.3:** Identify, enhance, cultivate, and develop strategic engagements across the private sector and multistakeholder communities.
- **Objective 1.4:** Increase secure and open digital connectivity and access to the Internet.

- **Objective 1.5:** Implement public messaging and public diplomacy programs to expand key audiences' understanding and support of U.S. cyber and digital policies.

The project will be managed through CDP's Digital Connectivity and Cybersecurity Partnership (DCCP) and supports DCCP's core pillars.

DCCP Pillars:

Pillar 1: Build Connections by promoting investments in secure, diverse, and resilient ICT infrastructure.

Pillar 2: Advance an Open, Interoperable, Reliable, and Secure Internet by promoting inclusive, rights-respecting, multi-stakeholder models of internet governance and pro-competition, pro-innovation digital economy policies and regulations.

Pillar 3: Grow Global Markets for U.S. ICT goods and services, especially high-quality, interoperable, secure ICT equipment, software, and services.

Pillar 4: Enhance Cybersecurity by increasing adoption and implementation of cybersecurity best practices.

Strategic Alignment

CDP, through the ProCON Global project, seeks to advance the objectives of Section 102(c) of the CHIPS and Science Act under the *Secure and Trusted ICT* line of effort, and leverage the CHIPS for America International Technology Security and Innovation Fund (ITSI) to deploy secure ICT ecosystems. This programming also aligns with the Administration's Partnership for Global Infrastructure and Investment (PGI) and complements regional initiatives through consultative processes across relevant interagency and State bureaus.

Program Description

The overall goal of ProCON Global is to promote open, interoperable, reliable, and secure commercial undersea cable systems around the world. The project will provide technical assistance to key decision-makers, including policymakers, regulators, and technology companies in emerging economies, to promote evaluation processes and investment in secure and trusted vendors when establishing undersea cable network supply chains. Technology companies include telecommunications operators/carriers, major technology and security firms, innovators, and content and cloud providers.

The ProCON Global project will provide targeted regional and national-level technical advisory support to raise awareness of the security risks and quality/reliability issues with using untrusted vendors to build and maintain undersea cables globally. The project will also address the importance of redundancy and resiliency of undersea cables landing infrastructure. ProCON Global will highlight the market ramifications of choosing untrusted vendors, including the significant commercial limitations purchasers will face in monetizing system capacity, when doing business with vendors headquartered in countries with weak rule of law. ProCON Global

will identify trusted vendors for procurement of equipment and identify service opportunities associated with undersea cable deployment, operation, and maintenance. ProCON Global will provide partner government officials, industry actors, and other stakeholders with advisory support to develop undersea cables strategies, consider undersea cables as critical infrastructure, and develop policies and laws on undersea cables. ProCON Global will also provide technical assistance to improve the business and regulatory environments for undersea cables across their lifecycle.

This technical assistance will promote the use of trusted vendors for installation and maintenance of undersea cable systems, intergovernmental and commercial alliances, and diplomacy for the promotion of undersea cable routes and access that reduces overall risk. ProCON Global seeks to ensure the continued expansion of world-wide connectivity and broadband through the development of new undersea cables and ensuring that operations, repair, and maintenance of existing cables are conducted by trusted vendors. The ProCON Global implementer will conduct an overview of current, planned, and anticipated global undersea cables to inform the Department's ongoing policies, engagements, and strategic programming direction for foreign assistance. ProCON Global will also provide current and projected country-based analysis on all aspects of undersea cables, including the use (and/or anticipated) trusted or untrusted vendors for operations and maintenance activities. This analysis will inform foreign beneficiaries and key stakeholders of connectivity opportunities and potential partnerships to maximize access to secure and trusted ICT ecosystems. Additionally, these activities should equip policymakers, regulators, and private sector stakeholders to make informed policy decisions against the security risks, vulnerabilities, quality, and reliability issues associated with using untrusted vendors for commercial undersea cable systems.

In support of expanding secure and trusted undersea connectivity efforts, this project will include a workstream via sub-awards dedicated to a ProCON Global capital expenditure (CapEx) and operating expenditure (OpEx) incubator to support existing private sector infrastructure efforts to expand undersea connectivity and associated ecosystems.

A3. Project Goals, Objectives, Expected Outcomes, Activities, Indicators, and Sustainability

ProCON Global will promote the use of trusted vendors for installation and maintenance or repair of undersea cable systems, the use of undersea cable routes that reduce overall risk and expand connectivity and broadband Internet by promoting the development of new, trusted undersea cable systems.

ProCON Global will engage with key decision-makers including policymakers, regulators, and technology companies (to include telecommunications operators/carriers, major technology

firms, and content and cloud providers), to implement processes that evaluate and select trusted vendors when establishing their undersea cable network supply chain.

Objectives

Objective 1: Increase understanding of policymakers, regulators, public and private sector stakeholders on the security risks, vulnerabilities, and quality/reliability issues with using untrusted vendors for commercial undersea cable and associated ecosystems.

Objective 2: Improve regulatory, investment and commercial environments that promote the procurement, repair, and maintenance of secure and trusted undersea cable systems.

Objective 3: Increase the use of trusted vendors for installation, repair, and maintenance of undersea cable systems and promote the use of undersea cable routes that reduce overall risk.

Objective 4: Increase trusted global undersea cable routes to ensure diversity, redundancy, and resiliency.

Expected Outcomes

ProCON Global is a direct response to telecommunications infrastructure and down-stream service needs that would enable:

- A positive and affirmative view of an open, interoperable, secure, and reliable Internet.
- An increase in secure, trusted, reliable, connectivity in underserved communities.
- An increase in understanding of policymakers, regulators, and private sector stakeholders on the security risks, vulnerabilities and quality/reliability issues with using untrusted vendors for commercial undersea cable systems and the ability to take action to address those risks.
- Data flowing freely and securely throughout the global network of undersea cables and their connected installations and software.
- Increased global data pathways: diversity, redundancy, and resiliency.
- Governments to designate undersea cables as critical infrastructure.
- Governments to agree to land trusted undersea cables and commit to using trusted undersea cables.
- Implementation of new or improved strategies and screening procedures when selecting vendors for commercial fiber-optic undersea cable systems.
- Regulations introduced to exclude untrusted suppliers and facilitate Cabotage.

Activities

To achieve the expected project outcomes, the project **must** include, but not limited to, the following:

1. National and Regional Capacity Building Workshops

- Improve the understanding of and ability to take action by policymakers and private sector stakeholders on undersea cable security and the importance of trusted suppliers along the entire ICT infrastructure security continuum, which includes undersea cables, submarine landing terminal equipment (SLTE), data centers, terrestrial telecom equipment, and their connected software.
 - Key audiences including regulators, policy makers, and commercial market actors including mobile network operators (MNOs).
 - Capacity building events and/or trainings should be incremented with increases in the level of complexity or in unusual circumstances, developed for a specified need identified by State. (i.e. mean-time-to-repair, cabotage, alternative/contingency cable routing, and workforce development.)
- Expand and deepen knowledge base through follow-on events or bespoke trainings after the initial workshops with key country officials to meet the needs of specific audiences.
- Increase advisory support to include the development of undersea cables strategies.
- Improve the business environment for undersea cables, including by addressing technical, legal, and regulatory obstacles that undersea cable firms face (e.g. cable licenses/permits and repairs).
- Development of an alumni network based on the participants who participate in the workshops.
- Implementer will work with CDP to identify and finalize workshop locations and priority participants. At a minimum, CDP expects:
 - Trainings may be in person or virtual, but at least 2 in-person multilateral workshops and 4 virtual bilateral workshops annually.
 - Coordination of approach schedule in priority regions to be covered including, but not limited to: Africa, Indo-Pacific (East Asia, South Asia, Pacific, and Southeast Asia) Western Hemisphere (Caribbean, Central America, South America) and Middle East, with a minimum number of 10 persons trained per workshop.
- The implementer will recommend to CDP the countries of highest need based on industry trends and needs analysis. Additional workshops countries/participants will be identified by CDP based on need and opportunity.
- Amplify the importance of secure and trusted undersea cable connectivity and associated ecosystems.

2. National and Regional Technical Assistance

- The implementer will be prepared to provide technical assistance to identified partners at the direction of CDP.

- Support on vendor selections and procurement processes, screening procedures, financing and design criteria. (i.e. wet segment, fronthaul, backhaul, cable landing stations, or data centers).
- Threat briefings and technical assistance on the security and protection of undersea cables.
- Support on market dynamics, maintenance and operations, legal issues, innovations, and new technologies related to commercial undersea cable systems.
- Routine analysis on connectivity vulnerabilities and opportunities related to foreign assistance eligible countries. This analysis could include, but not limited to:
 - Undersea connectivity policy developments (multilateral and bilateral)
 - Attacks on undersea cable infrastructure (physical or digital)
 - Cabotage
 - Licensing and permitting issues
 - Highlighting new or anticipated cable opportunities (not only in existing high priority countries)
 - Reports on specific countries (desk studies)
 - Identify new and emerging technologies such as Smart Cables, also known as intelligent or active cables, that include embedded electronics or additional features beyond what traditional cables offer.
 - Vulnerability assessments in:
 - Existing and proposed cable networks
 - Operations and Management (O&M)

3. Establish a Capital Expenditure (CapEx) and Operating Expenditure (OpEx) incubator to enable the expansion and security of undersea connectivity and associated ecosystems to emerging economies.

- Provide sub-grants and/or sub-contracts as required to enable the expansion and security of undersea cables and associated ecosystems to underserved communities and emerging economies. This includes but is not limited to the acquisition and installation of physical infrastructure of branching units, spurs, cable landing stations and required terrestrial infrastructure.
- Provide sub grants and/or subcontracts to provide O&M support as required.
- Identify and leverage on-going public and private sector efforts to increase undersea connectivity.

The ProCON Global project will engage policymakers, regulators, and telecommunications companies in select regions and countries. While ProCON Global is global in nature, CDP will work with the implementer to finalize the list of targeted countries.

The project will incorporate U.S. Government experts, including but not limited to the Department of State, the Department of Commerce, Department of Defense, Department of

Homeland Security, Development Finance Corporation, and Export-Import Bank as well as private sector, academia, civil society, and likeminded partners. The project may also incorporate government experts and industry from likeminded countries.

Performance Indicators

The implementer will monitor and report on certain standard indicators CDP collects across all of its projects (see list below) and will also develop project-specific indicators unique to the project's operating context and expected milestones and results. Some CDP standard indicators require reporting on disaggregates. Definition sheets for CDP indicators will be provided to implementing partners. CDP and implementers will discuss the final set of indicators for the project and ensure definitions and data collection methodologies are clear. All training delivered by implementers must include a method for assessing what knowledge or skills were gained by participants, which will be discussed and agreed upon with CDP.

For each indicator, implementers will establish, where possible, baseline data and expected performance targets. Implementers will be expected to include details on what sources of data will be used to document performance, methods for how the indicators will be measured, and data quality measures and systems in place to ensure consistent and accurate data collection and reporting to CDP.

All applicable indicators should be included in the ProCON Global proposal. The implementer will be responsible for quarterly progress reporting on each performance indicator or milestone included in the final award agreement and monitoring plan as well as analysis of progress or impediments.

In addition to project-specific indicators to monitor key milestones and progress to keep the project on track, implementers will report against relevant indicators within the performance management plan CDP established under the auspices of the Digital Connectivity and Cybersecurity Program (DCCP). DCCP indicators for this project will include, but not limited to:

Indicator 1: (project specific) 1.1 - Number of people receiving technical assistance on secure, reliable, and trustworthy equipment and services related to undersea cables.

- a. Number of government officials
- b. Number of private sector stakeholders
- c. Number of males
- d. Number of females
- f. Country of origin of individuals

Selection of participation will be aligned with U.S. government diversity, equity, inclusion and accessibility principles.

Indicator 2: DCCP 1.3 - Number of new or improved measures adopted with USG assistance to restrict the use of untrusted telecom/ICT vendors. (Outcome)

Indicator 3: DCCP 1.5 - Number of national or sub-national telecom/ICT, Internet, or digital strategies developed or improved with USG assistance (Outcome)

Indicator 4: DCCP 1.6 Number of people trained in telecom/ICT, digital, or cyber issues with USG support. (Output)

Indicator 5: DCCP 1.7 Number of people trained on telecom/ICT or digital issues who demonstrate improved knowledge or skill. (Output)

Indicator 6: DCCP 1.8 - Number of USG supported fora held to convene key stakeholders for technical assistance or to discuss telecom/ICT or digital issues or best practices. (Output)

Upon final award, CDP and the selected partner will meet to discuss a final set of DCCP standard indicators as well as project-specific indicators.

A4. Key Considerations

The following list of program considerations is provided to help applicant(s) develop a responsive, robust proposal. Strong preference will be given to applicant(s) that:

- Demonstrate administrative and technical capacity and experience in administering successful and similar projects with a global participant base.
- Demonstrate thoughtful project design to address the key objectives and activities for the target audiences described in the NOFO.
- Demonstrate thoughtful monitoring and evaluation and report results.
- Prove existing, collaborative, and successful partnerships with U.S. and foreign partners on issues and engagements related to cybersecurity and digital policy including undersea cable infrastructure and technology and related policies.
- Demonstrate adherence to ethical best practices including “do no harm” and gender equity.

All applicants will also be required to address **the entirety of Sections A.3 and A.4.** within this NOFO in the completion of the Draft Scope of Work attached to this NOFO (see Section D.2.1, item #5).

Section B: Federal Award Information

Organizations may submit one application per organization in response to this NOFO. If more than one application is submitted by an organization, only the first application received will be reviewed for eligibility and funding.

The U.S. government reserves the right to: (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) waive irregularities in applications received.

The U.S. government may make award(s) based on 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 under no obligation to do so), to enter 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.

CDP anticipates awarding a cooperative agreement. The final determination on award mechanism will be made by the Grants Officer.

The authority for this funding opportunity is found in the Foreign Assistance Act of 1961 (FAA), as amended. Several funding restrictions apply, to include country applicant restrictions. Must at a minimum include citations for authorizing statutes and regulations (*see on Cover Page*).

To maximize the impact and sustainability of the award(s) that result(s) from this NOFO, CDP reserves the right to execute a non-competitive continuation amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 54 months, or four and a half years. Any non-competitive continuation is contingent on availability of funds, and satisfactory performance of the program. A non-competitive continuation is not guaranteed, and the Department of State reserves the right to exercise or not exercise this option.

The distinction between grants and cooperative agreements revolves around the existence of "substantial involvement." Cooperative agreements require greater federal government participation in the project. If a cooperative agreement is awarded, CDP will undertake reasonable and programmatically necessary substantial involvement. Examples of substantial involvement could include but are not limited to:

- Active participation or collaboration with the recipient in the implementation of the award.
- Review and approval of one stage of work before another can begin.
- Collaboration on selection and/or review and approval of sub-award partnerships or sub-contracts beyond existing federal policy.
- Approval of the recipient's budget or plan of work prior to the award.

CDP will specify the areas of substantial involvement in the final award document.

Section C: Eligibility Information

C1. Eligible Applicants

CDP welcomes applications from U.S.-based non-profit organizations subject to section 501(c)(3) and 501(c)(6) status of the U.S. tax code and U.S. for-profit organizations.

Applications submitted by for-profit entities may be subject to additional review following the Merit Review Panel selection process. Additionally, the Department of State prohibits profit to for-profit or commercial organizations under its assistance awards. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR 30, Cost Accounting Standards Administration, and 48 CFR 31 Contract Cost Principles and Procedures.

Please see 2 CFR 200.307 for regulations regarding program income.

C2. Cost Sharing or Matching

Providing cost sharing, matching, or cost participation **is not** an eligibility factor or requirement for this NOFO and providing cost share will not result in a more favorable competitive ranking. Per 2 CFR §200.306, items that are proposed for cost share must be allowable per 2 CFR §200, Subpart E—Costs Principles.

C3. Other

To be eligible to receive an award, all organizations must have a unique entity identifier (UEI), as well as a valid registration on [SAM.gov](https://sam.gov). Please see Section D3.2 for information on how to obtain these registrations.

Applicants must be organizations, and only one application will be considered for each applicant organization. If more than one application is submitted by the same organization, only the first received will be reviewed for eligibility and funding.

Please note, any applicant listed on the Excluded Parties List System in the [System for Award Management \(SAM.gov\)](https://sam.gov) and/or has a current debt to the U.S. government 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 or person listed on the Excluded Parties List System in SAM.gov can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM.gov to ensure that no ineligible entity or person is included in their application.

Section D: Application and Submission Information

D1. Address to Request Application Package

Application forms, and other required materials are available at Grants.gov (<http://www.grants.gov>) and MyGrants (<https://mygrants.servicenowservices.com>) under the announcement title “PROCON Global,” and funding opportunity number “DFOP0016574”. Once the NOFO deadline has passed, the Department of State may not discuss this competition with any applicant until the proposal review process has been completed. If requesting reasonable accommodations for persons with disabilities or for security reasons, please contact the CDP point of contact listed in Section G. Please note that reasonable accommodations do not include deadline extensions.

D2. Content and Form of Application Submission

For all application documents, please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English (*original documents that are in another language must be accompanied by an English translation*)
- All budgets are in U.S. dollars
- For documents subject to page limitations, all pages are numbered
- All documents are formatted to 8 ½ x 11 paper and,
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins
- Captions and footnotes may be 10-point Calibri font

Any prospective applicant who has questions concerning the contents of this NOFO should submit them by email to the contacts listed in Section G. Any updates about this NOFO will also be posted on [Grants.gov](http://www.grants.gov).

D2.1 Application Requirements

Complete applications must include the following:

1. Completed and signed **SF-424**, **SF-424A**, as well as **SF-424B**, if applicable.
2. Organizations that engage in lobbying the U.S. government, including Congress, or pay for another entity to lobby on their behalf, are also required to complete the **SF-LLL** “Disclosure of Lobbying Activities” form.
3. **Cover Page and Executive Summary** (not to exceed three [3] pages, preferably as a Word Document). Includes the organization name, project title, proposed target country or countries, and name and contact information for the application’s main point of contact and brief section that clearly outlines the (1) the problem statement addressed by the project (2) research-based evidence justifying the applicant’s approach, and (3) quantifiable project outcomes and impacts.

4. **Proposal Narrative** (not to exceed ten [10] pages, preferably as a Word Document).

Please note the ten-page limit does not include the following:

- SF-forms listed above
- Cover Page and Executive Summary
- Scope of Work
- Project Design and Logic Model
- Project Performance Monitoring and Evaluation Plan
- Detailed Budget
- Budget Narrative – *If the Budget includes subawards, please include a separate Budget Narrative for each organization.*
- Timeline/Milestones
- Key Personnel Summary, CVs or Resumes (per person)
- Contingency Plan
- Additional Required Attachments (Audit, NICRA, etc.)
- Optional Sections (if applicable, see page 15)

The Proposal Narrative must include the following:

- **Introduction to the Organization:** Description of past and present operations, showing ability to carry out the project, including information on all relevant or similar type projects from previous grants from the Bureau and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement that summarizes the problem and how the applicant's unique project/approach will address it and support CDP's Strategic Goals and Objectives.
- **Project Goal:** The goal describes the larger outcomes intended.
- **Project Objectives:** The intermediate accomplishments and measurable targets to achieve a goal. Objectives of the project should be SMART:
 - **Specific:** Detailed and specifies what will be achieved
 - **Measurable:** Has associated metrics or measurements of success
 - **Attainable:** Appropriately challenging, objectives can be reasonably attained given the available resources
 - **Relevant:** Aligns with the policy/program goal and is appropriate for the country or beneficiary audience
 - **Time-Bound:** Achievable within the timeframe of the project
- **Project Activities:** Specific actions taken under Objective. All activities should be clearly developed and sufficiently explain the resource and time requirements (inputs) and things done or produced (outputs). Activities should detail target areas participant groups or selection criteria for participants; how relevant stakeholders will be engaged; actions taken by local partners as appropriate/relevant.

- **Future Funding or Sustainability:** Applicant's plan for continuing the project beyond the grant period, or the availability of other resources, if applicable. Include ways project activities will ensure sustainability.
 - **Risk Analysis:** Internal and external risks associated with the proposed project, rate the likelihood of the risks, rate the potential impact of the risks on the project, and identify actions that could help mitigate the risks.
5. **Scope of Work (SOW).** Applicants should use the *ProCON Global Draft Scope of Work Template* (See Tab 1) provided with this NOFO. The SOW should provide a summary of the applicant's unique approach to the following as indicated in Section 4.
6. **Proposal Narrative:**
- **Project Goal**
 - **Project Objectives**
 - **Project Activities**
 - **Project Indicators:** Applicants should identify key indicators and milestones to measure progress towards project goals and objectives. Methods for collecting and monitoring project indicators should be described and those responsible for doing so identified.
 - **Sustainability**
6. **Project Logic Model** (preferably as a Word Document). Building out a logic model with an accompanying theory of change can be helpful when planning and designing a program, project or activity. These tools can be used to visually depict or outline how and why a project will work—i.e., the rationale behind your project approach. Detailing how a project's planned activities lead to certain outputs and outcomes can help applicants understand any underlying assumptions within their approach. Detailing factors outside your control, such as policy shifts, within a logic model can identify areas that should be included within your project's risk analysis. The project design and logic model will include:
- Theory of change - a description of how and why you believe the logic model will work as planned, including any evidence or data to support these assertions.
 - Logic model(s) with planned activities, outputs (the immediate services or product of project activities, and outcomes (expected changes or benefits that occur after activities have been implemented). One logic model representing the entire scope of the project can be prepared, or partners may develop one logic model for each goal or objective.
- Applicants are encouraged to use the provided *ProCON Global Project Logic Model Template* (See Tab 2) but are welcome to use their own templates as long as they provide the requisite information for thorough review of the proposed project.
7. **Draft Project Performance Monitoring and Evaluation Plan** (preferably as a Word Document). This post-award document contains the indicators and milestones the

implementer will use to assess progress and results toward project goals and objectives, and a description of how it will be carried out, and by whom. It:

- Explains how the project's performance toward its objectives will be tracked over time.
- Identifies all performance indicators and milestones the project will report against, and describe the indicator type, baseline values (if known), performance targets (for output indicators), data sources, and collection methods for each indicator or milestone (e.g., surveys, site visits, sign-in sheets, etc.).
- Describes what internal systems (e.g., IT systems, databases) and personnel (who is responsible for what) the implementer has in place to ensure data quality and integrity, and how data will be collected and securely stored so accurate results can be reported to CDP.
- Identifies what, if any, external evaluations will be conducted.

A sample *ProCON Global Project Performance Monitoring and Evaluation Plan Template* (see Tab 3) is provided with this NOFO. Applicants are encouraged to refer to the Defining M&E Terms in Tab 2 for concise explanations of M&E terms and definitions used by the Department of State. The final plan will be due 30 days post award for CDP approval.

8. **Detailed Budget** (Excel workbook strongly preferred; please **do not** provide as a PDF). Include three (3) columns containing the request to CDP, any cost sharing contribution, and the total budget. A Summary Budget should also be included using the OMB-approved budget categories (see SF-424A as a sample) in a separate tab. Costs must be in U.S. Dollars. Detailed line-item budgets for sub-grantees should be included as additional tabs within the Excel workbook (if available at the time of submission). Please use provided *ProCon Global Project Budget Template* (See Tab 4).
9. **Budget Narrative:** Justify each line-item in the budget and explain how the amounts were derived, consistency with the applicants' documented policies, as well as the source and description of all proposed costs (and cost-share, if applicable). The narrative should complement the budget rather than repeat information provided in the budget. For example, the narrative should provide details on the purpose of costs, reasonability of costs, cost price analysis, explain allocations, explain any yearly variances, and tie expenses to project activities and/or objectives where appropriate. Sources of all cost-share offered in the application should be identified and explained in the budget narrative. Please use the provided *ProCON Global Project Budget Narrative Template* (See Tab 5).
10. **Timeline/Milestones** (not to exceed one [1] page per year of proposed performance period, preferably as a Word Document or Excel Sheet). The timeline of the overall proposal should include activities, and monitoring and evaluation efforts outlined in either a monthly or quarterly format. It should also include sufficient time for project

closeout to conduct and finalize internal/external evaluations and allow any sub-recipients time for final reporting.

11. **Summary of Key Personnel and Subject Matter Experts** (not to exceed four [4] pages, preferably as a Word Document). This can represent staff within your organization or outside of your organization (subgrantee, consultants, contractors), who are integral to the success of the project. Provides names, titles, roles, and bios that highlight relevant experience/qualifications of key personnel involved in the project.
12. **Contingency Plan** (not to exceed three (3) pages) for proposed activities should the originally planned activities not be able to be implemented. Applicants should demonstrate consideration of the risks identified in the submitted risk assessment and include specific alternative activities or locations as part of the Contingency Plan. Any proposed “plan” must comply with 2CFR200.433 – Contingency provisions.
13. **Additional Required Attachments:**
 - **Audit:** An audit or an explanation for the lack of an audit is required. Please review the bulleted items below carefully.
 - If your organization meets the threshold as defined in 2 CFR 200 Subpart F, then your organization must submit a PDF of its most recent ‘single audit’.
 - If your organization does not currently meet the 2 CFR 200 requirement and has not had a ‘single audit’ within the last three fiscal years, then your organization must submit its most recent audit (within the last three years) independent financial audit, as a PDF.
 - If your organization has not been independently audited within the last three years, then it must explain the reason for the lack of an audit and provide an independent confirmation of the adequacy of its internal controls.
 - **Negotiated Indirect Cost Rate Agreement (NICRA):** Your latest NICRA letter should be included as a PDF file if your organization has a NICRA and includes NICRA charges in the budget. This document will not be reviewed by the Merit Review Panel but will be used by project and grant team if the submission is recommended for funding. Organizations that have previously established indirect cost rates must submit timely indirect cost proposals to their cognizant agency as required by Appendix III & IV of 2 CFR 200. If indirect cost proposals have not been submitted for re-negotiation, as required, out-of-date NICRAs may not be considered. If your proposal involves subawards to organizations charging indirect costs, please submit their NICRA, if applicable.
 - Letters of support from any partner or partners identified in the proposal whose role is central to the project achieving its objectives should describe the roles and responsibilities of each partner. No letter of support is required for goods or services that are widely available commercially.

Applications that do not include the elements listed above will be deemed technically ineligible. To ensure that all applications receive a balanced evaluation, the review panel will review from the first page of each section up to the page limit and no further.

D.2.2 Additional Information Requested for Those Receiving Conditional Notification Letter

Successful applicants must submit, after Conditional Notification Letter, but prior to issuance of a federal award:

- Written responses and revised application documents addressing conditions and recommendations from the review panel.
- A copy of the applicant's latest NICRA as a PDF file, if the applicant has a NICRA and includes NICRA charges in the budget.
- A completed copy of the Department's Financial Management Survey, if receiving USG funding for the first time.
- Submission of required documents to register in the Payment Management System managed by the Department of Health and Human Services, if receiving CDP funding for the first time (unless an exemption is provided).
- Other requested information or documents included in the Conditional Notification Letter or subsequent communications prior to issuance of a federal award.
- Applicants who submit their applications through Grants.gov will be required to create a MyGrants account ([MyGrants](#) ([ILMS Service Portal - ILMS Support Desk \(servicenowservices.com\)](#)) in order to accept the final award. Accounts must be logged into to every 60 days in order to maintain an active account. maintain an active account.

D3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with SAM.gov. A 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.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible and advise proposed sub-grantees to do so as well.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue

Service (IRS) and a UEI number issued through SAM.gov. Once the UEI number is received continue with the remainder of the SAM.gov registration.

All prime organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active federal award or application under consideration by a federal award agency. SAM.gov 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.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant.

Note: SAM.gov is not the same as MyGrants. It is free to register in both systems, but the registration processes are different.

Information is included on the SAM.gov website to help international registrations:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016380&sys_kb_id=194695221bfe4d983565ed3ce54bcbbb&spa=1

Please note, guidance on SAM.gov and the guidance on GSA's website about requirement for registering in SAM.gov is subject to change at any time. Applicants should review the website frequently for the most up-to-date guidance.

D3.1 SAM.gov and UEI Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM.gov registration prior to receiving a federal award. In these instances, federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM.gov registration within 30 days of the federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in Section G of the NOFO at least **two weeks prior to the deadline in the NOFO providing a justification of their request**. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

D3.2 Registering in MyGrants and Grants.gov

All application submissions must be made electronically via [Grants.gov](https://grants.gov) or [MyGrants](https://mygrants.servicenowservices.com/ilms/) (<https://mygrants.servicenowservices.com/ilms/>). Both systems require registration by the applying organization. Please note that the Grants.gov registration process can take ten (10) business days or longer, even if all registration steps are completed in a timely manner. Instructions for registering and submitting applications in each system are provided below.

MyGrants:

Applicants using MyGrants for the first time should complete their “New Organization Registration.” To register with MyGrants, go to:

<https://mygrants.servicenowservices.com> and click “create an account”.

Please note that establishing an account in MyGrants may require the use of smartphone for multi-factor authentication (MFA). If an applicant does not have accessibility to a smartphone during the time of creating an account, please contact the helpdesk and request instructions on MFA for Windows PC.

Organizations **must** remember to save a screen shot of the checklist showing all documents submitted in case any document fails to upload successfully.

MyGrants Help Desk:

For assistance with MyGrants accounts and technical issues related to the system, please contact the ILMS help desk by phone at +1 (888) 313-4567 (toll charges apply for international callers) or through the self-service online portal that can be accessed from

<https://afsitsm.service-now.com/ilms/home>. Customer support is available 24/7.

Grants.gov:

Applicants who do not submit applications via MyGrants may submit via [Grants.gov](https://grants.gov). Please be advised that completing all the necessary registration steps for obtaining a username and password from Grants.gov **can take ten (10) business days or longer**.

Please refer to the Grants.gov website for definitions of various “application statuses” and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Validation of an electronic submission via Grants.gov can take up to two business days. Additionally, organizations **must** remember to save a screenshot of the checklist showing all documents submitted in case any document fails to upload successfully.

Grants.gov Helpdesk:

For assistance with Grants.gov, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays. A full list of federal holidays can be found [here](#).

D4. Submission Dates and Times

Applications are due no later than 11:59 PM Eastern Standard/Daylight Time (EST), on **Monday, 15, July 2024** on Grants.gov (<https://www.grants.gov/>), or MyGrants (<https://mygrants.servicenowservices.com>), under the announcement title “ProCON Global,” and funding opportunity number “DFOP0016574”.

Grants.gov and MyGrants 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. Known system errors caused by Grants.gov or MyGrants (<https://mygrants.service-now.com>) that are outside of the applicant’s control will be reviewed on a case-by-case basis. Applicants should not expect a notification upon CDP receiving their application.

D5. Funding Limitations, Restrictions, and other Considerations

CDP will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Please refer the link for Foreign Terrorist Organizations: <https://www.state.gov/foreign-terrorist-organizations/>

Project activities whose direct beneficiaries are foreign militaries or paramilitary groups, or individuals will not be considered for CDP funding given purpose limitations on funding.

The Leahy Law prohibits Department foreign assistance funds from supporting foreign security force units if the Secretary of State has credible information that the unit has committed a gross violation of human rights. Per [22 USC §2378d\(a\) \(2017\)](#), “No assistance shall be furnished under this chapter [FOREIGN ASSISTANCE] or the Arms Export Control Act [22 USC 2751 et seq.] to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violation of human rights.” Restrictions may apply to any proposed assistance to police or other law enforcement. Among these, pursuant to section 620M of the Foreign Assistance Act of 1961, as amended (FAA), no assistance provided through this funding opportunity may be furnished to any unit of the security forces of a foreign country when there is credible information that such unit has committed a gross violation of human rights. In accordance with the requirements of section 620M of the FAA, also known as the Leahy law, project beneficiaries or participants from a foreign government’s security forces may need to be vetted by the Department before the provision of any assistance. If a proposed grant or cooperative agreement will provide assistance to foreign security forces or personnel, compliance with the Leahy Law is required.

Organizations should be cognizant of these restrictions when developing project proposals as these restrictions will require appropriate due diligence of project beneficiaries and collaboration with CDP to ensure compliance with these restrictions. Project beneficiaries subject to due diligence vetting will include any individuals or entities that are beneficiaries of foreign assistance funding or support. Due diligence vetting will include a review of open-source materials.

D6. Other Submission Requirements

It is the responsibility of the applicant to ensure that it has an active registration in MyGrants or Grants.gov. Applicants are required to document that the application has been received by MyGrants or Grants.gov in its entirety. CDP bears no responsibility for disqualification that result from applicants not being registered before the due date, for system errors in either MyGrants or Grants.gov, or other errors in the application process.

Applicants are strongly encouraged to save a screen shot of the checklist showing all documents submitted in case any document fails to upload successfully.

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 NOFO and these instructions.**

CDP encourages organizations to submit applications during normal business hours (Monday – Friday, 9:00AM-5:00PM Eastern Time (EST or EDT as case may be)). If an applicant experiences technical difficulties and has contacted the appropriate helpdesk but is not receiving timely assistance (i.e., if you have not received a response within 48 hours of contacting the helpdesk), you may contact the CDP point of contact listed in in Section G for further assistance.

Section E: Application Review Information

E1. Proposal Review Criteria

The selected CDP review panel will evaluate each application individually against the following criteria, listed below in order of importance, and not against competing applications. Please use the below criteria as a reference, but **do not structure your application according to the sub-sections**.

Quality of Project Design (25 points)

- The project idea is well developed and responsive to the policy and program objective(s) in the NOFO.
- The applicant clearly defines the problem; it's causes; stakeholders; and existing research/data; the approach taken to solve the problem; realistic milestones to indicate progress.
- The project's potential contribution to solving the problem is addressed in the problem statement.

Organizational Capacity (25 points)

- The application demonstrates an institutional record of successful projects in the content area proposed and relevant experience in the proposed country/territory/region.

- The organization has expertise in its stated field and has adequate staffing to manage the proposed project.
- The application demonstrates the organization's capacity for responsible fiscal management of donor funding.

Project Planning and Ability to Achieve Objectives (20 points)

- Goals and objectives are clearly stated, and project approach illustrates logical and plausible pathways to achieving project outcomes.
- Proposed project activities are feasible, practical, and/or experiential in nature to encourage innovation.
- Key assumptions and risks have been identified and their potential influences described.
- If similar activities have taken place, the applicant explains how proposed activities will produce new impact and not simply duplicate past efforts.

Monitoring & Evaluation Plan (10 points)

- The proposal demonstrates a sound plan for monitoring appropriate indicators to oversee the project's timely progress toward stated objectives, capture key project results, and to assess and mitigate any challenges encountered in implementation.
- Includes output and outcome indicators, explains how and when those will be measured, and by whom.

Budget & Budget Narrative (10 points)

- The budget justification is a detailed and realistic financial expression of the proposed project and does not include estimated costs that are not allocable, reasonable, or allowable.
- Proposed costs are linked to project objectives and demonstrate efficient use of U.S. Government funds.
- Proposal budget, including salaries and honoraria, are explained, and justified for the work involved.

Sustainability of Impact/Multiplier Effect (10 points)

- The proposal clearly details how project activities will produce benefits and impact lasting beyond the funding period.
- Methods to ensure sustainability of project impact beyond the life of the award are clearly delineated.

E2. Review and Selection Process

The Department of State is committed to ensuring a competitive and standardized process for awarding funding. **Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in section C and have submitted all required documents outlined in section D. Applications that do not meet**

these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

All applications that are deemed technically eligible will proceed to the Merit Review Panel consisting of U.S. government subject matter and/or country-specific experts and will be rated on a 100-point scale. CDP reserves the right to request the assistance of non-US government Subject Matter Experts (SMEs), if appropriate to the solicitation. Point values for individual elements of the application are presented in Section E.1. Panel Reviewers' ratings, and any resulting recommendations, are advisory. Panel Reviewers may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award.

Final selection authority resides with CDP's senior level official. Final award decisions will be influenced by whether the application meets the Department of State's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

[E3. Responsibility/Qualification Information in SAM.gov \(formerly, FAPIIS\)](#)

For any federal award under a notice of funding opportunity, if the federal awarding agency anticipates that the total federal share will be greater than the simplified acquisition threshold over the period of performance (see §200.01 Simplified Acquisition Threshold), this section must also inform applicants that:

- i. The Department of State, prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);
- ii. The applicant, at its option, may review and comment on any information about itself that a federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;
- iii. The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in §200.205 - Federal awarding agency review of risk posed by applicants.

[Section F: Federal Award Administration Information](#)

[F1. Federal Award Notices](#)

The Bureau of Cyberspace and Digital Policy (CDP) will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email including a request for 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 merit review panel's conditions and recommendations; being registered in required systems; and providing any additional completed documentation requested by CDP or the Grants Officer. Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department's warranted Grants Officer.

The Notice of Award signed by the Department's warranted Grants Officers is the sole authorizing document. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If awarded, the Notice of Award will be provided to the applicant's designated Authorizing Official via MyGrants to be electronically counter signed in the system.

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS). Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis. Instructions for requesting payments are available at: <https://pms.psc.gov/>.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

F2. Administrative, National Policy and Legal Requirements

Legal restrictions on foreign assistance are regularly updated. The CDP Bureau requires all recipients of foreign assistance funding to comply with all applicable Department and federal laws and regulations, including but not limited to the following:

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. 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 applicant/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.state.gov/about-us-office-of-the-procurement-executive/>.

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

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

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

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the project objectives through an objective process of evaluating federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

F3. Reporting

Reporting is critical to effective project management and oversight. Reports are required as a means of evaluating the recipient’s progress and utilization of resources. They are divided between a performance progress report and a financial status report. Applicants should be aware that CDP awards require that all reports (progress and financial) are uploaded to the grant file in MyGrants on a quarterly basis. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports and must be submitted in PMS, as well as a copy from

PMS then uploaded to the grant file in MyGrants. The progress reports uploaded to the grant file in MyGrants must include a narrative as described below and project indicators (or other mutually agreed upon format approved by the Grants Officer) for the F Framework, DCCP indicators and project specific indicators. The F Framework indicators, DCCP indicators and project-specific indicators will be reviewed and negotiated during the final stages of issuing an award.

Financial Reports are also required on a quarterly basis (unless stipulated otherwise in the final Agreement), using form SF-425, the Federal Financial Report form. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The Recipient is also required to upload to MyGrants a pdf version of all financial reports (Federal Financial Report) they have submitted in the Payment Management System. Form (SF-425) is located on the Post-Award Reporting forms page of [Grants.gov](https://www.grants.gov), linked here.

Final Reports

The final report will be due no later than 120 days after the end date of the award or termination of all project activities. The final report shall include the following elements: executive summary, successes, outcomes, best practices, how the project will be sustained, and a final Federal Financial Report (FFR). Additional guidance may be provided prior to the award end date.

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. CDP reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

Foreign Assistance Data Review (FADR)

As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

Section G: Federal Awarding Agency Contacts

For technical submission questions related to this NOFO, please contact:

DCCP Foreign Assistance Team
Digital Connectivity and Cybersecurity Partnership (DCCP)
Unit of Strategic Planning and Communications (SPC)
Bureau of Cybersecurity and Digital Policy (CDP)
DCCP-Info@state.gov

G1. Questions

Any prospective applicant who has questions concerning the contents of this NOFO must email the questions to the contacts listed above with the subject “**ProCON Global.**” To maintain fairness and transparency in competition, CDP will not answer substantive NOFO questions except when posting questions and answers to the announcement page as described below.

All questions must be submitted via email to contacts listed above by the deadline stated on page 3. CDP will periodically create a document of submitted questions with answers and upload it and post them in grants.gov. Prospective applicants are advised to regularly review the announcement page in grants.gov for any updates. Note that once the NOFO deadline has passed, DOS staff in Washington, D.C. may not discuss this completion with applicants until the review process has been completed.

Section H: Other Information

Applicants should be aware that CDP 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 Department of State 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 CDP representative. Explanatory information provided by CDP that contradicts this language will not be binding. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

In accordance with applicable federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity.

If an award is issued, the award recipient will receive the DCCP Messaging Manual and will be required to adhere to all relevant branding requirements identified therein, including style

guidelines (consistent with U.S. Department of State style guidelines), branding and logo information, and other important references and resources for DCCP partners.

Additional background information on CDP and its efforts can be found on:

<https://www.state.gov/bureaus-offices/deputy-secretary-of-state/bureau-of-cyberspace-and-digital-policy/>.

Attachments:

1. *Tab 1 ProCON Scope of Work Template*
2. *Tab 2 ProCON Global Project Logic Model Template*
3. *Tab 3 ProCON Global Performance Monitoring and Evaluation Plan Template*
4. *Tab 4 ProCON Global Detailed Budget Template*
5. *Tab 5 ProCON Global Budget Narrative Template*