



Notice of Funding Opportunity (NOFO)

Operation and Management of the Edward M. Kennedy Center

Dhaka, Department of State

Opportunity number: PD-DHAKA-NOFO-FY2026- 02

Application deadline: June 30, 2026

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**U.S Department of State
U.S Embassy- Dhaka, Public Diplomacy Section
Notice of Funding Opportunity**

A. BASIC INFORMATION

1. Overview

Funding Opportunity Title	Operation and Management of the Edward M. Kennedy Center
Funding Opportunity Number	PD-DHAKA-NOFO-FY2026- 02
Announcement Type	Cooperative Agreement
Deadline for Applications	June 30, 2026 11:59 p.m., Bangladesh Standard Time (BST).
Assistance Listing Number	19.040
Length of performance period	12 months
Number of awards anticipated	One award
Award amounts	Minimum of \$450,000 to a maximum of \$550,000 (approximately)
Total available funding	\$550,000 pending availability of funds
Type of Funding	FY26 Smith Mundt Public Diplomacy Funds
Anticipated project start date	September 30, 2026

Funding Instrument Type: Cooperative Agreement.

Project Performance Period: Proposed projects should be completed in 12 months or less.

This notice is subject to availability of funding. The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Executive Summary

The U.S. Department of State’s Embassy Dhaka announces an open competition to manage and operate the Edward M. Kennedy Center for Public Service. The EMK Center advances U.S. foreign policy and national security objectives by engaging young Bangladeshi professionals, and U.S. exchange alumni in high-impact programs that showcase American excellence in trade, commerce, technology, and education, while promoting U.S. culture and society through strategic campaigns, workshops, and curated events.

As part of the global American Spaces network, the EMK Center supports U.S. foreign policy objectives by countering adversarial narratives, engaging U.S. exchange alumni, promoting U.S. innovation, expanding access to English language and professional skills training, and providing EducationUSA advising that significantly contributes to the U.S. economy. In addition, the EMK Center serves as a whole-of-mission platform where the Foreign Commercial Service, Economic Section, and Foreign Agricultural Services collaborate to advance U.S. commercial objectives through joint programming, business engagement, and showcasing American brands.

The selected recipient will manage the EMK Center in close partnership with the Embassy’s Public Diplomacy Section (PD). Key responsibilities include supervising professional local staff; delivering comprehensive EducationUSA services; designing and implementing programs in STEM, videography, photography, and related fields; maintaining all technology and equipment; and executing a flexible monthly program calendar that sustains strong in-person and virtual participation in EMK, American Spaces Bangladesh network programs, and Embassy-sponsored activities.

B. ELIGIBILITY

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations, trust
- Private educational institutions
- Public International Organizations

For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this NOFO. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. For more information on the difference between sub-contract and sub-recipient, please refer to 2 CFR 200.[331](#).

Individuals are not eligible to apply for this NOFO.

2. Cost Sharing or Matching

Cost sharing or matching is not required for this funding opportunity.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section E.3 for more information.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding under this funding opportunity.

4. This opportunity will not support:

- Projects relating to partisan political activity;
- Charitable or development activities; including direct social services such as medical, psychological, and/or humanitarian support
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research or surveys;
- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects;
- Illegal activities

C. PROGRAM DESCRIPTION

1. Project Background, Goals, and Objectives

Background

The EMK Center is part of a global network of more than 700 American Spaces supported by the U.S. Department of State's Bureau of Educational and Cultural Affairs. As the largest American Space in Bangladesh, it upholds all the American Space pillars and builds bridges between the people of the United States and Bangladesh through targeted programs and events that promote American excellence, support U.S. economic growth, and expand trade and commerce opportunities for U.S. businesses. The Center provides accurate and uncensored information about the United States, advances English language learning, supports educational advising for study in the United States, serves as a platform for U.S. alumni engagement, and offers programming that tells America's story. Along with other American Spaces in Bangladesh, the EMK Center also serves as a platform dedicated to open dialogue, free speech, and the free exchange of ideas.

Goals and Objectives

Inspired by Senator Edward M. Kennedy's legacy in Bangladesh, the Edward M. Kennedy Center (EMK Center) strengthens the U.S.-Bangladesh bilateral ties by opening doors to young Bangladeshis and strengthening people-to-people ties. Since its founding in 2012, the Center has served as a platform to showcase American excellence, American brands, American culture, and free access to information to inspire and power the next generation of Bangladeshi leaders, creators, entrepreneurs, and innovators, as well as our partners and the exchange alumni, to connect with America and build the future of commercial, political, and cultural ties between the United States of America and Bangladesh.

Project Goal 1:

Strengthen connections and engagement between the United States and Bangladesh by positioning the EMK Center and American Spaces Bangladesh as the premier hub for accurate information about the United States; American cultural programming; and U.S. exchange and U.S. university alumni engagement.

Objectives:

- Increase participation of emerging Bangladeshi leaders in EMK and American Spaces Bangladesh programs on U.S. society and culture, including targeted outreach to key audiences in Dhaka and the regions.
- Expand American cultural and alumni-led activities that highlight American excellence.

Project Goal 2:

Advance U.S. economic and strategic interests in Bangladesh by equipping youth and professionals with the skills, knowledge, and networks that drive economic growth, boost U.S.-Bangladeshi ties, foster innovation, and expand access to high-quality educational opportunities in the United States.

Objectives:

- Enhance access to high-quality English language learning, EducationUSA advising, and information on U.S. higher education opportunities for Bangladeshi students and professionals at EMK Center and across the American Spaces Bangladesh network.
- Implement high-impact, U.S.-led skills-building programs in STEM, entrepreneurship, debate, public speaking, digital media, and emerging technologies that accelerate innovation, strengthen U.S.-Bangladesh trade and commerce linkages, and showcase American excellence.

2. Substantial Involvement

U.S. Embassy Roles and Responsibilities

PD – U.S. Embassy shall:

- Maintain overall oversight of EMK Center operations and provide strategic direction for program design and related campaigns.
- Approve all final hiring and termination decisions for EMK Center staff funded under this Cooperative Agreement.
- Review and approve manuals, policies and procedures, program materials, and other documents developed by the EMK Center.
- Conduct oversight visits to the EMK Center at its discretion.

- Recommend training and consultations for EMK Center staff and provide associated funding, as appropriate.
- Provide guidance to expand partnerships, create new revenue generating activities, and build new program series.

Recipient/Grantee Responsibilities

The Recipient/Grantee shall:

- Designate one official to serve as the EMK Center Project Lead.
- Ensure that the Project Lead collaborates with PD Dhaka on the EMK Center's strategic direction and implementation of agreed priorities.
- Bring to PD Dhaka's attention any significant operational or programmatic issues related to EMK Center operations and programming that require U.S. embassy input or decision.
- Review EMK Center staff remuneration packages, as necessary, and submit proposed changes to PD Dhaka for review and decision.
- Review, approve, and sign all programmatic and financial reports prior to their official submission to PD Dhaka.

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 applicant authorized signatures are provided where indicated on the various required forms.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations)
- SF-424A (Budget Information for Non-Construction programs)
- SF-424B (Assurances for Non-Construction programs). (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

2. Proposal (7 pages maximum)

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it 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 applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies as well as experience with and expertise in areas related to those described in the NOFO. You may use the attached Applicant Organization Information Survey form to provide this information (**Attachment 01**).
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
 - **Project 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 (if applicable).

● **Monitoring & Evaluation Plan:** Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project’s objectives and goals. Attachment 02 of this funding opportunity contains a template that may be used to fulfill this requirement. While the grantee is free to create their own template, completing Attachment 02a will ensure a thorough PMP.

The key components to the PMP are as follows:

● **Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program’s staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program’s budget. If the proposal is from a prior grantee, the proposal discusses how the grantee has adapted, improved or otherwise modified their approach based on learning from previous experience. This narrative is limited to two pages.

● **Theory of Change Diagram:** Applicants are expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes. Attachment 02 includes a suggested format for these requirements.

● **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet’s purpose is to explicitly illustrate how a project’s activities lead to tangible results (such as increased

beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective. For more information, please see [Attachment 02a: Instructions](#).

- The selected applicant's M&E PMP is subject to review and approval before any award will be issued under this NOFO. The selected applicant will be required to work with the Public Diplomacy Section's Monitoring and Evaluation Specialist to ensure the applicant's M&E PMP achieves an expected level of expertise and meets PD objectives.
- Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

3. Budget Justification Narrative

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so ([Attachment 03](#)). Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to [2CFR§200.1](#). **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- **Budget Justification Narrative** – Applicants must submit a budget justification narrative ([Attachment 04](#)) to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested

costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's proposal.

Additional Budget Notes:

- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization's established indirect costs in the award's detailed budget.

4. *Attachments*

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Executive Director, Project Lead and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Indirect Costs:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant's non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S.

organizations should provide evidence of non-profit status issued by a government entity).

- **Proof of Registration:** A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Bangladesh-based organizations should submit a copy of their certificate of registration from the appropriate government organization.
- **Security package:** The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. Due to the security climate in Bangladesh, we require all proposals to include a security package to accompany appropriate programmatic elements within their proposal. The security package must include but is not limited to: secure transportation; lodging, and emergency accountability and evacuation for any non- Bangladesh personnel living or working in Bangladesh, as well as a copy of your organization's security operational procedures for high-risk environments. Reasonable costs for necessary security are allowable expenses and should be included in the proposed budget. If a security company is engaged and funded under the award, it must be registered by the Government of Bangladesh to operate in Bangladesh. We require award recipients to notify the Public Diplomacy Section in advance when U.S. citizens are traveling to Bangladesh.

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas
- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information

- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

E. SUBMISSION REQUIREMENTS AND DEADLINES

1. Address to Request Application Package

Application forms required above are available on grants.gov.

2. Department of State Contacts

If you have any questions about the grant application process, please contact: DhakaGrants@state.gov.

Question Deadline: For questions on this solicitation, please contact [DhakaGrants @state.gov](mailto:DhakaGrants@state.gov). Questions must be received on or before **June 15, 2026, at 11:59 p.m., Bangladesh Standard Time (BST)**.

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

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

The 2 CFR 200 also requires subrecipients to obtain a UEI. Please note the UEI for subrecipients 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.

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.

Please note: Any applicant with an exclusion in the System for Award Management (SAM) 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.”

4. Submission Dates and Times

Submission Deadline: All applications must be received by **June 30, 2026, 11:59 p.m., Bangladesh Standard Time (BST)**. For the purpose of determining if an award is submitted on time, PD Dhaka will utilize the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

Submission Method: Submitting all application materials directly to the following email address: DhakaGrants@state.gov. Applicants opting to submit

applications via email to DhakaGrants@state.gov **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

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 If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:
 - a. 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;
 - b. It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color, religion, sex, or national origins, such as in training or hiring.
- iii. Iii. Pre-Award Costs: Pre-award costs are not an allowable expense for this funding opportunity.
- iv. Construction: Any award made as a result of this NOFO will not allow for construction activities or costs.
- v. Direct Social Services: Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

6. Other Submission Requirements: Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program,

concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

Applicants must acquire all required registrations and rights in the United States and Bangladesh. All intellectual property considerations and rights must be fully met in the United States and Bangladesh.

Any sub-recipient organization must also meet all the U.S. and Bangladesh requirements described above.

F. APPLICATION REVIEW INFORMATION

1. *Review Criteria*

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea – 25 points:** The program idea should be well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives that align directly with the priorities and requirements of the NOFO. The proposal includes a reasonable implementation timeline, and the project scope is appropriate and clearly defined. Finally, the proposal aligns with the following:
 - The project clearly demonstrates a direct contribution to current U.S. foreign policy priorities.
 - The project will positively impact America’s reputation among foreign government partners.
 - The project will positively impact American’s reputation among foreign publics.
 - The proposal does not include any activities contrary to the following Executive Orders:
 - Executive Order 14173: ["Ending Illegal Discrimination and Restoring Merit-Based Opportunity"](#)

- Executive Order 14287: [“Protecting American Communities from Criminal Aliens”](#)
 - Executive Order 14168: [Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#)
- **Organizational Capacity and Record on Previous Grants – 25 points:**
 - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project, including internal controls in place to manage federal funds. If sub-awards are proposed, applicant demonstrates experience managing subawards.
 - The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system, a bank account, and if applicable, satisfactory audit findings.
 - Applicants who have received grant funds previously have been compliant with applicable rules and regulations, including the Award Provisions and Standard Terms and Conditions.
 - Where partners are described, the applicant details each partner’s respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.
 - **Project Planning/Ability to Achieve Objectives – 20 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
 - **Budget – 15 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify

the total cost of the project. Budget items are reasonable, allowable, and allocable.

- **Monitoring and Evaluation - 10 points:** The project proposal includes an M&E plan. The applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals and objectives outlined in the proposal. The proposal includes output and outcome indicators and shows how and when those will be measured. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.
- **Sustainability – 5 points:** The project proposal clearly describes the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

2. Indirect Costs

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

3. Review and Selection Process

- a. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
- b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in Section D. Application Contents and Format, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
- c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

4. *Risk Review*

- i. 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 project requirements

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 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 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 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

iii. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial reports. Recipients may also be required, upon request of the Grants Officer or Grants Officer Representative, to provide electronic copies of receipts or other supporting documentation (e.g., timesheets, travel documents) for costs incurred. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

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 counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has 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.

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.

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 and Grants Officer Representative.

Recipients may not draw down funds without the affirmative authorization of the Department of State. In addition, recipients must submit, with each SF-270 payment request, a detailed explanation justifying the request.

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:

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

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 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).
 - In addition to the Department of State branding guidance, which requires that materials produced under a federal award be marked appropriately to acknowledge U.S. Government support, recipients of new Public Diplomacy awards promoting Freedom 250 activities must also incorporate the Freedom 250 logos in all program materials, activities, and communications. The recipient should continue to follow all existing marking and branding requirements in accordance with Department branding guidance. The Freedom 250 logos would be used in addition to, not in place of, these requirements.

- [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. *Note:* most recipients will be required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report must include updated M&E data for that quarter. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted through email to respective grant officer and grant officer representatives.

The Awardee must also provide the Embassy 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.

3. *Branding and Marking*

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at Guidance for Contracts and Grants - U.S. Department of State Brand System. Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual 10 FAM 416, Policy Exceptions. For more information, visit: <https://brand.america.gov/>

In addition to the Department of State branding guidance, which requires that materials produced under a federal award be marked appropriately to acknowledge U.S. Government support, recipients of new Public Diplomacy awards promoting Freedom 250 activities must also incorporate the Freedom 250 logos in all program materials, activities, and communications. The recipient should continue to follow all existing marking and branding requirements in accordance with Department branding guidance. The Freedom 250 logos would be used in addition to, not in place of, these requirements.

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.

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 (MTDC) 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 cannot be used for alcoholic beverages and other entertainment related expenses.

STEP Enrollment

U.S. citizens who travel to Bangladesh are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at:

<https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's [travel website at travel.state.gov](#) for the [Travel Warnings](#), Travel Alerts, and Bangladesh Specific Information.