

U.S. DEPARTMENT OF STATE

Notice of Funding Opportunity

Funding Opportunity Title: Journalist Reporting Tours in Northeast Asia FY18
Funding Opportunity Number: SFOP0003668
Deadline for Applications: February 9, 2018
CFDA Number: 19.040
Total Award Amount: Up to **\$500,000**, contingent on the availability of funding

A. PROGRAM DESCRIPTION

The U.S. Department of State (the Department), Bureau of East Asian and Pacific Affairs is pleased to announce through this Notice of Funding Opportunity (NOFO), an open competition for a grant award. The Department invites U.S. applicants to submit applications to carry out a series of reporting tours for six groups of journalists from regions world-wide. The purpose of these tours is for the journalists to gather information to better inform their audiences about the U.S. and its partners' foreign policy toward the Democratic People's Republic of Korea (DPRK) and the nature of the threat posed by DPRK nuclearization to global security. The Department intends to award up to \$500,000 contingent on funding availability. Please carefully follow all instructions below.

Priority Region: Northeast Asia

Project Administration and Policy Perspective:

The United States engages in public diplomacy to support foreign policy, advance national interests, and enhance national security by understanding foreign publics and informing them about the United States, thereby fostering, expanding, and strengthening relationships between the United States and global citizenry.

The United States employs a multi-disciplinary approach to public diplomacy based on Congressional mandates that incorporate international engagement, educational exchanges, and information platforms. Some of the best-known U.S. public diplomacy programs include the Fulbright Program, the International Visitor Leadership Program (IVLP), and the Young Southeast Asian Leadership Initiative. Many leaders throughout the world are alumni of either the IVLP or Fulbright Programs. These leaders' experiences help forge lasting alumni bonds and an understanding of the United States that eases cross-cultural communication and resists inaccurate narratives.

Project Objectives:

This project seeks to give journalists the opportunity to attend comprehensive briefings on U.S. and its partners' foreign policy toward DPRK and the threat posed by its nuclearization. The United States government, academic institutions, non-governmental organizations, and the public

sector benefit from foreign audiences' better understanding of U.S. and partner countries' foreign policy and cooperative efforts in Northeast Asia.

Project Construction:

The award recipient will develop and carry out six separate reporting tours consisting of groups of 10-15 journalists. Participants will be selected through a consultative process between the Bureau of East Asian and Pacific Affairs, U.S. embassies, and the award recipient. Participants will be groups of journalists from countries falling within the State Department's six broadly defined geographic regions: the Western Hemisphere (WHA), Europe (EUR), the Near East (NEA), South and Central Asia (SCA), East Asia and the Pacific (EAP) and Africa (AF), selected in cooperation with U.S embassies in participating countries in those regions.

Project Goal:

Journalists from six geographic regions will be provided briefings of U.S. and its partners' foreign policy toward DPRK and the nature of the threat posed by its nuclearization to afford them first-hand exposure to these parties' outlook and intentions.

Project Outputs:

The grantee will develop and carry out six separate journalist reporting tours consisting of groups of 10-15 journalists selected in consultation with the Department and both embassies and consulates from WHA, EUR, NEA, SCA, EAP, and AF on the topic of U.S. and its partners' foreign policy toward the DPRK and the nature of the threat to global security posed by DPRK nuclearization.

Funding Priorities

Proposals must describe how each of the following activities will be undertaken:

- **Program Development:** Proposals should include a plan for developing each reporting tour with input from the Department, including the Bureau of East Asian and Pacific Affairs, and embassies within the six target regions. Each of the six tours should be anywhere from one week to 10 days long and include travel to countries in Northeast Asia as well as the U.S. Each tour should include briefings from the U.S. and foreign governments, military, NPOs/NGOs, think tanks, academia and other individuals or institutions familiar with U.S. foreign policy in Northeast Asia. The Department can facilitate special visits or briefings.
- **Participant Identification:** Proposals should include a process for determining participants in coordination with the Department. Each tour should include 10-15 journalist participants from the respective region.
- **Communication:** Proposals should take into account linguistic challenges in multi-country programs, with either a single-language program (English), or budget for interpreters if needed.

- **Travel:** Proposals should include travel costs associated with each reporting tour. Proposals should include management of travel and lodging logistics. Proposals must show how grant funds will be used to cover the cost of the, transportation, visas, travel insurance, lodging, and meals or per diem for eligible participants. All travel funded under the grant agreement should be economy class and must comply with Fly America requirements.
- **Evaluation:** Proposals should include a proposed method of evaluating each tour to gauge the effectiveness in building subject matter knowledge of U.S. and partners' foreign policy in Northeast Asia and share the results of this evaluation with the Department.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 to 24 months

Number of awards anticipated: 1 award

Maximum award amount: No more than \$500,000

Funding information: The Department anticipates awarding up to \$500,000, contingent on availability of funding.

Type of Funding: FY18 Public Diplomacy Funds

Anticipated project start date: April 2018

This notice is subject to availability of funding.

Funding Instrument Type: Grant – Initial

Project Performance Period:

The U.S. Department of State anticipates committing up to \$500,000 in fiscal year 2018 Public Diplomacy funds to support one successful application submitted in response to this NOFO, subject to the availability of funding.

The U.S. Department of State 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 \$500,000. Applicants should include an anticipated award start date on or about April 15, 2018 and the period of performance should not exceed 24 (twenty-four) months.

The U.S. Department of State anticipates awarding a grant, and expects not to be substantially involved during the implementation of the grant.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

The following organizations are eligible to apply:

- U.S.-based non-profit organizations / nongovernment organizations (NGOs)
- Private, public, or state institutions of higher education

The following organizations are *not* eligible to apply:

- Federally Funded Research and Development Centers
- For-profit entities
- Foreign entities

C.2 Cost Sharing or Matching

Providing cost sharing is not a requirement for this NOFO.

C.3 Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (UEI) (also referred to as a Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

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.

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 may be ineligible for funding.

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 under the announcement title “Journalist Reporting Tours in Northeast Asia FY18” funding opportunity number SFOP0003668. 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

Follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the state requirements may be ineligible for funding.

For all application documents, please ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity
2. All documents are in English. 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)
3. All costs are in U.S. dollars
4. All pages are numbered, including budgets and attachments;
5. All documents are formatted to 8 ½ x 11 paper; and,
6. 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.

The following documents are *required* elements of a complete application package:

1. **Mandatory application forms**, which can be found on Grants.gov:
 - a) Completed and signed SF-424 (Application for Federal Assistance – organizations), or SF-424-I (Application for Federal Assistance – Individuals)
 - b) Completed and signed SF-424A (Budget Information for Non-Construction programs)
 - c) Completed and signed SF-424B (Assurances for Non-Construction programs)
 - d) Completed and signed SF-LLL (Disclosure of Lobbying Activities)
2. **Table of Contents** not to exceed one (1) page that includes a numbered contents page, including any attachments.

3. **Summary Page:** This is a cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end dates, and a brief statement of the program's purpose.
4. **Proposal:** The proposal shall not to exceed twelve (12) pages and include:
 - a) **Proposal Summary (do not confuse this with the Summary Page):** The proposal summary shall not exceed two (2) pages and include: i) the target country/countries and thematic area(s) on which the project will focus; ii) the name and contact information for the project's main point of contact; iii) the total amount of funding requested; iv) a synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results; and v) a brief statement on how the project is innovative and will have a demonstrated effect.
 - b) **Introduction to the Organization or the Individual Applying:** A description of past and present operation showing the applicant's ability to successfully carry out the project, including information on all previous grants from U.S. government agencies.
 - c) **Problem Statement:** Provide a clear, concise, and well supported statement of the problem to be addressed and why the proposed project is necessary.
 - d) **Project goals and objectives:** The goals describe what the project is intended to achieve. The "objectives" refer to the intermediate accomplishments required to achieve the projects goals. Goals and objectives should be specific, measureable, achievable, relevant, and time-bound.
 - e) **Project Activities:** Describe the project activities and how they will help the applicant achieve the project's objectives.
 - f) **Project Methods and Design:** Provide a description of how the project is expected to work to address the problem statement and achieve the project's goal(s). Include a logical framework as appropriate.
 - g) **Proposed Project Schedule and Timeline:** The proposal shall include a timeline for the project's activities, evaluations, and project closeout. Include also the projected dates, times, and location of planned activities and/or events, as applicable.
 - h) **Key Personnel.** Provide the names, titles, roles, and experience/qualifications of key personnel who would be involved in the project. Include also the anticipated proportion of their time that would be spent in support of the project, should the applicant receive an award. This requirement is independent of the requirement to provide CVs or résumés of key personnel.
 - i) **Program Partners:** List the names and character of involvement of key partner organizations and sub-recipients.

- j) **Future Funding/ Sustainability:** Applicants should plan for project continuation beyond the award performance period, or for availability of additional resources, if applicable.

The proposal's twelve-page limit does not include the Table of Contents, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in one file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative as one page-numbered file). Applicants may use their own proposal format.

- 5. **Budget Justification Narrative:** In addition to submitted a completed and signed SF-424A (see above), provide also a detailed narrative description of the project's budget. See *Section H. Other Information: Guidelines for Budget Submissions*, below, for further information. For ease of review, applicants may order the budget justification narrative in the manner presented in their detailed budget. 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.
- 6. **Detailed Line-Item Budget:** Provide a detailed line item budget that includes three (3) columns representing (1) the applicant's request to the U.S. Department of State, (2) any cost sharing contribution, and (3) total budget per row/line. See *Section H. Other Information: Guidelines for Budget Submissions*, below, for further information regarding the contents of the detailed line-item budget. Include detailed line-item budgets for any sub-awardees. Costs must be in U.S. dollars.
- 7. **Attachments:**
 - a) One-page CVs or résumés of key personnel proposed for the project.
 - b) **Project Monitoring and Evaluation (M&E) Plan:** Proposals must include an M&E plan. M&E plans are vital parts of successful awards. Describe how, throughout the time-frame of the award, the activities would be monitored to ensure they are occurring in a timely manner, and how the project would be evaluated against the goals and objectives of the award.
 - c) **Negotiated Indirect Cost Rate Agreement (NICRA):** If an applicant's organization has a NICRA and includes NICRA charges its budget, the applicant's 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 subawards 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 percent 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 percent de minimis rate.

- d) Official permission letters, if required for project activities
- e) Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding (MOUs) / 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.

Please note: the U.S. Department of State 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)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) (www.Sam.gov) is not eligible to apply for an assistance award in accordance with 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 EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included in an application.

All organizations applying for awards (except individuals) must obtain the following registrations, all of which are free of charge:

- UEI from Dun & Bradstreet (DUNS number)
- Commercial and Government Entity (CAGE) code (U.S. entities) / NATO CAGE (NCAGE) code (non-U.S. entities)
- www.SAM.gov registration

Step 1: Apply for a DUNS number and a CAGE/NCAGE number (these can be completed simultaneously)

UEI application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

Completing a CAGE/NCAGE application:

- Application page URL: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- NCAGE application instructions page URL: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423.

For NCAGE help from outside the U.S., call 1-269-961-7766.

Email NCAGE@dliis.dla.mil for any problems in obtaining an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. **SAM registration** must be renewed annually.

D.4 Submission Dates and Times

Applications are due no later than 11:30 p.m. Eastern Standard Time (EST) on February 9, 2018 by email to www.grants.gov with the subject line “Journalist Reporting Tour in Northeast Asia FY18.”

Submission via email will automatically log the date and time an application submission is made, and the U.S. 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. Department of State 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 the U.S. Department of State receiving their application.

D.5 Funding Restrictions

The U.S. Department of State will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization.

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. Department of State awards.

D.6 Other

All application submissions must be submitted by email to www.grants.gov.

It is the responsibility of the applicant to ensure that an application has been received in its entirety. The U.S. Department of State 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 instructions in the applicable solicitation and these instructions.

E. APPLICATION REVIEW INFORMATION

E.1 Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria provided below. Each application will be evaluated on its own merits and not against other applications received for the same award.

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, the U.S. Department of State 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

The U.S. Department of State 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

The U.S. Department of State 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 is not required and does 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, the U.S. Department of State's contribution may be reduced in proportion to the recipient's contribution.

Project Monitoring and Evaluation

Complete applications will include a detailed plan of how the project's progress and effect 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, as well as 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 (or "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.

E.2 Review and Selection Process

A technical evaluation panel will evaluate all eligible applications.

E.3 Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold [\$150,000] for any Federal award under a notice of funding opportunity over the period of performance (see 2 CFR 200.88 Simplified Acquisition Threshold), this section must also information applicants:

1. That 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 designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. §2313);
2. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
3. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2. CFR 200.205 (Federal awarding agency review of risk posed by applicants).

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance 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 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.

F.2 Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at URL <https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

F.3 Reporting

Applicants should be aware that the U.S. Department of State awards will require regular financial and progress reporting. These reports must be received quarterly, and fully reflect the performance of the grant toward its goals and objectives and its financial status.

Narrative progress reports should reflect the focus on measuring the project's effect on the overarching goals and objectives and should be compiled according to the goals, objectives, outcomes, and outputs as outlined in the award's terms and in the Monitoring and Evaluation (M&E) Statement. An assessment of the project's overall progress toward goals 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;
- 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 recipient's ability to receive future U.S. government funds.

The U.S. Department of State reserves the right to request any additional programmatic and/or financial project information during the award period.

G. CONTACT INFORMATION

For technical submission questions related to this solicitation, please contact Kevin Schwartz at SchwartzKM@state.gov.

For a list of federal holidays visit the following URL:

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>

H. OTHER INFORMATION

H. 1 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 \$5,000 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 \$5,000 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 10 percent of the modified total direct costs as defined in 2 CFR 200.68.

“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.