



Population, Refugees, and Migration

U.S. DEPARTMENT *of* STATE

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

**FY 2024 Notice of Funding Opportunity for a Technical
Secretariat to Support the Los Angeles Declaration on
Migration and Protection**

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Basic Information

Funding Opportunity Number: DFOP0016743

Assistance Listings (CFDA) number:

19.522 - Overseas Refugee Assistance Programs for Strategic Global Priorities

Announcement issuance date: Monday, July, 08, 2024

Announcement type: Cooperative Agreement

Proposal application submission deadline: Friday, August, 09, 2024 at 11:59:59 p.m. (23:59:59) EDT. **Proposals submitted after this deadline will not be considered.**

Anticipated timeframe to award for selected proposals: Pending the availability of funds, PRM anticipates, but makes no guarantee, that awards will be made less than **two** months from the proposal submission deadline.

Advisory: All applicants must submit proposal application packages through the website Grants.gov. PRM strongly recommends submitting your application packages 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 strongly recommends application narratives be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations when transmitted. Tables and budget documents should be submitted as Excel documents. Page limits are strictly adhered to, and PRM

will not review pages of the narrative beyond the stated limit, which may negatively impact the proposal's score. All documents must be in English, should avoid the use of jargon, and spell out all acronyms upon first use.

Organizations can retrieve [PRM's-recommended templates and NGO guidelines on PRM's website](#) and in this opportunity's grants.gov page.

Program Description

Summary

This announcement is designed to accompany PRM's [General NGO Guidelines](#), which contain additional information on PRM's priorities and NGO funding strategy with which selected organizations must comply, unless otherwise specified in this notice of funding opportunity. Please use both the [General NGO Guidelines](#) and this announcement to ensure that your submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's priorities. Submissions that do not reflect the requirements outlined in these guidelines will not be considered. Where there is differing guidance, instructions in this NOFO announcement supersede any divergent guidance in the NGO Guidelines. The Bureau of Population, Refugees, and Migration is seeking proposals from organizations from North, Central and South America as well as the Caribbean to create a technical secretariat to support the implementation of the [Los Angeles Declaration on Migration and Protection](#), a hemispheric international forum that promotes safe, orderly, and humane migration and access to protection in the Western Hemisphere. Implementation includes supporting meetings of the Declaration and working groups (known as Action Package Committees), tracking work completed on governments' commitments, advancing work with key stakeholders, and other work as defined below.

Overview of the Los Angeles Declaration on Migration and Protection

The [Los Angeles Declaration on Migration and Protection](#) (the Declaration) was launched at the Ninth Summit of the Americas in Los Angeles, California, in June 2022. The Declaration provides the only hemisphere-wide forum to mobilize the entire region around bold actions to collectively manage irregular migration and forced displacement in the Americas. It is organized around four key pillars:

- Pillar I: Promoting Stability and Assistance for Communities of Destination, Origin, Transit, and Return;
- Pillar II: Promoting Regular Pathways for Migration and International Protection;
- Pillar III: Promoting Humane Migration Management; and
- Pillar IV: Promoting a Coordinated Emergency Response.

Role of a Technical Secretariat

The coordination mechanism for the Declaration process will comprise a rotating government chair and a technical secretariat, which will facilitate joint action across Declaration-endorsing countries and develop a public-private partnership. The secretariat will leverage the combined resources of the public and private participants to provide a forum for regular, high-level engagement among states and key stakeholders – international organizations, civil society, academia, multilateral development banks, subnational entities, private sector, and philanthropy – to create a comprehensive response to irregular migration and forced displacement.

The secretariat will advance the development of a comprehensive and collaborative response to migration and protection in the Americas by:

- combining existing processes with a new, dynamic public-private space that enables collaborative discussion;
- tracks decisions made by the endorsing countries and implements those through action plans, and;

- leverages state-to-state engagement in setting policy agendas for each rotating country chair.

The secretariat's responsibilities include knowledge management, logistics, and the coordination of in-person and virtual meetings. It will provide support and assistance during the meetings and behind the scenes, drawing on their subject matter expertise to provide briefing materials and discussion papers. The technical secretariat functions include:

- organizing and coordinating Declaration meetings to include, but not limited to, ministerial meetings, special coordinators' meetings, action package committee (working group) meetings, and stakeholder consultations;
- tracking and supporting implementation of states' commitments, including the work of the action package committees;
- promoting coherence across the action package committees and ensuring their alignment to the priorities of endorsing countries;
- advancing engagement with key stakeholders (international organizations, civil society, multilateral development banks, subnational entities, private sector, academia, and philanthropy);
- promoting coherence on Declaration actions/priorities and those of relevant regional and global migration and refugee fora;
- supporting and updating the Declaration website content, in coordination with the website host, and managing external communications in the four languages of the Declaration (English, Spanish, Portuguese, Haitian Creole/French);
- integrating new states into the Declaration framework and action package committees; and
- other duties, including providing technical guidance and support, as requested and feasible.

Geographic Regions / Populations

Proposed activities must be focused on supporting populations in the Americas with a focus on humanitarian diplomacy through the Los Angeles Declaration on Migration and Protection. The secretariat should reflect stakeholders from throughout the Americas – North America, South America, and the Caribbean.

Program area (For PRM Use)

Proposals must align with one or more of the following program areas.

- Humanitarian Diplomacy

Program Indicators

Note: In order to ensure greater accountability **the following standard PRM indicators are required** in addition to any applicable PRM Capacity Strengthening indicators and the applicants' own custom indicators.

- **PRM-1. Number of individuals directly reached through PRM funding (Output):**
For the purposes of this NOFO, this indicator should include all expected meeting participants and any other stakeholders that will directly participate in the proposed activities under the "Non-PoC" category.
- **PRM-2. Amount of PRM humanitarian funding distributed to local, national, or refugee-led organizations (in USD) (Output):** Please include this indicator even if the value is zero. In such cases, both the target and any reported actuals will be listed as zero and this will not affect application scoring.

Number of Proposal Applications

Organizations may submit a maximum of one application. 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.)

Federal Award Information

- A. Proposed program start date:** October 01, 2024
- B. Duration of Activity:** Applicants may submit multi-year proposals with activities and budgets that do not exceed 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 proposal and will be contingent upon available funding, effective performance, and continuing need. In funding a program for 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.

Period of Performance:

- C.** PRM will consider programs comprising one-year (12-month) cycles for a period not to exceed three years (36 months).
- D. Funding Limits:** Program proposals must fall within the funding floor and the funding ceiling **per year** or they will be disqualified.
 - **Funding floor per year (lowest \$ value):** \$0
 - **Funding ceiling per year (highest \$ value):** \$250,000 (up to \$500,000 for the first year)

Note: Funding ceilings and floors pertain to the PRM cost per year.

- E. Anticipated Number of Awards:** PRM anticipates, but cannot guarantee, to fund one award through this announcement.
- F. Anticipated Amount to be Awarded Total:** PRM anticipates, but cannot guarantee, to award up to \$1,000,000 through this NOFO.

Eligibility Information

Eligible Applicants:

- i. An organization or consortium of organizations of the following eligible applicants:
 - a. Nonprofits having a 501(c)(3) status with the IRS (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status),
 - b. Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile),
 - c. For-profit organizations or businesses; and/or
 - d. International Organizations. International multilateral organizations, such as United Nations agencies, should **not** submit proposals through Grants.gov in response to this NOFO. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) before the closing date of the funding announcement.

Cost Sharing or Matching:

Cost sharing, matching, or cost participation is a requirement of an application in response to this funding announcement. The organization selected will be responsible for securing funding to support secretariat functions dedicated to efforts under law enforcement, deportations or repatriations, and any other

effort not directly related to the needs of refugees and vulnerable migrants. The funding provided through this announcement may only be used to support activities directly impacting refugees and vulnerable migrants.

While the Los Angeles Declaration contains additional lines of effort to include broad migration management, the following efforts may NOT be supported by the funding of this award:*

coordination on law enforcement, including promoting coherence on information sharing and cooperation, investigations, and supporting judicial actions and/or prosecutions; and

- coordination on aligning visa requirements and travel standards among countries.

***This list is non-exhaustive and organizations should consult PRM for further guidance.**

Proposals for consideration should describe the sources and amounts of additional funding that may be 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, Budget Detail, and Budget Narrative of the proposal, and separated from the PRM share of the proposed budget.

Note: Inclusion of other funding sources will not result in a competitive ranking increase during the evaluation.

Funding to commercial firms or for-profit organizations: The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. 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 Part 31.

Program income is defined as gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.¹ Program income earned by the recipient may be:

- added to the total of the amount of this award, including the **required cost sharing or matching, and use it to further eligible project objectives;**
- used to meet the Recipient's cost sharing or matching requirement; OR
- **deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.**

For-profit organizations must include a statement in the application budget narrative stating that they agree to forgo profit, and describing how they will handle any program income earned.

Other

Proposals must include a concrete implementation plan with clear objectives and indicators that have established baselines and are specific, measurable, achievable,

¹ 2 CFR 200.1: *Program income* means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in [§ 200.307\(f\)](#). (See the definition of *period of performance* in this section.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also [§ 200.407](#). See also [35 U.S.C. 200–212](#) “Disposition of Rights in Educational Awards” applies to inventions made under Federal awards.

relevant, and time-bound (SMART). Objectives should be clearly linked to the [Los Angeles Declaration on Migration and Protection](#) and its pillars.

Proposals must adhere to relevant international standards for humanitarian assistance, including [Sphere Standards](#). See PRM's [General NGO Guidelines](#) for a complete list of sector-specific standards.

Application and Submission Instructions

- A. Where to Request Application Package:** Application packages may be downloaded from the website www.Grants.gov.
- B. Consortia:** Organizations may apply to this call as part of a consortia; however, one organization must be designated as the lead applicant. We strongly encourage applicants to consider applying as a consortium with organizations from around the Americas.

For purposes of consortia applying for PRM funding, PRM's considers a consortium to be a group of at least three organizations that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an activity beyond the resources of any one member. PRM may request to review and approve of substantive provisions of proposed sub-awards. Applicants may form consortia to bring together organizations with varied expertise to propose a comprehensive program in one proposal. The consortium arrangement may allow for greater geographic coverage, inclusion of technical and sectoral strengths from multiple organizations, increased inclusion of local and national organizations, and/or the potential of much greater impact through collaboration.

Submissions by organizations as part of a consortium do not count toward an organization's individual submission limit. Proposals from a consortium should include a description of how it will be organized, how lines of authority and

decision-making will be managed across all team members, and how the lead applicant and associate awardees will interact. The prime applicant will be responsible for overall implementation of the proposed program activities, preparation/presentation of annual work plans, monitoring and evaluation planning, and required reporting to PRM. The prime applicant should designate a single individual as the liaison with PRM, although PRM reserves the right to communicate with sub-grantees.

- C. Content and Form of Application:** Organizations may submit only one proposal. Any subsequent submissions will be disqualified. PRM strongly recommends using the proposal and budget templates that are available on [PRM's website](#).

Multi-Year Proposals:

Applicants proposing multi-year programs should adhere to the following guidance:

- Applicants may submit proposals that include multi-year strategies presented in one-year (12-month) cycles for a period not to exceed three years (36 months) from the proposed start date.
- Fully developed programs with detailed budgets, objectives and indicators are required for each year of activities.
- Applicants should use PRM's recommended multi-year proposal template for the first year of a multi-year application.
- Multi-year funding applicants may use PRM's budget templates, and must disaggregate budget by year, per year, and for each program year. Multi-year proposal narratives and budgets can be updated yearly upon submission of new noncompeting single year proposal narrative template with an updated budget.

- **Page limits:** multi-year proposals using PRM's multi-year template must not exceed 17 pages in length (Times New Roman or Calibri 12-point font, letter sized paper, one-inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 15 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal but are not required to do so. These attachments do not count toward the page limit total. However annexes cannot be relied upon as a key source of program information. The proposal narrative must be able to stand on its own in the application process.
 - PRM strongly recommends application narratives be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations. Tables and budget documents should be submitted as Excel documents.
 - Page limits are strictly adhered to, and PRM will not review pages of the narrative beyond the stated limit, which may negatively impact the proposal's score.
 - All documents must be in English and should avoid the use of jargon and should spell out all acronyms upon first use.
- Multi-year applications selected for funding by PRM will be funded in one-year (12-month) increments based on the proposal submitted in the initial application as approved by PRM. Continued funding after the initial 12-month award requires the submission of a non-competing single-year proposal narrative and will be contingent upon available funding, effective performance, and continuing need. Follow-on applications are submitted annually for years two and three of proposals through non-competed directed announcements for the continuation funding. Awardees should submit as early as possible after the directed announcement for continuation funding is issued. Late submissions will jeopardize continued funding.

Application Package

To be considered for PRM funding, organizations **must** submit a complete application package, including:

- a. Proposal Narrative not exceeding stated page limits.
- b. Indicator Table: Including all required PRM indicators and targets for each year (if multi-year).
- c. Completed Budget table including summary and detail tabs
 - **disaggregated by year and for each year** of the program period (for multi-year proposals).
 - Include total costs by objective and estimated costs by sector,
 - total costs divided by country (if applicable)
- d. Budget Narrative **disaggregated by year and for each year** of the program period.
- e. Completed and signed SF-424 and SF-424A. PRM requires that Box 21 of the SF-424 be checked.
 - If the applicant organization has an active registration in SAM.gov that was either created or updated on or after **February 2, 2019**, **then the applicant does NOT need to submit the SF-424B as they will be prompted to complete the representations and certifications in SAM.gov.**
- f. Risk Assessment and Security Plan.
- g. Protection from Sexual Exploitation and Abuse (PSEA) Code of Conduct

- Note: Codes of Conduct must be consistent with the updated [2019 IASC Task Force's Six Core Principles](#). The country/regional implementation plan should outline how employees are trained and otherwise made aware of the Code of Conduct, how violations of the Code of Conduct against program participants are reported and followed up on in a safe and confidential manner, how program participants are made aware of the Code of Conduct and a mechanism to report any violations, and whether there is a focal point in the country or regional office for the Code of Conduct.
- h. Key Personnel for award applicant and sub-recipient(s)
- Applicants must furnish names, titles, and brief biographical information on the education and experience of key personnel in implementing the program and key supervisory personnel (i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award).
- i. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable, or a *de minimis* rate calculation of Modified Total Direct Costs (MTDC) if the applicant is eligible and elects to use the *de minimis* rate.
- j. Most recent external audit report is required prior to issuance of an award, **if proposal is chosen for implementation.**
- k. Information in support of any cost-sharing/cost-matching arrangements, if applicable.
- l. Information detailing the source of any in-kind contributions, if applicable.
- m. Details on any sub-agreements associated with the program including the budget detail (must be part of the budget submission as noted above), if applicable.

Additionally, organizations **must** consider the following considerations as part of their proposal package:

- To be considered a competitive proposal, the Proposal Narrative, Indicator Table, and Budget Detail should include the following information:
 - Focus on outcome or impact indicators as much as possible. At a minimum, each objective should have one outcome or impact indicator.
 - Outline how the NGO will acknowledge PRM funding. If an organization believes that publicly acknowledging the receipt of USG funding for a particular PRM-funded program could potentially endanger the lives of the program participants and/or the organization staff, invite suspicion about the organization's motives, or alienate the organization from the population it is trying to help, it must provide a brief explanation in its proposal as to why it should be exempted from this requirement.
 - The budget should include a specific breakdown of funds being provided by UNHCR, other USG agencies, other donors, and your own organization.
 - For consortia only, 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 proposal.

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

Note: On April 4, 2022, the formerly used DUNS Number was replaced by the System for Award Management (SAM.gov) UEI. For more information on the process, visit [GSA's website on the UEI transition](#).

Each applicant is required to:

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

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

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

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

Do not wait until the deadline to attempt to submit your application on Grants.gov. Organizations not registered with Grants.gov should register well in advance of the deadline as it can take several weeks to finalize registration (sometimes longer for non-U.S. based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. PRM has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with Grants.gov, SAM.gov or UEI number issues. PRM partners must maintain an active SAM.gov registration with current and correct information at all times during which they

have an active federal award or an application under consideration by PRM or any federal agency.

When registering with [Grants.gov](https://www.grants.gov), organizations must designate points of contact and Authorized Organization Representatives (AORs). Please note that as of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove an NCAGE code from their sam.gov registration, the applicant should submit a help desk ticket (“incident”) with the [Federal Service Desk](#) (FSD) online to seek guidance on how to do so. Applicants experiencing technical difficulties with the SAM.gov registration process should contact the [Federal Service Desk](#) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).

Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization. Having proposals submitted by agency headquarters helps to avoid possible technical problems. If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726.

Applicants who are unable to submit applications via Grants.gov due to Grants.gov technical difficulties and.

- who have reported the problem to the Grants.gov help desk.
- received a case number.
- have completed UEI and SAM.gov registrations.
- and had a documented service request opened to research the problem.

Applicants may contact the PRM NGO Coordinator before the submission deadline to determine whether an alternative method of submission is

appropriate. However, PRM makes no guarantee to accept an application outside of the grants.gov system.

It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place or are experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.

In accordance with 2 CFR §200.113, Mandatory disclosures, the non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

F. Submission Dates and Times

- **Announcement issuance date:** Friday, July, 08, 2024
- **Proposal submission deadline:** Friday, August, 09, 2024 at 11:59:59 p.m. *EDT*. Applications submitted after this deadline will not be considered.

G. Intergovernmental Review: Not Applicable

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

I. Other Submission Requirements

- **Branding and Marking Strategy**

The following provisions will be included whenever assistance is awarded:

The Recipient shall recognize the U.S. Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

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

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

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

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, must be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

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

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

Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

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

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the non-Federal entity.

Application Review Information

PRM 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 and have submitted all required documents. 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.

Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the proposals based on the following criteria:

- Program Narrative (30)
- Objectives & Adherence to Principals of the Los Angeles Declaration (15)
- Monitoring & Evaluation Plan (10)
- Coordination Among Key Stakeholders and Other Regional Fora (15)
- Sustainability (5)
- Management and Past Performance (5)
- Risk Management (5)
- Budget/Budget Narrative (15)

PRM will conduct a formal competitive review of all proposals 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.

Department of State review panels may provide conditions and recommendations on applications to enhance the proposed program, which must be addressed by the applicant before further consideration of the award. To ensure effective use of limited PRM funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and program activities.

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

An 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;

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

Federal Award Administration Information

Federal Award Administration.

A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM actually 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.

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.

Reporting

Successful applicants will be required to submit:

- a. Program Reports:** PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program report is required within thirty (30) days following the end of each three-month period of performance during the validity period of the agreement. The final program report is due one hundred and twenty (120) days following the end of the agreement. The submission dates for program reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit a final program report at the end of each year that summarizes the NGO's performance during the previous year.

The Bureau suggests that NGOs receiving PRM funding use the PRM recommended program reporting template. The suggested PRM NGO reporting templates are designed to ease the reporting requirements while ensuring that all required elements are addressed.

- b. Financial Reports:** Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within one hundred and twenty (120) days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable negotiated indirect cost rate agreement (NICRA).

Reports reflecting expenditures for the recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in accordance with other award specific requirements. Detailed information pertaining to the

Federal Financial Report including due dates, instruction manuals and access forms, is provided on the [HHS/PMS website](#).

- c. **Audit Reports:** When a recipient-contracted audit is not required because the Federal award amount is less than the \$750,000 threshold, the Department may determine that an audit must be performed, and the audit report must be submitted to the responsible grants office(r) for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be charged either as an allowable direct cost to the award or included in the organizations established indirect costs in the award's detailed budget.

PRM Points of Contact

Applicants with technical questions related to this announcement should contact the PRM 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:** Neal Rose, RoseNM@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 [PRM NGO Coordinator](#).

Section 508

- (a) Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, charges the Architectural and Transportation Barriers Compliance Board (US Access Board) with developing

and promulgating standards address that access to information and communication technology (ICT) Accessibility Standards (36 CFR part 1194). Section 508 requires that when Federal agencies develop, procure, maintain, or use ICT. Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. These standards are part of the Federal Acquisition Regulation. The complete text of the Section 508 Final Provisions can be accessed at <https://www.access-board.gov/ict/>.

- (b) The Section 508 accessibility standards applicable to this contract or order are identified in the following paragraph. If it is determined by the Government that ICT supplies and services provided by the Contractor do not conform to the described accessibility standards in the contract, remediation of the supplies or services to the level of conformance specified in the contract will be the responsibility of the Contractor at its own expense.
- (c) The Section 508 standards applicable to this contract are: 1194.
- 205 WCAG 2.0 Level A & AA Success Criteria
- 302 Functional Performance Criteria
- 502 Inoperability with Assistive Technology

- 504 Authoring Tools
 - 602 Support Documentation
 - 603 Support Services
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- (d) In the event of a modification(s) to this contract or order, which adds new ICT supplies or services or revises the type of, or specifications for, supplies or services, the Contracting Officer may require that the contractor submit a completed Voluntary Product Accessibility Template (VPAT) 2.4 or greater, 508 revision (Rev 508) or another format approved by the Department, and any other additional information necessary to assist the Government in determining that the ICT supplies or services conform to Section 508 accessibility standards. If it is determined by the Government that ICT supplies and services provided by the Contractor do not conform to the described accessibility standards in the contract, remediation of the supplies or services to the level of conformance specified in the contract will be the responsibility of the Contractor at its own expense. Information about VPAT can be accessed at <https://www.itic.org/policy/accessibility/vpat>.
 - (e) If this is an Indefinite Delivery contract, a Blanket Purchase Agreement or a Basic Ordering Agreement, the task/delivery order requests that include ICT supplies or services will define the specifications and accessibility standards for the order. In those cases, the Contractor may be required to provide a completed VPAT and any other additional information necessary to assist the Government in determining that the ICT supplies or services conform to Section 508 accessibility standards.