



**United States Department of State
U.S. Embassy in Hanoi
Notice of Funding Opportunity (NOFO):
YSEALI Economic Engagement in ASEAN Regional Workshop**

This is the initial announcement of this funding opportunity.

Application Deadline: February 28, 2017

A. PROJECT DESCRIPTION

The Public Affairs Section of the U.S. Embassy in Hanoi announces an open competition for a cooperative agreement to develop and implement a six-day workshop (inclusive of arrival and departure days) in Hanoi on Economic Engagement in ASEAN for the Young Southeast Asian Leaders Initiative (YSEALI), pending the availability of funds.

The YSEALI Economic Engagement in ASEAN will bring together 80 YSEALI members from across ASEAN countries who have economic or business backgrounds and leadership potential. The workshop will enable participants to study about the newly established ASEAN Economic Community, the trade relations among ASEAN countries and with the U.S. through presentations, case studies and simulation that follow the model of the ASEAN Summit. Also included are leadership and other soft skills training, for example: on advocacy, negotiation, personal branding, which are core soft skills YSEALI members need to become successful economic and business leaders. Additionally, participants will have a chance to join cultural activities, company visits and other site visits that reflect ASEAN culture immersion and U.S.-ASEAN business relations.

YSEALI (<https://asean.usmission.gov/yseali/>) is the U.S. government's signature initiative to engage with emerging leaders in Southeast Asia. The program aims to create a network of young Southeast Asian leaders who work across national borders to solve common problems. The YSEALI Economic Engagement in ASEAN workshop will be one of several events whose topic cuts across the four pillars of YSEALI – environment and natural resources management, economic development, civic engagement, and education.

The YSEALI workshop on Economic Engagement in ASEAN should have a particular focus on:

***Content:**

- Basic understanding and future of the ASEAN Economic Community
- The trade relations among ASEAN countries and with the U.S.
- Economic problems in ASEAN countries related to environmental and social issues
- Role of youth and what they can do to help solve the problems
- How economists and business people can influence policy



- Corporate social responsibility
- Soft skills training
- Cultural bonding/networking activities

***Methodology:**

- Panel discussions
- Speaker and student presentations
- Simulation of ASEAN summit with concrete scenario
- Case studies and group projects

Objective: The workshop will challenge and inspire the 80 participants to learn about and promote economic relations among ASEAN countries and with the United States, working together to develop possible solutions to economic problems in light of environmental and social issues.

Audience: 80 registered YSEALI members who have economic, trade or business backgrounds, or are active or aspiring entrepreneurs. The Recipient will carry out the recruitment of the YSEALI members as described below. Participants will have strong leadership potential and are aged between 18-25 from the ten member countries of the Association of Southeast Asian Nations (ASEAN): Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam. Participants should also show interest in becoming socially active in effecting change in their home communities and will be asked to outline a national or regional policy that the business community would like to shape or influence and draft a strategic plan for how to effectively lobby for that change. U.S. embassies will advertise the opportunity to registered YSEALI members. Selection of final participants will be made by the Recipient in consultation with the U.S. embassies in each of the 10 ASEAN member countries.

Timeline: The proposed time for the workshop is the first week of August 2017; arrival in Hanoi, Vietnam on July 31, workshop August 1 – 4; departure on August 5.

Program Content Development and Meeting Coordination: Working closely with U.S. Embassy in Hanoi and the U.S. Department of State's Bureau of East Asian and Pacific Affairs Office of Public Diplomacy, the Recipient shall develop a robust program for the workshop, schedule the event for a mutually agreed upon location in Vietnam, manage the application process for participants, develop the agenda and content for each of the sessions, recruit speakers, manage all travel logistics for participants and speakers, and generate content for social media and other publicity.

Organizations (see C. Eligibility Information) are invited to submit a proposal that describes how each of the following activities will be administered:

- **Design and implement a workshop** to be held in Hanoi, Vietnam on July 31-August 5, 2017 (inclusive of travel dates). The workshop design must include:



- The overall framework in which the workshop will be structured (e.g. specific ASEAN Economic Community topics).
 - The content that will be delivered, to discuss pressing issues related to and means of addressing ASEAN Economic Community topics. Course content should draw on examples from ASEAN countries, the U.S.-ASEAN relationship, shared problems linked to sustainable economic development, booming industry, challenges and prospect of the ASEAN Economic Community.
 - Daily activities to show how and where learning will take place. Site visits nearby Hanoi that are crucial to the understanding of economic relations in ASEAN and its partners should be included.
 - Presenters and participants should be encouraged and have opportunities to network with each other to develop collaborative relationships that will persist after the workshop's conclusion.
 - The type of expertise the organization is able to engage and bring in for the workshop. This includes guest speakers, workshop facilitators or mentors who are economists, policy experts, or professionals with knowledge of other relevant issues including ASEAN Economic Community, ASEAN economic relations, environmental and social problems related to economic development in ASEAN countries, etc. from Hanoi, the region and the United States.
 - A cultural component that promotes the unity of ASEAN, and the United States as a partner in ASEAN's efforts, such as an ASEAN or Hanoian cultural appreciation event, or an excursion to a local community organization in which participants perform service work.
 - The workshop must also contain a follow-on component requiring the workshop participants to implement projects or share lessons learned with governments, business development institutions, community organizations, or youth groups upon their return home.
- **Management of the participant recruitment, application and selection process** to include an online application form.
 - **Creation and implementation of a logistics and administrative plan** showing how the cooperative agreement funds will be used for the entire workshop, including scheduling, venue rental, flights and transportation, lodging, and meals for all participants, presenters and staff.
 - **Monitor follow-on activities** that participants implement after the workshop has concluded.
 - **Design of a digital engagement strategy** for outreach, publicity and engagement, in collaboration with social media managers from U.S. Embassy in Hanoi and the U.S. Mission to ASEAN.



- **Design and printing** of syllabus material (e.g. activity sheets, suggested readings, biographies of speakers and mentors, schedule of activities, etc.), banners, backdrops and other printed materials. Printed materials must carry the YSEALI logo and US-ASEAN 40th Anniversary logo, and must comply with other branding requirements as described in the cooperative agreement, including branding with the U.S flag.
- **Design and development of an evaluation report** that highlights the learning of participants after the workshop (e.g. before-and-after surveys, feedback sessions, interviews, etc.).
- **Provision of mid-term and final reports**

Before submitting a proposal, all applicants are strongly encouraged to consult with the Grants Officer in PAS Hanoi, Marcia S. Anglarill: hanoigrants@state.gov

Only one application per institute is permitted.

All related documents (required forms, etc.) can be found at:

<http://www.grants.gov/web/grants/view-opportunity.html?oppId=291166>

B. FEDERAL AWARD INFORMATION

U.S. Embassy in Hanoi anticipates having approximately \$250,000 in Fiscal Year 2017 Public Diplomacy funding available to support one successful application submitted in response to this NOFO, subject to the availability of funding.

U.S. Embassy in Hanoi U.S. Embassy in Hanoi may issue one or more awards resulting from this NOFO to the applicant(s) whose application(s) conforming to this NOFO are the most responsive to the objectives set forth in this NOFO. The U.S. government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The U.S. government may make award(s) on the basis of 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 not under obligation to do so), however, to enter into 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.

Applications should request no more than \$250,000. Applicants should include an anticipated start date on or about **March 6, 2017** and the period of performance should be 12 months.



U.S. Embassy in Hanoi anticipates awarding a cooperative agreement, and expects to be substantially involved during the implementation of the cooperative agreement. Examples of substantial involvement can include:

- 1) Approval of the Recipient's work plans, including: planned activities, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the cooperative agreement;
- 2) Approval of sub-award Recipients, concurrence on the substantive provisions of the sub-awards, and coordination with other cooperating agencies;
- 3) Selection of program participants;
- 4) Other approvals that will be included in the award agreement.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

U.S. Embassy in Hanoi welcomes applications from U.S.-based and foreign non-profit organizations / nongovernment organizations (NGO); and U.S. and foreign private, public, or state institutions of higher education. For-profit are not eligible to apply. Successful applicants will demonstrate strong linkages with a Vietnam-based partner organization.

C.2 Cost Sharing

Providing cost sharing is not a requirement for this NOFO.

C.3 Other

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)(www.sam.gov) 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 listed on the Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Address to Request Application Package

Applicants can find application forms, kits, or other materials needed to apply on www.grants.gov and on the U.S. Embassy in Hanoi [website](#) under the announcement title "YSEALI Regional Workshop on Economic Engagement in ASEAN" funding opportunity number 17-VNM-NOFO-01. Please contact the point of contact listed in section G if requesting



reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

D.2 Content and Form of Application Submission

For all application documents, please ensure:

- 1) All documents are in English and all costs are in U.S. dollars. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- 2) All pages are numbered, including budgets and attachments;
- 3) All documents are formatted to 8 ½ x 11 paper; and,
- 4) All documents are single-spaced, 12 point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10 point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width.

Complete applications must include the following:

1. Completed and signed SF-424, SF-424A, and SF-424B, as directed on Grants.gov; completed and signed SF-LLL, “Disclosure of Lobbying Activities”(if applicable) (which can be found with the solicitation on Grants.gov); and your organization’s most recent audit (single program audit, if applicable, or standard audit).
2. Table of Contents (not to exceed one [1] page in Microsoft Word) that includes a page numbered contents page, including any attachments.
3. Executive Summary (not to exceed two [2] pages in Microsoft Word) that includes:
 - a) Name and contact information for the project’s main point of contact;
 - b) The total amount of funding requested and project length; and
 - c) A statement of work or synopsis of the project, including a concise breakdown of the project’s objectives, activities, and expected results.
4. Proposal Narrative (not to exceed ten [10] pages in Microsoft Word). Please note the ten page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative in one file).



5. Detailed Line-Item Budget (in Microsoft Excel) that includes three [3] columns including the request to U.S. Embassy Vietnam, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424A as a sample). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the excel workbook.
6. Budget Narrative (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, U.S. Embassy in Hanoi recommends applicants order the budget narrative as presented in the detailed budget.

Note:

Personnel costs

Personnel costs should include a clarification of the roles and responsibilities of key staff, base salary, and percentage of time devoted to the project. The budget narrative should provide additional information that might not be readily apparent in the detailed-line item budget, not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel.

Conference and Travel Arrangements

The Recipient will arrange for and use grant funding for conference space for approximately 80 attendees, as well as audio-visual equipment, signage, participant materials, marketing, registration, coffee breaks and lunch. The Recipient shall use grant funding to make reservations and purchase economy-class airline tickets and hotel rooms for experts from the region, if appropriate. Additional experts may be invited to participate in the conference. Since grant funding may not be sufficient to cover the travel of all experts, the invited experts could be self-funded, or funded through other donors or cost share. The Recipient will purchase the tickets at reasonable and cost-effective prices in accordance with Fly America Act regulations. The Recipient shall provide the tickets and/or other travel documents (travel itineraries and meeting schedules) to the traveler no later than five days prior to the start of travel. The Recipient will make arrangements and use grant funding to cover ground transportation on an as-needed basis.

7. Attachments:
 - a) Information about the team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's organization and in the team.
 - b) Description of experience in and/or ties with organizations in other Southeast Asian countries, or international expertise, and a description of prior experience in similar programming.
 - c) Monitoring and Evaluation Plan



- d) Timeline of the overall proposal. Components should include activities, evaluation efforts, and project closeout.
 - e) Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. Letters of support and MOUs must be specific to the projects implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.
8. If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a .pdf file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves sub-awards to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file. If your organization does not have a NICRA per 2 CFR 200. 414(f) the organization can elect to charge the de minimis rate of 10% of the modified total direct costs as defined in 2 CFR 200.68. The budget narrative should indicate what costs will be covered using the 10% de minimis rate.

Please note: U.S. Embassy in Hanoi retains the right to ask for additional documents not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the U.S. State Department Review Panel will review the first page of the requested section up to the page limit and no further.

Additional information that successful applicants must submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- 1) Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel;
- 2) Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award.

D.3 Unique Entity Identifier and System for Award Management (SAM)

Applicants must have an active registration in SAM (www.sam.gov) prior to submitting an application, must prove a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number, and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by the U.S. government.

The Unique Entity Identifier (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. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM as the central repository to facilitate applicant and



recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in SAM.

SAM 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 and to also maintain its active registration in SAM.

No entity listed on the Excluded Parties List System in SAM is eligible for any assistance or can participate in any activities in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235).

U.S. Embassy in Hanoi may not make a Federal award 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 U.S. Embassy in Hanoi is ready to make an award, U.S. Embassy in Hanoi may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

An exemption from this requirement may be permitted on a case-by-case basis if:

1. An applicant is a foreign organization located outside of the U.S., does not currently have a UEI, and the Department determines that acquiring one is impractical given the geographic location; or
2. If the applicant's identity must be protected due to possible endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.

D.4 Submission Dates and Times

Applications are due no later than 11:30 p.m. Eastern Standard Time (EST), on February 28, 2017 by email to hanoigrants@state.gov (cc Nguyentt1@state.gov) under the announcement title “YSEALI Economic Engagement in ASEAN Regional Workshop” funding opportunity number 17-VNM-NOFO-01. Please attach proposals and required forms in Microsoft Word or .pdf format to an email with “YSEALI Economic Engagement in ASEAN workshop Proposal_Your Organization’s Name” in the subject line.

Submission via email will 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 unless the U.S. Embassy in Hanoi point of contact listed in section G is contacted prior to the deadline and is provided with evidence of system errors outside of the applicants' control and is the sole reason



for a late submission. Applicants should not expect a notification upon U.S. Embassy in Hanoi receiving their application.

If ultimately provided with a notification of intent to make a Federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

D.5 Funding Restrictions

U.S. Embassy in Hanoi will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Federal awards generally will not allow reimbursement of pre-Federal award costs; however, the grants officer may approve pre awards cost on a case by case basis. Generally, construction costs are not allowed under U.S. Embassy in Hanoi awards.

D.6 Other

All application submissions must be emailed to hanoigrants@state.gov.

It is the responsibility of the applicant to ensure that an application has been received in its entirety. U.S. Embassy in Hanoi bears no responsibility for applications not received before the due date or for data errors resulting from transmission.

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 solicitation and these instructions.

E. APPLICATION REVIEW INFORMATION

E.1 Criteria

Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

Quality of Project Idea

Applications should be responsive to the NOFO, appropriate in the regional context, and should exhibit originality, substance, precision, and relevance to the stated mission.

Project Planning/Ability to Achieve Objectives



A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. A comprehensive monthly work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable results-focused and achievable in a reasonable time frame. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, U.S. Embassy in Hanoi strongly encourages applicants to submit letters of support from proposed in-country partners. Additionally, applicants should describe the division of labor among the direct applicant and any local partners. If applicable, applications should identify target areas for activities, target participant groups or selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details. In particularly challenging operating environments, applications should include contingency plans for overcoming potential difficulties in executing the original work plan and address any operational or programmatic security concerns and how they will be addressed.

Institution's Record and Capacity

U.S. Embassy in Hanoi will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

Cost Effectiveness

U.S. Embassy in Hanoi strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, cost-sharing, or other examples of leveraging other resources are not required and do not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets however should have low and/or reasonable overhead and administration costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, U.S. Embassy Vietnam's contribution may be reduced in proportion to the recipient's contribution.

Multiplier Effect/Sustainability

Applications should clearly delineate how elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact



beyond the direct beneficiaries of the grant. A strong sustainability plan may include demonstrating continuing impact beyond the life of a project.

Project Monitoring and Evaluation

Complete applications will include a detailed plan (both a narrative and table) of how the project's progress and impact will be monitored and evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and results (intended and unintended) of a project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities. The quality of the M&E plan will be judged on the narrative explaining how both monitoring and evaluation will be carried out, who will be responsible for those related activities. The M&E plan will also be rated on the M&E performance indicator table. The output and outcome-based performance indicators should not only be separated by project objectives but also should match the objectives, outcomes, and outputs detailed in the logic model. Performance indicators should be clearly defined (i.e., explained how the indicators will be measured and reported) either within the table or with a separate Performance Indicator Reference Sheet (PIRS). For each performance indicator, the table should also include baselines and yearly and cumulative targets, data collection tools, data sources, types of data disaggregation, and frequency of monitoring and evaluation; There should also be metrics to capture how project activities target the most at risk and vulnerable populations or addresses their concerns, where applicable.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

U.S. Embassy in Hanoi will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter via email requesting that 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 panel's conditions and recommendations, being registered in required systems, and completing and providing any additional documentation requested by U.S. Embassy Vietnam. Final approval is also contingent on final review and approval by the U.S. Embassy Vietnam's warranted grants officer.

The notice of Federal award signed by the U.S. Embassy Vietnam's warranted grants officers is the sole authorizing document. If awarded, the notice of Federal award will be provided to the applicant's designated Authorizing Official via email to be counter-signed.

F.2 Administrative and National Policy Requirements



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 (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) 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.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf>.

F.3 Reporting

Applicants should be aware that U.S. Embassy in Hanoi awards will require regular financial and progress reporting. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The progress reports must include page one (signed and completed) of the SF-PPR (Performance and Progress Report) and a narrative attachment to the SF-PPR as described below; and the SF-PPR-B: Project Indicators (or other mutually agreed upon format approved by the grants officer) for the indicators.

Narrative progress reports should reflect the focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) Statement. An assessment of the overall project's impact should be included in each progress report. Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited);
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;
- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;



- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- Reasons why established goals were not met;
- Data for the required indicator(s) for the reporting period as well as aggregate data by fiscal year using the SF-PPR-B: Project Indicators or other mutually agreed upon format approved by the Grants Officer. Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

A final narrative and financial report must also be submitted within 90 days after the expiration of the award.

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.

U.S. Embassy in Hanoi reserves the right to request any additional programmatic and/or financial project information during the award period.

G. CONTACT INFORMATION

Please contact Marcia S. Anglarill (anglarillms@state.gov), Trang Nguyen (Nguyentt1@state.gov) and Quynh Ngo (NgoQD@state.gov) in PAS Hanoi for any questions related to this announcement.

H. OTHER INFORMATION

Applicants should be aware that U.S. Embassy in Hanoi 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 U.S. Embassy in Hanoi 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 U.S. Embassy in Hanoi representative. Explanatory information provided by U.S. Embassy in Hanoi that contradicts this language will not be binding. Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. U.S. Embassy in Hanoi reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

This NOFO will appear on www.grants.gov and [U.S. Embassy in Hanoi's website](#).