

## **Tunis APS FY25**

Notice of Funding Opportunity (NOFO)

### ***Public Affairs Section Annual Program Statement (APS)***

U.S. Embassy Tunis, Department of State

Opportunity Number: PAS-TUNIS-FY2025

Application deadline(s): July 6, 2025, at 11:59 p.m. U.S. EDT

**This notice is subject to availability of funding.**

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**U.S Department of State**  
***Public Affairs Section (PAS), U.S. Embassy, Tunis***  
**Annual Program Statement**

## A. Basic Information

### 1. Overview

<b>Funding Opportunity Title</b>	Annual Program Statement (APS) for Fiscal Year 2025
<b>Funding Opportunity Number</b>	PAS-TUNIS-FY2025
<b>Announcement Type</b>	Initial funding opportunity announcement
<b>Deadline for Applications</b>	July 6, 2025
<b>Assistance Listing Number</b>	19.040
<b>Length of performance period</b>	Proposed program should ideally be planned for a period of 12 months but can be slightly shorter or longer depending on the nature of the program
<b>Number of awards anticipated</b>	Subject to the availability of funds
<b>Award amounts</b>	Awards may range from a minimum of \$10,000.00 to a maximum of \$200,000.00
<b>Total available funding</b>	Dependent on availability of funding
<b>Type of Funding</b>	FY25/26 Smith Mundt Public Diplomacy Funds
<b>Anticipated program start date</b>	<b>September-October 2025</b>

**Funding Instrument Type:** Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that Tunis PAS staff are more actively involved in the grant implementation (“substantial involvement”).

**Program Performance Period:** Proposed projects should be completed in 12 months.

PAS Tunis may entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. government.

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## **2. Executive Summary**

The Public Affairs Section at the U.S. Embassy in Tunis invites creative and engaging proposals for programs that strengthen ties between the United States and Tunisia, highlight shared values, and promote bilateral cooperation in ways that make America safer, stronger, and more prosperous. Please see Section C, Program Description for more information. This APS outlines our funding priorities and the strategic themes we will focus on in FY2025, and the procedures for submitting requests for funding. Based on availability of funding, PAS Tunis will award grants, fixed amount awards, or cooperative agreements between a minimum of \$10,000 and up to a maximum of \$200,000 (U.S. dollars) each for projects that advance the priorities outlined in this APS. Please carefully follow all instructions below. Proposals that fail to conform to the requirements outlined in this APS will not be considered.

## **B. Eligibility**

### **1. Eligible Applicants**

We encourage applications from the following entities registered in the United States or Tunisia, with at least two years of programming experience. (Proposals must include documentation demonstrating the applying organization's experience.)

- \*Not-for-profit organizations, including think tanks and civil society/non-governmental organizations;*
- \*Public and private educational institutions;*
- \*Non-profit or governmental educational institutions;*
- \*Governmental institutions; and*
- \*Individuals may also apply.*

### **2. Cost Sharing or Matching**

Under this NOFO, cost sharing is not required, but ideas for possible cost sharing are welcomed and encouraged.

### **3. Other Eligibility Requirements**

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration on SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

## **C. Program Description**

### **1. Goals and Objectives**

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All proposed programs must include an American element or a connection with American expert(s), organization(s), or institutions in ways that promote increased understanding of U.S. policies, perspectives, and society and/or celebrate U.S. culture and values. Proposals that include programming outside Greater Tunis or across multiple governorates and/or promote increased collaboration and networking among alumni of U.S. government programs are encouraged.

PAS Tunis invites creative and engaging proposals for programs that strengthen cultural, educational, professional, scientific, and business ties between the United States and Tunisia through programming that highlights shared values, strengthens people-to-people ties and institutional linkages, and promotes bilateral cooperation, and makes America safer, stronger, and more prosperous. Competitive proposals must focus on at least one grant priority area outlined below.

Examples of possible PD small grant proposals include, but are not limited to:

- Subject-matter expert, academic, and professional lectures, seminars, and speaker programs that include U.S. speakers/experts.
- Programs that strengthen relationships and linkages between U.S. and Tunisian higher education and cultural institutions.
- Educational, artistic, and cultural programs, including programs that strengthen English language teaching and learning, music, musical theater, dance workshops, master classes, and performances, live theatre performances, art exhibitions, and sports and culinary diplomacy initiatives that increase mutual understanding between the people of the United States and Tunisia.
- Programs, including podcasts, that promote economic empowerment, entrepreneurship, or that share U.S. experiences related to addressing community challenges, including the management of water or energy resources, waste management, urban design and planning, and preparing for and mitigating natural or human-caused disasters.
- Cultural heritage conservation and preservation programming, including through the use of new and immersive technologies, such as VR technology.

**(Note: This funding cannot be used to support construction-related activities. End note.)**

**Priority Program Areas and Strategic Themes:** Proposals must address at least one of the six priority areas outlined below:

- **ECONOMIC PROSPERITY AND ENTREPRENEURSHIP:** Initiatives that prioritize mutual prosperity, expand economic and commercial links between the United States and Tunisia, promote U.S. entrepreneurial values and practices, and that share best practices of successful U.S. business partnerships, startups, and investors with the aim of increasing economic opportunities for U.S. and Tunisian businesses and investors.

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- **INNOVATION AND COLLABORATION IN SCIENCE AND TECHNOLOGY:** Initiatives that promote collaboration and academic partnerships in STEM fields (science, technology, engineering, and mathematics), including cybersecurity, space, energy, water security, food security, smart agriculture, health technology, and artificial intelligence (AI) between U.S. and Tunisian academic and research institutions, non-governmental organizations, and private companies, as well as programs that promote interest in STEM education among young people.
- **EDUCATIONAL LINKAGES AND ENGLISH LANGUAGE:** Initiatives that expand collaboration and partnerships between U.S. and Tunisian higher education and research institutions through programs and professional and academic exchanges; programs to strengthen English language instruction in Tunisian universities and colleges; programs to expand the teaching of English in sign language and braille; and other programs that support and promote English language learning among Tunisian youth.
- **LEADERSHIP:** Initiatives that provide leadership training inspired by U.S. experiences, models, and best practices to Tunisian young people (high school and university students and young professionals) to help them become effective leaders in their communities and professional field of choice. Such training may include English language, public speaking and interpersonal communication, emotional intelligence, critical thinking and problem solving, financial literacy, goal-setting, and mental health management strategies.
- **MEGA DECADE OF SPORTS:** Programs that leverage the “Mega-Decade in Sports” in North America (2023-2034) when the United States will host the 2025 FIFA World Club Cup, the 2026 FIFA Men’s World Cup, the 2028 Summer Olympics and Paralympics in Los Angeles, and the 2034 Winter Olympics and Paralympics in Salt Lake City, in ways that strengthen people-to-people ties between the United States and Tunisia, promote American values and demonstrate American excellence and leadership in sports and tourism.
- **CELEBRATING AMERICAN EXCELLENCE AND U.S.-TUNISIAN ENDURING PARTNERSHIP:** Programs that
  - 1) celebrate U.S. scientific or sport prowess, innovation, economic dynamism, agricultural strength, and national parks and tourism during the 250th anniversary year of U.S. Independence;
  - 2) leverage people-to-people ties and promote the establishment of U.S-Tunisian institutional linkages through cultural diplomacy, including artistic and cultural workshops, performances, exhibitions, or other activities that celebrate American excellence in visual and performing arts, music, cultural heritage protection, and film during the 250<sup>th</sup> anniversary year of U.S. Independence and the 228<sup>th</sup> anniversary year of the 1797 treaty of friendship between the U.S. and Tunisia; AND/OR

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3) leverage people-to-people or institutional ties through sports or cultural diplomacy initiatives to increase awareness and understanding among broad elements of Tunisian society of the history and benefits of the over two centuries of U.S.-Tunisian friendship, trade, and security cooperation.

**In addition to the specific requirements listed above, all proposals must:**

1. Clearly indicate the primary grant priority area the program is focused on.
2. Clearly indicate the key public diplomacy audience(s) that will be targeted by the program and the key activities to be delivered through the program.
3. Identify the cities/districts in which activities will take place.
4. Identify specific outcomes to be achieved by the end of the grant period.
5. Clearly delineate how elements of the proposed program will have a multiplier effect and be sustainable beyond the life of the grant.
6. Provide a traditional and/or social media plan for marketing program activities and outcome, if applicable.
7. Identify any tools (surveys, beneficiary interviews, focus groups, etc.) that will be developed and used for Monitoring and Evaluation purposes.

### **Participants and Audiences:**

All proposals must focus on audiences in Tunisia. Proposals should describe both the primary and secondary audiences for the program, including age, sex, geographic location, and anticipated reach. Primary audiences are those that will participate directly in the program, and secondary audiences include those reached indirectly, for example, via traditional or social media.

Specific audiences that are considered a priority include:

- Youth and emerging young leaders (14-45 years old);
- Audiences outside the Greater Tunis area;
- Alumni of U.S. government-funded programs; and established opinion leaders, including but not limited to educators, academics, researchers, historians, media practitioners, policy makers, leaders of community and grassroots organizations, entrepreneurs and innovators, writers, artists, filmmakers, musicians, and other performing artists, etc.

### **The following types of programs are not eligible for funding:**

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;

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- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

Funding authority rests in the Smith-Mundt Act. The source of funding for this notice of funding opportunity (NOFO) is FY2025/2026 Smith Mundt Public Diplomacy Funding.

## **2. Substantial Involvement**

Substantial involvement may include input and involvement in developing specific activities as part of the project, review and approval of participants, project sites, and specific project content.

## **D. Application Contents and Format**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity;
- All documents are in English;
- All budgets are in U.S. dollars;
- All pages are numbered;
- All documents are formatted on 8 ½ x 11 paper; and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

### **1. Mandatory application forms**

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at grants.gov or the Embassy's website at <https://tn.usembassy.gov/education-culture/> under "Additional Resources."
- SF-424A (Budget Information for Non-Construction programs) at grants.gov or the Embassy's website at <https://tn.usembassy.gov/education-culture/> under "Additional Resources."
- SF-424B (Assurances for Non-Construction programs) at grants.gov or the Embassy's website at <https://tn.usembassy.gov/education-culture/> under "Additional Resources."  
(Note: The SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov.)



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## 2. Summary Page (optional)

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

## 3. Proposal (5 pages maximum)

The proposal should contain sufficient information such that anyone not familiar with it would understand exactly what the applicant wants to do. You may use the Embassy's recommended proposal template (<https://forms.office.com/g/OJfmkSWcht>) included with our APS package on [Grants.gov](https://www.grants.gov) or your own proposal format, but the proposal must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees. **(NOTE: If your proposal requires permission, collaboration, cooperation, and/or some form of approval from or partnership with a Tunisian governmental office to effectuate the project, you should obtain that permission and support prior to submitting your proposal so you can include the required letters of permission or agreement with your proposal. See #5 in this section. End Note.)**
- **Project Monitoring and Evaluation Plan:** Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Media Outreach Strategy:** Applicant's plan for using traditional and/or social media to raise awareness of the program and U.S. funding of it, recruit participants, and highlight program impact and benefits for Tunisians.

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- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

### **4. Budget Justification Narrative**

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

### **5. Attachments** (suggested examples):

- A single-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from project partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities. (Note: This includes letters of permission or agreement from relevant Tunisian authorities if the implementation of the proposed program and/or activity requires approval from a Tunisian government office or institution. If you have questions about your proposal, please contact PAS Tunis at: [PASTunisSmallGrants@state.gov](mailto:PASTunisSmallGrants@state.gov))

## **E. Submission Requirements and Deadlines**

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

Required application forms mentioned in this APS are available at [grants.gov](https://grants.gov) or on the Embassy's website at

<https://tn.usembassy.gov/notice-of-funding-opportunity-public-affairs-section-annual-program-statement-aps/>

### **2. Department of State Contacts**

If you have any questions about the grant application process, please contact:

[PASTunisSmallGrants@state.gov](mailto:PASTunisSmallGrants@state.gov)

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## ***3. Unique entity identifier and System for Award Management (SAM.gov)***

**Required Registrations:** All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the 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.

An applicant must maintain an active registration while it has a proposal under review by the Department of State and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this notice of funding opportunity (NOFO).

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

***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.***

- 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 prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **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 Commercial and Government Entity (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 at [www.fsd.gov](http://www.fsd.gov) using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

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Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

NCAGE Code Request Tool (nato.int)

## Exemptions

An exemption from the UEI and SAM.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](#) for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in 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.

## 4. Submission Dates and Times

Proposal applications may be submitted at any time before the closing date of **July 6, 2025 at 11:59 p.m. U.S. EDT**. Applications received after the deadline will not be considered.

*Notifications regarding funding decisions will be sent to applicants no later than **August 6, 2025** subject to confirmation of the availability of funds.*

## 5. Funding Restrictions

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

- ii. Certification Regarding Compliance with applicable Federal anti-discrimination laws.

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None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

By signing the SF-424 or SF-424I Application for Federal Assistance, the Applicant certifies the following:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
  - 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws.
- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

**Please follow all instructions carefully.** Proposals that do not meet the requirements of this announcement will not be considered.

### **6. Other Submission Requirements**

All application materials must be submitted by email to [PASTunisSmallGrants@state.gov](mailto:PASTunisSmallGrants@state.gov)

## **F. Application Review Information**

### **1. Review Criteria**

Each application will be evaluated and rated based on the evaluation criteria outlined below.

- **Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how program activities will be carried out and the required American component. The proposal includes a reasonable implementation timeline.
- **Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

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- **Program Planning/Ability to Achieve Objectives – 20 points:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.
- **Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- **Monitoring and evaluation plan and media/public outreach strategy – 15 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured. The program includes a media/public outreach strategy raising awareness of the program, its impact, and U.S. government funding of it.
- **Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

## **2. Review and Selection Process**

A review committee will evaluate all eligible applications.

## **3. Risk Review**

### **i. Risk factors**

Under the merit review as required by 2 CFR § 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements
- f. Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

### **ii. Responsibility/Qualification Information in SAM.gov**

The Federal awarding agency, 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 (see 41 U.S.C. 2313);

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An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by § 200.206 the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

### G. Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State and PAS Tunis have no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State and PAS Tunis.

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.

**Unsuccessful applicants:** Unsuccessful applicants will be notified by August 6, 2025 via email.

#### **Payment Method:**

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

### H. Post-Award Requirements and Administration

#### 1. Administrative and National Policy Requirements

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:

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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: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
  - 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 pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- [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](#)

## 2. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.



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*Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.*

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide PAS Tunis on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

**Foreign Assistance Data Review:** 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.

### I. Other Information

#### Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

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Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

“Cost Sharing”: Refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds under this NOFO cannot be used for alcoholic beverages.