



Population, Refugees and Migration

U.S. Department of State

**FY 2024 General NGO Guidelines for
Overseas Assistance**

1. Introduction

The Department of State Bureau of Population, Refugees, and Migration (PRM) has primary responsibility within the U.S. government for formulating policies on population, refugees, and migration, and for administering U.S. humanitarian assistance to refugees, conflict victims, internally displaced persons, stateless persons, and vulnerable migrants, as well as refugee admissions programs. PRM's mission is to provide protection, ease suffering, and resolve the plight of persecuted and uprooted people around the world on behalf of the American people by providing life-sustaining assistance, working with multilateral organizations, non-governmental organizations (NGO), and civil society systems, to build global partnerships, promoting best practices in humanitarian response, and ensuring that humanitarian principles are thoroughly integrated into U.S. foreign and national security policy.

Historically, the majority of PRM's primary funding supports the efforts of key multilateral humanitarian organizations responsible for refugees, conflict victims, internally displaced and stateless persons, and vulnerable migrants. PRM also funds NGO programs that are coordinated with multilateral institutions, other NGOs, and other civil society actors to expand the reach of U.S. government assistance and complement the humanitarian assistance ecosystem.

A critical component of providing humanitarian aid is the State Department's humanitarian diplomacy. The Department of State's diplomatic personnel worldwide play an important role in advocating for the protection of, and durable solutions for, the millions of refugees, stateless persons, internally

displaced, and other people affected by conflict around the world. PRM recognizes NGOs as important and ubiquitous advocacy partners that contribute to and drive reform and innovation where they operate and across the humanitarian response structure.

These guidelines provide an overview to NGOs of common PRM application requirements and instructions in response to PRM-issued competitive notice of funding opportunities (NOFOs) for overseas assistance. These guidelines do not cover the full spectrum of programmatic activities PRM may support. These guidelines are meant to complement the instructions and requirements outlined in PRM-issued NOFOs, which will provide any additional specific instructions, eligibility requirements, and other considerations related to the advertised opportunity.

PRM may amend these guidelines due to changes in regulations, policies, or as deemed necessary. In such cases, PRM will notify applicants in relevant notices of funding opportunities and upload revised guidelines on PRM's public website. **The most recent version of these guidelines was published in December 2023.**

PRM encourages and values both policy and program innovation, fully realizing the pace of innovation can be incremental to exponential. Have a great idea or want to provide feedback? Please email PRM's NGO Coordinator at PRMNGOCordinator@state.gov.

2. What's New and What has Changed?

- The guidelines document once again notes updated guidance on SAM.gov registration and sub-awardee UEI guidance, as well as

potential lessened requirements for NATO CAGE (NCAGE) requirements for non-U.S. based applicants. Please note that Grants.gov has undergone a redesign for some webpages and users may need to update saved bookmarks as some URLs may have changed. Applicants are encouraged to closely review these changes to ensure access and that their registrations are processed in a timely manner.

- Updated guidance and suggestions on structuring forms and attachments within the Grants.gov Workspace environment and ensuring that applications are submitted in full so that technical complications are lessened.
- Exceeding stated page lengths limits of your proposal narrative will no longer result in automatic disqualification but will result in the portions of your proposal that exceed stated limits not being reviewed, likely impacting your submission's score.
- The standard page limit for multi-year proposals (unless otherwise noted) has been reduced from 20 to 17 pages.
- Minor edits have been made to the M&E section of the proposal narrative; combined several sections and added suggested page length.
- Updated instructions for completing the indicator tables.
- Reorganization and renaming of select sectors and expanded sectoral guidance in [APPENDIX C: PROGRAMMATIC SECTORS, SUB-SECTORS, AND MODALITIES](#)

- Scoring criteria for both full proposal and concept note applications have been modified, for example, to place greater emphasis on applicant's program descriptions, gap analyses, and quality of program idea.
- **New Risk Assessment and Security Plan Guidance:** PRM requires all recipients to conduct thorough risk assessments and take all actions necessary in accordance with those assessments to mitigate those risks. PRM's website includes a new suggested format for a risk assessment document and additional information on analysis for locations with actors either sanctioned by the U.S. government or designated terrorists under U.S. material support statute (18 U.S.C. § 2339A and § 2339B). In FY 2024, to minimize the number of attachments submitted on grants.gov, PRM requests that applicants also provide their security plan together with the risk assessment. Applicants are required to submit a location-specific safety and security plan for proposed operational areas.
- The previously separate **summary budget and detailed budget** sample templates have been consolidated to one document to minimize the number of attachments submitted to grants.gov. The budget detail tab now includes fields for calculating level of effort.
- New statement on staff duty of care to encourage applicant organizations to maintain a strategy for ensuring that all staff have access to the duty of care resources necessary to protect their health and overall well-being.

- New requirements on post-distribution monitoring (PDM): PRM now requires partners to conduct PDM after cash and voucher assistance (CVA) disbursements, either as a household survey or focus group discussion. This PDM should be used to collect data verifying that the CVA was received, as well as to understand how the CVA was used, whether the support was sufficient, whether the support was well-targeted, and to identify and respond to any protection concerns. Partners delivering CVA should also clearly message to CVA recipients how they can access technical support, such as through a helpline or contact, should the recipient experience challenges accessing their CVA.
- [APPENDIX D: LIST OF PRM STANDARDIZED INDICATORS](#). PRM reduced the total number of required and recommended indicators across sectors and made minor changes to several indicator titles. All changes to indicator titles and requirement levels are marked in red in the indicator list.
- If including custom indicators in an initial application, please consider that PRM recommends limiting them to no more than five (5) per objective to keep the overall table length manageable. If including custom indicators, applicants must ensure that they are specific, measurable, achievable, relevant, realistic, time-bound, and trackable (SMART). Applicants are encouraged to consider custom indicators that align with refugee response and cluster coordination requirements.

3. Application Process

Overview of Required Registration Processes

To begin the process of seeking PRM funding, applicants must register with the System for Award Management (SAM) and obtain a Unique Entity Identifier (UEI) for their organization through [SAM.gov](https://sam.gov). Organizations with inactive or expired SAM registrations, must renew registrations to apply for PRM funding opportunities. **Note:** On April 4, 2022, the former DUNS Number identifier was discontinued and replaced by the SAM UEI. For more information on the DUNS to SAM UEI transition or to register your organization or get a UEI, please visit the [SAM.gov website](https://sam.gov).

Applicants must register with and create a username and password on [Grants.gov](https://grants.gov) and complete their Authorized Organization Representative (AOR) profile and confirm, through the E-Business Point of Contact (E-Biz POC) at the organization, that the applicant has an AOR. Please note that the grants.gov website is expected to undergo visual changes in 2023-2024. Some page URLs may change. When the new site launches, you may need to update bookmarks or hyperlinks you may use to access Grants.gov pages.

Organizations should not wait for NOFO announcements to be posted to start the registration process outlined above. Organizations can register at any time, and PRM encourages potential applicants to do so to avoid complications or delays in future application submissions. Organizations considering applying for specific open PRM funding opportunities should start the application process as early as possible to avoid missing submission deadlines and to ensure that they can obtain any additional required

registrations in ample time, and/or avoid outages related to scheduled website maintenance.

Preparing to apply for PRM funding is a multi-step process that can take several weeks for U.S.-based NGOs and considerably longer for non-U.S. organizations. The [SAM.gov](https://sam.gov) registration process and the renewal process for registrations that have expired can take several weeks to complete. Please familiarize yourself with the latest [registration guidance from SAM.gov](#).

The registration functions of [SAM.gov](https://sam.gov) and grants.gov are outside the control of PRM and the Bureau has limited ability to correct or facilitate rapid resolution to technical difficulties associated with these processes.

All applications in response to PRM Notice of Funding Opportunity announcements must be submitted via [Grants.gov](https://grants.gov). PRM posts all funding opportunities on the website [Grants.gov](https://grants.gov), [PRM's website](#), and all programs in the Assistance Listings on [SAM.gov](https://sam.gov) (formerly the Catalog of Federal Domestic Assistance [CFDA]).

Table 1: PRM's Assistance Listings numbers are as follows and additional information on each may be found on [SAM.gov](https://sam.gov) and searching the following Assistance Listing numbers:

Assistance Listing Number	PRM Program
19.018	Resettlement Support Centers (RSCs) for U.S. Refugee Resettlement
19.510	U.S. Refugee Admissions Program
19.511	Overseas Refugee Assistance Programs for East Asia
19.517	Overseas Refugee Assistance Programs for Africa

19.518	Overseas Refugee Assistance Programs for Western Hemisphere
19.519	Overseas Refugee Assistance Program for Near East
19.520	Overseas Refugee Assistance Programs for Europe
19.522	Overseas Refugee Assistance Programs for Strategic Global Priorities
19.523	Overseas Refugee Assistance Program for South Asia

Registering with SAM

To successfully apply to PRM funding opportunities through [Grants.gov](https://www.grants.gov), organizations must register with and acquire a UEI number through SAM online. Note that once registered, SAM registrations must be renewed annually. Please note that as of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards [may no longer be required to have a NATO CAGE \(NCAGE\) code to apply for non-DoD foreign assistance funding opportunities.](#)

If an applicant organization is mid-registration and wishes to remove an NCAGE code from their sam.gov registration, the applicant should submit a help desk ticket (“incident”) with the [Federal Service Desk](#) (FSD) online to seek guidance on how to do so. If registration is not completed by the time the application for PRM funding is submitted, the application will be rejected automatically by [Grants.gov](https://www.grants.gov). PRM strongly recommends that organizations complete the registration process as early in the fiscal year as possible to avoid potential delays when calls for concept notes or proposals are issued. Detailed instructions on how to complete this registration process can be found [on grants.gov](https://www.grants.gov). When organizations register on [SAM.gov](https://sam.gov), they will be asked to identify a single “E-Biz Point of Contact” for the organization. This person has the responsibility to confirm which individuals have the authority

to submit proposals on behalf of the organization. **SAM.gov is a free government-managed website; applicants do not need to pay to register their organization.** Please beware if you are contacted by entities posing as SAM.gov and threatening to terminate registration unless a fee is paid. These emails are fraudulent and should be reported as Spam and Phishing/Spoofing.

Registering with Grants.gov

Once organizations have obtained their UEI number and completed their SAM registration, the individual who is submitting the application on behalf of the organization must register on the [Grants.gov website](#) and create a username and password to complete his or her AOR profile. Once the AOR has registered on Grants.gov, the E-Biz Point of Contact at the organization will receive an email and must log on to Grants.gov to confirm the applicant as an AOR. All applicants are encouraged to consult the Grants.gov online page for [frequently asked questions, user guides, and applicant training videos to familiarize themselves with the application process.](#)

Grants.gov uses a secure platform to apply for federal grants called “Workspace.” [Grants.gov Workspace](#) is an online environment optimized for applicants who are collaborating on an application. Forms can either be completed online within a web browser or downloaded individually and uploaded to Workspace. You should plan to use this new system when applying. For more information on how to use Workspace, please see the Grants.gov [YouTube channel](#).

SAM.gov and Grants.gov Technical Support

Applicants who experience technical difficulties with the Grants.gov system during the application process must report the problem to the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov as soon as possible prior to the deadline identified in the funding opportunity announcement. Grants.gov will assign a case number and open a service request to research the problem(s).

Applicants experiencing technical difficulties with the SAM registration process, acquiring a UEI, or validating their entity, must contact the [Federal Service Desk \(FSD\)](#) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).

PRM has very limited ability to facilitate rapid resolution to technical difficulties associated with these sites and should not be contacted before first attempting to correct issues through the above support systems.

International Multilateral Organizations

International multilateral organizations, such as United Nations agencies, should not submit proposals to PRM through Grants.gov. Multilateral organizations seeking funding for programs must first contact the relevant PRM point of contact listed in the public funding announcement for additional instructions.

4. Application Submission

PRM strongly recommends application documents be submitted as Adobe PDF files (except budgets and the indicator table, which should be in Excel file format), as Microsoft Word documents may produce different page lengths

based on software versions and configurations. (**Note:** If converting a Microsoft Word document to a PDF, ensure that converted documents remain within the permitted page length limits.)

Exceeding stated page lengths limits of your proposal narrative, including through the inclusion of additional cover pages, organizational logos and branding, or additional extraneous content may result in portions of your proposal not being reviewed, thus impacting your submission's score.

All documents must be in English and cost amounts in U.S. Dollars (rounded to the nearest whole dollar). For required documents (such as PSEA Codes of Conduct, organization charts, etc.) originating in another language, please provide an official English translation or comparable summary. For optional annexes, such as needs assessment reports, a rough translation to English is sufficient (for example, using [Google Translate for Documents](#) or another free translation tool).

PRM conducts formal internal competitive reviews of all application packages based on the proposal evaluation criteria and PRM's priorities stated in the NOFO. A sample scorecard used by PRM to evaluate NGO applications can be found in [APPENDIX F: Proposal And Concept Note Scorecard Examples](#).

PRM accepts unsolicited concept notes and proposals at any time; however, due to limited funding, priority will be given to proposals responding to PRM-issued NOFOs. Unsolicited proposals should be submitted to the NGO Coordinator at PRMNGOCoordinator@state.gov.

Proposals must be focused along the sectors/modalities, and incorporate the corresponding indicators, specified in the NOFO. All proposals using cash and/or voucher assistance as a modality must use the relevant CVA

indicator(s). Programmatic sector descriptions and indicators can be found in [APPENDIX C: Programmatic Sectors, Sub-Sectors, And Modalities](#) and [APPENDIX D: List Of PRM Standardized Indicators](#), respectively.

Proposal Format, Templates, and Attachments:

PRM strongly recommends that applicants use the suggested templates and instructions available on [PRM's website](#). This will ensure consistency across applications and funding opportunities. **PRM-issued NOFOs will state whether an application requires a concept note or full proposal application format.**

Concept Note Templates:

- Concept Note for single and multi-year submissions (Word)
- Budget Summary [Tab 1 of Budget table] (Excel)

Full Application Package Templates:

- Proposal Narrative for single year submissions (Word)
- Proposal Narrative for multi-year submissions (Word)
- Indicator Table (Excel)
- Budget Tables [Summary and Detail] (Excel)
- Budget Narrative (Word)
- Risk Assessment and Security Plan (Word)

Single-year application proposal narratives must not exceed 15 pages in length, or 17 pages for multi-year funding proposals). Required proposal

narratives, indicator tables, and budget documents written in a language other than English will not be considered.)

All proposals (except indicator tables and budget templates) must use Times New Roman or Calibri 12-point font (footnotes may be reduced to 8-point font, if necessary), on letter sized paper with one-inch margins on all sides. Organizations may choose to attach charts, work plans, and/or activity calendars as an addenda or appendices as separate documents to the proposal narrative but are not required to do so. These attachments should be added to the attachment fields in grants.gov. These attachments do not count toward the proposal narrative's page limit total; however, annexes cannot be relied upon as a key source of program information and should be included in moderation. Grants.gov further limits the number of additional attachments that may be included in an application package, and therefore encourage applicants to be judicious in the number of attachments they include in their submission. The proposal narrative must be able to stand on its own in the application process and serves as a primary basis for the panel review's scoring.

Note: For proposals related to refugee resettlement and admissions programs, and humanitarian research, please see the relevant NOFO for details on the required proposal format and templates.

When submitting documents on [Grants.gov](https://www.grants.gov), please pay close attention to the file naming conventions. If these guidelines are not followed, your application may be rejected, or documents may not upload correctly:

- File attachment names should clearly indicate the document type and be made as short as possible; names cannot be longer than 50 characters.

- Do not use any special characters (example: &? *, %, /, #,',) or spacing followed by a dash in the file (example: Application – 1).
- For word separation, use underscore (example: Attached_File.pdf) in naming the attachments.
- It is the responsibility of the applicant to ensure that the application package has been received in grants.gov in its entirety. Before submitting applications on grants.gov, PRM strongly recommends applicants check to make sure **all** documents you intend to submit have been uploaded correctly. Missing required documents could result in disqualification. Individual emailed documents will not be considered.
- PRM strongly recommends applicants save a screen shot of the documents to be submitted in case a document fails to upload successfully.
- Additional information on grants.gov applications, including using attachments, UEI rollout information and other best practices may be found on grants.gov.
- Grants.gov requires the use of structured Forms within the grants.gov Workspace. PRM recommends applicants structure their application documents under the following Form folders:
 - Project Narrative Attachment Form
 - Project Narrative
 - Indicator Table
 - Risk Assessment and Security Plan

- PSEA Code of Conduct and implementation plan.
- Market Analysis (if applicable to the project)
- Budget Narrative Attachment Form
 - Budget Table
 - Budget Narrative
- Attachment Form
 - All other required and optional attachments (Please note there is a limit of 15 additional attachments)

Instructions for Completing the PRM Proposal Narrative Template (single and multi-year):

Use the following guidelines to address each section of the proposal narrative. If organizations choose not to use the PRM narrative templates, proposals must still include the sections outlined below. Information on scoring criteria of the proposal narrative section is detailed in [APPENDIX F: Proposal And Concept Note Scorecard Examples](#).

Section 1: Summary of Program: Complete the table on the first page of the template with the name of the organization, points of contact, SAM.gov UEI number, name of program along with relevant sectors and requested funding, type and number of program participants, proposed start, and end dates, whether your organization is currently receiving PRM or other donor funding in country, and the program goals and objectives.

Section 2: Gap Analysis: With respect to the specific location, activities, needs, and target population/participants of the proposed program, briefly describe the current or anticipated humanitarian needs that this program seeks to address. Explain how this proposal addresses the protection and assistance needs of the target population which are not being met by other assistance efforts, including those being undertaken by the host country, the UN High Commissioner for Refugees (UNHCR), other international organizations, and/or NGOs. Provide specific evidence based on assessments that have been conducted, including any protection risk analyses, and other relevant background information collected to identify the needs of the target population. Indicate dates, sources of information, and describe the most critical needs, vulnerabilities, or capacities that were identified. If an organization's own needs assessment is being used as a justification for funding, we strongly recommend that the assessment be included as an annex to the proposal. **All programs that include at least one livelihoods-sector objective must include a full market assessment and livelihoods competency/participant capacity assessment as an attachment.** Market assessments for livelihoods activities must be briefly described in this section and attached in full to the proposal. Programs can use existing market analyses for that context and population, as appropriate and if available. **(Note:** These attachments are required, failure to provide such will result in technical disqualification. These attachments do not count against the 15 (single year)- or 17 (multi-year)-page limit.)

Section 3: Profile of the Target Population: Describe the anticipated participant population(s) for this program including the process of participant/population targeting and selection; how refugees, returnees, host community members will be identified; and what actions you would take to

ensure that potentially vulnerable and underserved groups are included.

Clearly indicate that PRM's populations of concern will constitute a minimum of 50 percent of the program population as indicated in the NOFO. **(Note:** If less than 50 percent of the program participants belong to populations of concern, the application will be disqualified, unless noted otherwise or explicitly permitted in the NOFO.) Using the most recent data available and citing sources:

- provide the anticipated demographic profile of the program participants including the numbers of refugees / asylum-seekers, internally displaced people (IDPs), stateless people, returnees, conflict victims, other vulnerable migrants, host country nationals, etc., as well as gender, age, and any other unique factors or vulnerabilities.
- PRM encourages applicants to list the specific locations – including the names of camps, provinces, districts, villages, neighborhoods, temporary accommodation centers, etc. – of proposed activities. Provide GPS coordinates or other geographic information, including maps, on project location either as part of the proposal narrative or as a separate attachment.
- If the proposed activity locations are not yet known, explain how the sites would be chosen.
- Charts and tables are welcome in this section as a means of cutting down on narrative text.

Section 4: Program Description: This section should clearly and concisely outline:

- The program’s description and objectives.
 - Department of State guidance defines an objective as “a statement of the condition or state one expects to achieve toward accomplishing a program, program, or process goal.” These objectives may be sector-specific or crosscutting depending on partner preference.
- Key activities.
- Implementation plan; and
- Any implementing or other partners, including their role in the program.

The program description must include:

- An explanation of the link between the needs identified, activities, and outcomes expected.
- Identification of any goods or services to be provided.
- In the case of multi-year applications, an explanation for why multi-year funding may be necessary for the program to succeed. Articulate and quantify cost efficiencies that may not otherwise be attained through single year programs that would be enabled through the provision of multi-year funding, how multi-year funding may reduce costs over time, how longer periods of consultation with participant populations will inform programming and enable interventions to be studied and improved, and how the proposed activities in year one will inform and contribute to outcomes and impacts in years two and three, as applicable.

- How the proposed program will uphold [Sphere Protection Principles](#) and mitigate potential protection risks because of proposed activities. If the standards differ from the [Sphere Handbook's Minimum Standards](#), provide a justification for the variance. Assistance activities should mainstream protection by analyzing the protection risks in relation to each specific programming sector. An analysis of the risks should inform how assistance is designed to minimize them and maximize protection of program participants. Guidance and tools on protection mainstreaming [and common protection risks](#) can be found [on the Global Protection Cluster's website and programs must take into account the Cluster's four elements in all proposed humanitarian activities](#):
 - *Prioritize safety & dignity and avoid causing harm*: Prevent and minimize as much as possible any unintended negative effects of your intervention which can increase people's vulnerability to both physical and psychosocial risks.
 - *Meaningful Access*: Arrange for people's access to assistance and services – in proportion to need and without any barriers (e.g., discrimination). Pay special attention to individuals and groups who may be particularly vulnerable or have difficulty accessing assistance and services.
 - *Accountability*: Set-up appropriate mechanisms through which affected populations can measure the adequacy of interventions, and address concerns and complaints.
 - *Participation and empowerment*: Support the development of self-protection capacities and assist people to claim their rights,

including – not exclusively – the rights to shelter, food, water and sanitation, health, and education.

PRM strongly encourages its partners to ensure that projects adhere to the IASC Guidelines on [Inclusion of Persons with Disabilities in Humanitarian Action](#) as well as [Humanitarian Action and Older Persons](#).

Common protection risks for refugees, IDPs, and other conflict-affected individuals include:

- Exploitation and abuse.
- Violence against civilians.
- Denial of access to, destruction, or theft of property and assets.
- Family separation.
- Sexual violence and other forms of violence against women and girls; and/or
- Lack of access to, exclusion from, or denial of assistance, services, or documentation.
- Programs using Cash and Voucher Assistance are encouraged to use the [Cash Learning Partnership Protection Risks and Analysis Tool](#) and include reference to its use here.
- For all applications, the program description must demonstrate analysis of the factors that promote or undermine gender equality in the program context. All proposals must address the specific needs of vulnerable populations that may experience gender oppression and discrimination.

Proposals should also address the following areas to show that applicants have assessed, analyzed, and integrated gender dynamics within their program:

- Experiences considering a broad gender perspective across various age ranges with a focus on the different familial roles, community privileges, and gender dynamics within the target population.
- Associated risks and threats experienced by women, girls, and other vulnerable populations based on their gender, including gender-based violence.
- Power imbalances and needs that arise based on gender inequalities that exist within the family or community.
- And proposed responses that will address the above and mitigate risks of gender-based violence and any gender differences in access, participation, or decision-making that may be experienced by at-risk groups, particularly women and girls.
- The gender analysis should aim to specify and target specific at-risk sub-populations of women and girls as applicable, such as women and girl heads of households, out-of-school girls, people who identify as lesbian, gay, bisexual, transgender, queer, or intersex (LGBTQI+), women and girls with disabilities, women and girl survivors of violence, married girls, and adolescent mothers who are often unaware of and excluded from programs and services and who may be the hardest to reach.

Section 5: Monitoring and Evaluation Plan: Describe the monitoring and evaluation (M&E) plan. This section must include all elements listed below. Please note that this section should also align with the information provided in the recommended Excel indicator table attachment. See below “Indicator Table & Targets” for more guidance on indicator requirements.

- The specific M&E staff positions that will be responsible for M&E of the proposed program (no more than one paragraph; can be in table format if desired)
- **A detailed description of the data collection methods/tools** (no more than one page) that will be used to collect output, outcome, and process monitoring data. Examples may include baseline and endline program assessments, household surveys, post-distribution monitoring, market monitoring, observational site visits, key informant interviews, focus group discussions, exit interviews, progress reports, evaluations, and more. If you plan to use any secondary data sources (humanitarian cluster or working group reports/studies, [Standardized Monitoring and Assessment of Relief and Transition \(SMART\) surveys](#) etc.), describe these in detail. Please note any expected timelines for key M&E deliverables, and whether the resulting information will be shared as part of PRM quarterly or final reports. If operating in a restricted access environment, describe any remote monitoring methods, including any plans for third-party monitors. If applicable, describe how technical support for monitoring and oversight will be provided for local sub-recipients by the prime organization.

- **A brief description of any expected limitations or need for additional flexibility** (no more than one paragraph). Describe any known issues that could affect the quality of data, along with any plans for mitigating these concerns. Examples of potential limitations could include limited access to certain areas due to security concerns, an M&E team that is not representative of the target population (ex. few women enumerators, or few staff with certain local language skills), limited power/internet access for digital data collection, etc.
- **A brief description of M&E data management, storage, safeguarding, and data protection procedures** (no more than one paragraph). PRM and its partners must protect and safeguard participants' personally identifiable information (PII). Applicants should outline their organizational and program-level protocols for obtaining informed consent, limiting access to PII, storing it safely, and protecting it from unauthorized access and use.
- **Plans for regular data review and utilization** (no more than one paragraph). This may include, for example, regular meetings with program managers, technical staff, and M&E teams to discuss the latest programmatic data, discuss trends and any adjustments necessary, and decide on any follow-up actions.
- **Plans to assess and/or evaluate program outcomes and impact** (no more than half a page). For applications seeking multi-year funding, PRM strongly recommends applicants conduct a Year 1 baseline assessment (i.e., Indicator values collected prior to implementation) and annual assessments to measure progress on outcome and impact

indicators each year. The baseline and annual assessments should ideally include primary data collection at the household or community level. The findings and methods of the assessment(s) must be described in the Year 1 first quarterly report (for baseline) and each year's final report (for annual assessments). PRM recommends the use of a verified sample size calculator for any partner that chooses to conduct a representative household survey. Optional USG resources on baseline/endline survey design and sampling methods may be found in [USAID BHA's M&E Guidance](#). If applicants propose to conduct an evaluation, please include details on any third parties and proposed methodologies. Partners should share any PRM-funded evaluation reports with the GO/GOR upon completion. Note: For applications seeking single-year funding, PRM does not require a dedicated baseline and annual/endline assessment. PRM outcome indicators may be measured using non-representative surveys, exit interviews, focus group discussions, or other methods as relevant.

Section 6: Accountability to Affected Populations (AAP): Specifically for the proposed program, describe (1) how the target participant population is involved in program design and implementation, and (2) the organization's procedures for collecting, analyzing, and responding to participant feedback throughout the life of the program. See [Appendix B: PRM Policies And Standards](#) for more information. Additional information on best practices for AAP can be found at:

- [The IASC's Results Group \(RG2\) portal and resource library](#)
- [PRM's AAP webpage](#)

- [The Core Humanitarian Standard Alliance Frequently Asked Questions on AAP resource page.](#)

Note: This section in the proposal narrative is specific to the program being proposed and is distinct from the organization-level AAP framework requirement, which is a separate required document and described later in these guidelines.

Section 7: Coordination: Describe the level of cooperation and coordination with relevant stakeholders including international organizations, other NGOs, government entities, other donors, and civil society that went into the program design, plans for partnerships, and plans to participate in ongoing coordination efforts. Please list current and anticipated challenges and suggested solutions. Applicants should include regional (and/or cross-border) coordination, as applicable. Descriptions of information-sharing plans or arrangements and use of existing information databases should be included. For programs targeting refugees or other populations for which international assistance is being coordinated by UNHCR or another UN agency, NGOs may, but are not required, to provide a letter of support from UNHCR or the relevant agency specific to the proposal and share how the proposed program falls within the scope of existing country humanitarian plans. The inclusion of a letter of support from UNHCR or another UN agency will not impact an applicant's score during proposal panel reviews.

Section 8: Sustainability and Capacity- Strengthening: Describe what conditions will ensure the sustainability of the proposed program. Explain how the program will contribute to local capacity-strengthening elements including the self-reliance of program participants, and strengthening of local organizations, or the host government; incorporate longer-term sustainability

objectives into humanitarian programs; increase work towards durable solutions and participant involvement, be handed over to another organization or entity incorporating a “do no harm” approach; or be financed by other means after PRM funding ends.

Section 9: Management and Past Performance: Applicants must provide details on the organization’s management structure, including specific management plans for the proposed program. Applicants should describe headquarters oversight of the proposed program. Applicants must furnish names, titles, and brief biographical information on the education and experience of key personnel in implementing the program and key supervisory personnel; (i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award).

Describe the organization’s relevant experience working in the proposed location and sector(s) and whether the applicant currently has permission to operate in the country. Proposals that seek to **continue current programs** must include details regarding any changes in key personnel over the previous period of performance, a detailed discussion of what has been achieved with that programming to date and challenges in meeting objectives.

Proposals seeking to **implement new programs** should provide specific examples of past performance in similar programs in this country and/or sector. State explicitly any similar program the organization has implemented in the last three years for which it has received PRM funding, in any country/location. Organizations are encouraged to include an overview assessment of their programs funded by PRM in prior years.

- **Note: Applicant Vetting as a Condition of Award (Afghanistan, Iraq, Lebanon, Pakistan, Syria, and Yemen):** Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists, or their supporters is a condition of award. Vetting information is also required for all sub-award performance on assistance awards identified by the Department of State as presenting a risk of terrorist financing. Applicants may be asked to submit Risk Analysis information about their company and its key personnel via the [secure RAM web portal](#). If vetting is required, the Department of State's Risk Analysis and Management System (RAM) Team will contact applicants directly via email and instruct them on how to enter their data via the Secure Portal. Once a user is logged on to the Portal, there are links to help users input the required information. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

Section 9a. Consortia Proposals Only: If the applicant is applying as a consortium, a description of how the partnership will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the proposal. For consortia, one organization must be designated as the lead applicant. The prime applicant would be responsible for overall implementation of the proposed program activities, preparation/presentation of annual work plans, M&E planning, and required reporting to PRM. The prime applicant should designate a single individual to be the liaison with PRM, although PRM would reserve the right to communicate with sub-recipients. Applicants may form consortia to bring together organizations

with varied expertise to propose a comprehensive program in one proposal. Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit per a given NOFO's requirements. Consortia applications are not weighted differently or prioritized unless explicitly noted in the respective notice of funding opportunity.

- For purposes of consortia applying for PRM funding, PRM considers them to be a group of no less than three NGOs that comprise an agreement, combination, or group formed to undertake, or propose to undertake, an assistance activity beyond the resources of any one member. The consortium arrangement may allow for greater geographic coverage, inclusion of technical and sectoral strengths from multiple organizations, increased inclusion of local, national, and refugee-led organizations, and the potential of much greater impact through collaboration. PRM encourages applicants to approach local and national entities as consortium partners. Awardees and local/national partners should work together to reach program goals and build upon their respective comparative advantages. As appropriate, awardees should also endeavor to ensure that these partnerships help to strengthen the capacity of local and national NGOs who serve as sub-awardees. This may include providing support to their financial and delivery systems or ensuring that partners are active in humanitarian coordination structures. Applicants are expected to advance good partnership practices with local partners, including as they align with the Grand Bargain Localization Workstream.

Section 10: Sub-Contracts/Sub-Recipients: List the full and exact name of any sub-contractors or sub-recipients the organization plans to fund through

the proposed program, if known. Identify sub-recipients including, for each, the Legal Name, Organizational UEI, Address, and Name of Organizational Representative. Describe how these organizations are or will be vetted to comply with U.S. Executive Orders and law, which prohibits transactions with and the provision of support to organizations associated with terrorism. If sub-recipients are unknown at the time of proposal, the above information must be provided for PRM Grants Officer approval prior to a sub-award or sub-contract before or after a prime award is issued.

- **Note:** All partners in a consortium and all sub-contracts/recipients to a prime must obtain a SAM.gov UEI prior to an award or subaward being issued, however sub-awardees do not need to have a UEI prior to application. [Sub-awardees typically only require a UEI and not a full SAM registration.](#) Lead Applicants cannot apply through Grants.gov without being registered in SAM.gov and therefore must have a UEI.

Section 11: U.S. Government Recognition: Describe how the organization will recognize the U.S. government's financial support, provided through PRM, for the proposed program/activities (e.g., in publications, social media, website platforms, press releases, etc., and at the program site).

If your organization believes that publicly acknowledging U.S. government financial support at the program site could potentially endanger the lives of the program participants and/or the organization's staff, invite suspicion about the organization's motives, or alienate the organization from the population it is trying to help, provide a brief explanation and request an exemption from the program site acknowledgement requirement.

Indicator Table and Targets

As of Fiscal Year 2023, PRM updated the proposal indicator table to an Excel template format. This recommended file may be downloaded on PRM's website. For PRM indicators, applicants must use the exact indicator title as listed below in [APPENDIX D: List Of PRM Standardized Indicators](#). Please reference PRM's Performance Indicator Reference and Definition Sheets (PIRS), located on the [PRM "Funding Opportunities" webpage](#), for additional information on indicator definitions. The use of PRM's standard indicators will enable data aggregation and use across programs, while also complementing custom indicators. The indicator table must include indicator names, associated sector/sub-sector, disaggregates, the Year 1 baseline value, year-by-year targets (only if applying for multi-year funding), a cumulative target, associated objectives, a description of how the cumulative target was set, the name of the data collection method to be used, the frequency of collection, and the position responsible for collection as reflected in Columns A-N. For new awards, the purple columns (P-AD) should be left blank at application stage; they will be used by awardees for annual reporting. **Note:** Objectives identified in the proposal narrative and indicators will be formally referenced in the cooperative agreement for proposals that are selected for PRM funding and will be used by PRM to monitor and evaluate the program.

Cumulative Targets and Actuals

The "Cumulative Target" and "Cumulative Actual" should reflect the final indicator value at the end of the program. For people-based output indicators (ex. "PRM-1. Number of individuals directly reached through PRM funding"), please use the UNIQUE total. The same person should be counted only once even if they participated across multiple years. If you are unable to calculate unique values for a legitimate reason (for example, one of the data sources is

a government health database where the values are not unique), please provide your best estimate and note this in the "comments" column. For percentage indicators calculated using a survey from a sample of participants or sites (ex. SMART nutrition surveys), please use the latest survey value. For percentage indicators calculated using all sites/participants, please sum the numerators and denominators across all years and use this to calculate the final percentage.

PRM Standardized Indicator Selection

Applicants must refer to PRM's indicator list and include all required indicators as part of the application. PRM has two categories of indicators:

- **Required:** Indicators marked as “required” in [APPENDIX D: List of PRM Standardized Indicators](#) must be included in the proposal as applicable. Apart from Protection, each sector and sub-sector have one required PRM indicators; these must be included in the indicator table if the partner is proposing any activities or budget for that sector/sub-sector. In addition, three indicators are required for all programs regardless of design or sector (unless the NOFO or PRM staff provide specific exemption).
- **PRM-1. Number of individuals directly reached through PRM funding** - Partners should never use zero for this indicator's target, unless they discuss first with PRM staff. In the case of research or coordination awards that don't involve community implementation, partners should count external participants (from dissemination events, coordination meetings, etc.) and include them under the “non-POC stakeholder” disaggregate.

- **PRM-2. Amount of PRM humanitarian funding distributed to local, national, or refugee-led organizations (in USD)** – This amount should include any sub-awards or contracts with local, national, or refugee-led organizations. If the prime applicant is a local, national, or refugee-led organization, they should put the full proposal budget total as the target value. The [IASC provides a working definition of “local” and “national” organizations](#). Applicants should put a target of zero for this indicator if it does not apply to them; it will not affect their eligibility.
- **PRM-3. Percentage of participants who report that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner** – [This is a protection mainstreaming indicator developed by ECHO](#) and adopted by the Grand Bargain. Research or coordination awards that don’t involve community implementation are exempt from this indicator.
 - [Please refer to the PRM Performance Indicator Reference & Definition Sheets \(PIRS\) for a sample questionnaire and analysis guidance.](#)

Recommended: Partners may consider using these indicators to monitor any related activities if they are applicable. However, inclusion of recommended indicators is not mandatory. PRM does value measuring outcomes, so please note that PRM may request for a partner to use a particular recommended indicator if there is a technical/thematic need to track information on that indicator, or if a similar custom indicator was proposed by the partner.

Custom Indicators

Applicants may also include custom indicators if desired. If including custom indicators in an initial application, please consider PRM recommends limiting them to no more than five (5) per objective to keep the overall table length manageable. If including custom indicators, applicants must ensure that they are specific, measurable, achievable, relevant, realistic, time-bound, and trackable (SMART). Applicants are encouraged to consider custom indicators that align with refugee response and cluster coordination requirements. All indicators must be identified in parentheses as an input, output, outcome, or impact indicator.

- **Input:** Input indicators tell us what is being invested or done (i.e., staff hired, supplies purchased).
- **Output:** A short-term, immediate result of a program or process that leads to longer-term outcomes. Outputs are products, goods, and services that result from activities. Output indicators do not measure change; they answer the question, “What is the immediate product of the activity?”
- **Outcome:** A result or effect that is caused by or attributable to the program or policy of the program activities. Outcomes may be short-term or long-term, intended, or unintended, positive, or negative, direct, or indirect. An outcome indicator focuses on change and is a measure of the extent to which a program objective is being achieved.
- **Impact:** A result or effect that is caused by or attributable to a program, process, or policy. Impact is often used to refer to higher level effects of

a program that occur in the medium or long-term and can be intended or unintended and positive or negative.

Baseline values

For output indicators, NGOs should set baseline values at zero (even for follow-on awards). However, the baseline value for most outcome and impact indicators should be based on primary or secondary data collection. If any baseline values are not available at the time of application, the partner must collect the relevant data and update the baseline values within the first 90 days of the award. These must be updated in the proposal indicator table and re-submitted as an attachment with the first quarterly report.

For follow-on awards, partners may use endline data from a previous PRM award for new award baseline values only if they are implementing the same interventions in the same area with the same target population.

Targets

[Sphere Standards](#) should be used as targets whenever applicable. Otherwise, targets should be set based on the applicants' previous experiences and achievements. Applicants are not required to set targets for disaggregates.

Basis for Setting Cumulative Target

The Excel indicator table template asks applicants to very briefly (1-3 sentences maximum) state how the cumulative target was determined. If the partner implemented similar activities in a previous award using similar indicators, they can simply state the achieved indicator value for that prior award as justification for the new target.

Disaggregates

PRM requires standard disaggregation for PRM-1; please keep all relevant rows and do not add any new disaggregates. All other PRM indicator disaggregates are recommended but optional. When reporting achievements with disaggregates, please include each disaggregate as a separate row in the indicator table. See the PRM-1 example in the "Indicator Table" tab.

Applicants can use the "-" and "+" grouping buttons on the left side to collapse or expand the disaggregates for easier viewing as desired. At proposal stage, applicants can choose whether to list in separate rows or in one row if the target for the total achievement is clear.

Changes to indicators and PRM indicator exemptions

If partners need to change or remove indicators after the negotiation/award issuance stage, they must provide strong justification and receive approval from their PRM GO and GOR. Partners can list the indicator in the "Special Requests" tab of the Excel with a comment noting the date that PRM approved deletion or edits and a short description of the changes made. Any indicators approved for removal must remain in the indicator table along with any previously reported values, but the row can be greyed out or otherwise marked as non-applicable. If a partner needs to request exemption from a PRM required indicator at proposal stage or later, they can also use the "Special Requests" tab to document and justify this request.

Cost Proposal (Budget)

PRM's recommended budget template delineates expenses by program objective, sector/modality, and country in the case of multi-country programs. PRM has developed instructions for completing the Budget Table and the

Budget Narrative on [PRM's website](#). Costs listed in the Budget Table and Budget Narrative documents must match. Applicants are strongly encouraged to use the recommended template for the Budget Narrative on PRM's website, but including the narrative in the budget table as a standalone tab is allowable.

The Cost Proposal **must include** the following separate items (described in more detail below):

1. Budget Table consisting of the completed Summary and Detail tabs (Excel or equivalent).
2. Budget Narrative, disaggregated by year (Word preferred).
3. Organizational chart for award recipient (and sub-recipient(s) if applicable).
4. SF-424 Signed by applicant's Authorized Organization Representative: Instructions for filling out form SF-424 can be found in [APPENDIX G: FORM 424 INSTRUCTIONS](#) and on [Grants.gov](#). Applicants typically file this form in grants.gov's Applicant Workspace, but PDF versions may be downloaded from grants.gov.
5. SF-424A: The SF-424A must indicate the anticipated aggregate dollar amount for the major object class categories, to include personnel, fringe benefits, travel, equipment, supplies, contractual, construction, other direct costs, and indirect charges. Please round each line-item cost to the nearest dollar. Instructions for filling out form SF-424A can be found in [APPENDIX H: FORM 424A INSTRUCTIONS](#).

6. SF-424B, if applicable: If the applicant organization has an active registration in SAM.gov that was either created or updated on or after February 2, 2019, then the applicant does **NOT** need to submit the SF-424B as they will be prompted to complete the representations and certifications in SAM.gov.
7. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.
8. Most recent external audit report **is required prior to issuance of an award**, if chosen for implementation.

Budget Table: The budget table now includes both the summary and detail tables consolidated into a single document. The table must include descriptive line-items that support each cost listed within each object class category, broken down by each year of programming being proposed. **Budget Details must also include estimated funding by line item for each objective, the objective's corresponding sector(s) (and sub-sector/modality, as applicable) and country if proposed program spans multiple countries. Round each line-item cost to the nearest dollar (all costs must be in U.S. Dollars).** Ensure that costs are reflected under the most appropriate major object class category. The "Other Direct Costs" category should only be utilized for costs that do not fall under one of the major object class categories. Applicants must be able to articulate direct cost activity breakdowns along sectors and relevant subsectors as part of their submitted budget summary and detail.

- **Multi-year funding:** multi-year funding requests must be noted in the budget table (additional years are denoted as additional tabs in the

Excel template) on the understanding that the budget for years two up to three may need to be revised when the follow-on year's application is submitted. PRM cannot guarantee funding for follow-on years and awards for years two and three are contingent upon continuing need, performance, and availability of funding.

Budget Narrative: The budget narrative must include sufficient detail to enable the reviewer to obtain the same reasonable determination of cost. For example, the description for the line item for "Training Materials" within the object class category "Supplies" could read, "includes the cost of expendable supplies, such as paper, notebooks, folders, pens, and pencils with an estimated cost of \$5 per participant. \$5 X 1,000 participants = \$5,000." **The budget narrative must provide justification for equipment and capital purchases equal to or greater than \$5,000, including describing the status of or listing the existing inventory that is being augmented and/or replaced.**

The Budget Narrative must provide sufficient explanation regarding the determination of cost for each year of the program. Detailed instructions for the budget narrative are found in the [recommended template on PRM's website](#).

Organizational Chart: The Organizational Chart enables PRM to evaluate the organizational structure and determine the allocation of personnel costs for single and across multiple federal assistance awards. For example, if one full-time Regional Program Coordinator has responsibility that is divided equally for each of ten (10) programs, the salary for this position should be allocated across all awards in such a manner as to equal 100% of the time available for this position. This salary should not be more than 10 percent on each award. The cost of staffing needs associated with each proposal should only reflect

the staffing required to carry out the required activities. Since PRM awards do not fund contingencies, budgets should avoid using the category of “back-stopping,” but should provide a clear description of headquarters or regional oversight costs in the budget narrative so that lines of effort can be appropriately assessed.

Negotiated Indirect Cost Rate Agreement (NICRA): Recipients of PRM assistance awards may be reimbursed for applicable indirect costs in accordance with their NICRA established by the Recipient’s “cognizant” agency, if applicable. The cognizant agency for non-profit organizations is determined by calculating which federal agency provides the most grant funding. If the Recipient has executed an indirect cost rate agreement with a cognizant agency other than the Department of State, PRM will use that negotiated agreement as the basis for determining indirect cost reimbursement.

In cases where no cognizant agency has been designated or the organization does not have an established negotiated indirect cost rate agreement with any federal agency, applicants may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely (2 CFR 200, Subpart E, Section 414 Indirect (F&A) Costs). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub award (regardless of the period of performance of the sub awards under the award).

MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award more than \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the

distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. PRM will refer award recipients without NICRAs to the Department of State office responsible for negotiation and approval of an indirect cost rate which would be applicable to future awards.

Note: Recipients must make every effort to obtain Final Rates from their cognizant agency, including but not limited to – if applicable – annual submission of indirect cost rate proposals.

The Cost Proposal must also include the following items, as appropriate:

Gender-Based Violence (GBV) Components: Applicants whose proposals address GBV as either a stand-alone or an integrated element through their programs must estimate the total cost of these activities as a separate line item in their proposed budgets. This should include all prevention, response, or empowerment activities that are intended and designed to address violence against women and girls. Programs that simply involve women but are not seeking to address the violence they experience, should not be included. PRM understands that this is only an estimate and uses the number to approximate how much of our funds are being used to address GBV in emergencies. Applicants are also asked to provide an estimate of cost of these activities by objective. PRM's budget template document contains a line reflecting this requirement, where this number can be included.

Recipient's Share of Cost: Applicants should note that **cost-sharing is not a requirement** for PRM programs. PRM considers the inclusion of funding anticipated and/or received from other sources within budget documents. Applicants may note that these amounts are being provided "for information purposes only" and these amounts are not intended to be designated as

“Recipient’s Share of Cost” on the Federal Assistance Award coversheet (DS-1909). However, when the Recipient requests that the program budget include voluntary cost sharing, the Recipient will be held to the voluntary cost-sharing amounts designated on the Federal Assistance Award coversheet (DS-1909) as the “Recipient’s Share of Cost” and will report on these amounts as part of required financial reporting. For these cases, the Cost Proposal must include the Recipient’s Share of Cost in addition to the dollar amount requested from PRM. The Budget table must include the dollar amount(s) anticipated or received from other sources (including the organization’s own funds and support from other donors) and the dollar amount of any in-kind contributions. Be sure to indicate the funding source for each line-item to include (1) the contribution to be made by the applicant; (2) the contribution to be made by other agencies or organizations (specifying each donor and amount); and (3) the amount of cash and in-kind contributions to be made from all other sources (specifying each donor and amount).

Identify Sub-recipients: If applicable, the Budget Table and Budget Narrative must specifically identify sub-recipients including, for each, the Legal Name, Organizational UEI, Address, and Name of Organizational Representative. The Cost Proposal guidance provided above is recommended for use by sub-recipient(s) when preparing their budget documents. If the sub-recipient’s budget is a separate document, the associated expenses must be clearly identified in the prime budget if not listed under the contractual object class category.

PRM Administrative Requirements

To be considered eligible for PRM funding, all application packages **must include the following documents**. Organizations must refer to the relevant

Notice of Funding Opportunity announcement for **any additional requirements** for that announcement:

- **Proposal Narrative** not exceeding stated page limits.
 - Cash and Voucher Assistance (CVA) modality must report on CVA indicators.
- **Indicator Table:** Including all required PRM indicators and targets for each year (if multi-year).
- **Budget Table:** Disaggregated by each year of the program period (if multi-year) and objective, sectors and subsectors, and costs by country (if multi-country).
- **Budget Narrative:** disaggregated by each year of the program period (if multi-year).
- SF-424 (Signed by Authorized Organization Representative)
 - PRM requires that Box 21 of the SF-424 be checked.
 - See [APPENDIX G: FORM 424 INSTRUCTIONS.](#)
- SF-424A.
 - See [APPENDIX H: FORM 424A INSTRUCTIONS.](#)
- Protection from Sexual Exploitation and Abuse (PSEA) Code of Conduct
 - Note: Please ensure consistency with the updated [2019 IASC Task Force's six core principles](#) and that there is a country or regional

implementation plan specific to the country or region of the application.

- Risk Assessment and Security Plan.
- **Key personnel** for award applicant and sub-recipient(s)
- **Most recent external audit report** is required prior to issuance of an award.

If applicable:

- **SF-424B form.** If the applicant organization has an active registration in SAM.gov that was either created or updated on or after February 2, 2019, then the applicant does **NOT** need to submit the SF-424B as they will be prompted to complete the representations and certifications in SAM.gov.
- **Organizational Accountability to Affected Populations (AAP) Framework** (is required prior to issuance of an award, if proposal is chosen for implementation)
- Most recent **Negotiated Indirect Cost Rate Agreement (NICRA)**, *or* a *de minimis* rate calculation if the applicant is eligible and elects to use the *de minimis* rate, as applicable.
- A **Market Analysis** and Competency/Capacity Assessment for all proposals that include at least one livelihoods-sector objective.
- Information in support of any cost-sharing/cost-matching arrangements
- Information detailing the source of any in-kind contributions.

- **Details on any sub-agreements** associated with the program (must be part of the budget submission as noted above).
- NGOs that have never received PRM funding must be prepared to demonstrate that they meet the financial and accounting requirements of the U.S. government by providing copies of the following with their funding application:
 - the most recent external financial audit.
 - for U.S.-based NGOs, proof of non-profit tax status including under IRS 501 (c)(3) and Employer ID (EIN)/Federal Tax Identification number.
 - for overseas-based NGOs, proof of registration in country of domicile; and
 - SAM.gov UEI number.

Acknowledgement of U.S. Government Funding

The following provisions will be included whenever assistance is awarded:

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

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

PRM highly encourages recipient organizations to recognize U.S. government funding on social media and website platforms. Recipients should tag PRM's X (Twitter) account [@StatePRM](#) and/or Facebook account [@StatePRM](#) (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well.

Additional information on proper display and use of the U.S. flag can be found on the Department of State's [branding guidance website](#).

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

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

The Recipient must appropriately ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or project materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos. PRM does not require prior approval of every branding instance, but partners' questions of appropriate flag or acknowledgement of U.S. Government funding language usage should be directed to the PRM Grants Officer for the award.

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

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

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

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

For awards to administer Resettlement Support Centers:

Recipients shall recognize the U.S. Government's funding for activities, that are specified in awards, at the project site with a graphic of the U.S. flag accompanied by the phrase "Funding provided by the United States Government."

Recipients shall also comply with the "Style Guidelines for Resettlement Support Centers" dated April 12, 2012, as detailed in the Cooperative Agreement.

Electronic copies:

For an electronic copy of the approved U.S. flag logo and style guide, please visit [Brand America's website which includes downloadable files](#).

Organizations receiving overseas assistance from the Bureau are required to acknowledge publicly the programs and activities funded with that assistance. As a condition of receipt of an assistance award, all materials produced.

Funding Timeframes and Multi-Year Funding

PRM will define the time frame and duration of activities in each unique funding announcement. Most PRM awards to NGOs are for 12-month periods; however, PRM has the option of issuing funding announcements offering provisional approval for 24 or 36-month periods. Each unique funding opportunity issued by PRM will clearly specify whether the Bureau will make use of this option.

Applicants should use PRM's recommended multi-year proposal template for the initial multi-year application. Multi-year proposals using the recommended PRM template cannot exceed 17 pages, single year proposals cannot exceed 15 pages. Content exceeding these page limits will not be reviewed.

Indicators for multi-year proposals must include year-by-year breakdowns of baselines, targets, and cumulative totals.

Multi-year applications selected for funding by PRM will be funded in 12-month increments based on the proposal submitted in the initial application as approved by PRM unless otherwise indicated. Each 12-month period of a multi-year award will have a separate cooperative agreement. Continued funding after the initial 12-month award requires the submission of an

updated single-year proposal and budget that covers the coming year. Awards in years two and three will be contingent upon available funding, performance, and continuing need. PRM cannot guarantee funding for follow-on years. Applicants should understand that receipt of prior funding for the same or similar programs in each location is not a pre-condition for and does not guarantee continued PRM funding. PRM retains the right to re-compete programs at any point in time.

Year two or three proposals should be submitted to PRM approximately 120 calendar days, but no later than 90 days prior to the proposed start date of the new cooperative agreement award (e.g., if the next program period is to begin on September 1, applications would be due no later than June 1). PRM will publish a directed announcement to the awardee for these submissions. It is strongly recommended that NGOs submit as early as possible after the directed announcement for continuation funding has been issued. Late applications will jeopardize continued funding.

In years two and three, the NGO will submit a non-competed application in response to PRM's directed announcement. **The submission must include the following:**

- **A noncompeting proposal narrative for the next 12-month period.**
- Indicator Table including all required PRM indicators and targets for each year.
- **Budget Table for the next 12-month period.**
- **Budget Narrative.**
- **Risk Assessment and security plan.**

- **Accountability to Affected Populations Organizational Framework**
(only if revised from year 1)
- **PSEA Code of Conduct** (only if revised from year 1)
- **Market Analysis** (for all proposals that include at least one livelihoods-sector objective).
- **Most recent Negotiated Indirect Cost Rate Agreement (NICRA)**, if applicable.
- **Most recent Audit**, if applicable.
- **Organizational chart** for award recipient (and sub-recipient(s) if applicable)
- **Work Plan**, optional.

5. Reporting Requirements

All program reports, financial reports, and other reports should be submitted via [SAMS Domestic/MyGrants](#).

Program Reports

PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program report is required no later than thirty (30) days following the end of each three-to-four-month period of performance during the validity period of the agreement as assigned in the reporting table of the award provisions.

The following reporting due dates are typically used for quarterly reports depending on the start and end date of the award:

- January 30
- April 30
- July 30
- October 30

The annual/final program report is due one hundred and twenty (120) days following the end of the agreement. The submission dates for program reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit an annual/final program report at the end of each year that summarizes the NGO's performance during the previous year.

The Bureau suggests that NGOs receiving PRM funding use the PRM recommended program report template found on [PRM's website](#). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed.

It is not necessary to repeat information from one quarter to the next if content has not changed.

Financial Reports

Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement:

The following reporting period dates are typically used for quarterly financial reports:

- (FY Q1) October 1 through December 31 – report due January 30
- (FY Q2) January 1 through March 31 – report due April 30
- (FY Q3) April 1 through June 30 – report due July 30
- (FY Q4) July 1 through September 30 – report due October 30

The final financial report covering the entire period of the agreement is required within one hundred and twenty (120) days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable Negotiated Indirect Cost Rate Agreement (NICRA).

Reports reflecting expenditures for the Recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in SAMS Domestic, in accordance with award specific requirements. Detailed information pertaining to the Federal Financial Report including due dates, instruction manuals and access forms, is provided on the [HHS/PMS website](#).

Other Reporting Requirements

- Corruption, Fraud, Sexual Exploitation and Abuse, and Mismanagement:** Consistent with [2 CFR 200.113](#), PRM-supported entities must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant Grants and Program Officer, all allegations or violations of Federal criminal law involving fraud, bribery, sexual exploitation and abuse, or illegal gratuities potentially involving the Federal award. PRM takes a zero-tolerance approach to allegations of sexual exploitation and abuse that requires partners to immediately investigate every claim, provide survivors with necessary resources, and pursue appropriate remedial actions. Complete instructions for mandatory disclosure can be found in the U.S. Department of State Standard Terms and Conditions [on the State Department's website](#).
- Security:** All security incidents or threats involving NGO staff should be **promptly** reported to the UN Department of Safety and Security (UNDSS), the UN Office for the Coordination of Humanitarian Affairs (OCHA), the relevant U.S. Embassy, and the relevant PRM Regional Refugee Coordinator and the NGO Coordinator at PRMNGOCoordinator@state.gov. **Audits:** U.S.-based organizations that are recipients of PRM funding will have Federal funds awarded included in an appropriate audit or audits performed by independent public accountants in accordance with U.S. Government Auditing Standards established by the Comptroller General of the United States covering financial audits. Non-U.S. based organizations that are recipients of PRM funding will have Federal funds awarded included in

an appropriate audit or audits independently and professionally executed in accordance with Generally Accepted Government Auditing Standards (GAGAS) either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. Audits conducted under the terms of PRM-funded awards that are not required to be submitted electronically to the [Federal Audit Clearinghouse](#) must be submitted directly to PRM as specified under award terms and conditions.

6. Contacting PRM

Recipients of PRM funding must submit **all required reports** to the relevant PRM Program Officer and Grants Officer assigned to the award through the [SAMS Domestic/MyGrants](#) system, or as stated within the cooperative agreement.

Electronic mail transmissions must include the following information:

- Organization Name.
- Agreement Number.
- Report Type; and
- Reporting Period.

PRM encourages and values both policy and program innovation, fully realizing the pace of innovation can be incremental to exponential.

Additionally, applicants may address general questions about PRM's overseas

assistance to NGOs, and provide feedback to PRM on its proposal, budget, and report templates, to PRM's NGO Coordinator:

PRMNGOCoordinator@state.gov

APPENDIX A: NGO APPLICATION PACKAGE CHECKLIST

To be considered for PRM funding, organizations **must** submit a complete application package including the items below unless otherwise noted.

Note: PRM strongly recommends final application packages be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations. Exceeding page length limits, including through the inclusion of cover pages or footnotes, will result in disqualification. All documents must be in English.

- **Proposal Narrative**
- **Indicator Table** including all required PRM indicators and targets for each year (if multi-year).
- **Budget Table**, broken down by each year of the program period, objective, sectors, and country (if proposal spans multiple countries)
- **Budget Narrative** for each year of the program period
- **Completed SF-424 Form** signed by Authorized Organization Representative
- **SF-424A**
- **Most recent Negotiated Indirect Cost Rate Agreement (NICRA)**, if applicable or *de minimis* rate calculation if applicant elects to use the *de minimis* rate.

- **Protection from Sexual Exploitation and Abuse (PSEA) Code of Conduct** and a country or regional implementation plan specific to the country or region of the application.
- **Risk Assessment and Security Plan**
- **Key Personnel for award applicant and sub-recipient(s).**
- **Most recent external audit** is required prior to issuance of an award if proposal is chosen for implementation.
- **Accountability to Affected Populations (AAP) Organizational Framework** (is required prior to issuance of an award, if proposal is chosen for implementation)

If applicable:

- SF-424B (**Note:** If the applicant organization has an active registration in SAM.gov that was either created or updated on or after February 2, 2019, then the applicant does **NOT** need to submit the SF-424B as they will be prompted to complete the representations and certifications in SAM.gov.)
- A market analysis and competency/capacity assessment for all proposals that include **at least one livelihoods-sector objective.**
- Information in support of any cost-sharing/cost-matching arrangements
- Information detailing the source of any in-kind contributions.
- Details on any sub-agreements associated with the program (must be part of the budget submission as noted above)
- NGOs that have not received PRM funding since the U.S. government fiscal year ending September 30, 2004, must be prepared to demonstrate that

they meet the financial and accounting requirements of the U.S. government by submitting copies of:

- the most recent external financial audit,
 - for U.S.-based NGOs, proof of non-profit tax status including under IRS 501 (c)(3) and Employer ID (EIN)/Federal Tax Identification number,
 - for overseas-based NGOs, proof of registration in country of domicile,
- SAM.gov UEI number.

APPENDIX B: PRM POLICIES AND STANDARDS

This appendix outlines the principles and standards that partners will be expected to meet **regardless of sector** as well as cross-cutting guidance that applies to multiple sectors. Please use this section as a reference and guidance for how to draft your program proposal and other required application materials.

Minimum Humanitarian Standards

NGO proposals for overseas assistance activities should reference the [Sphere Handbook Humanitarian Charter and Minimum Standards in Humanitarian Response](#) and relevant companion guides as the basis for design, implementation, monitoring, and evaluation in emergency settings, including proposed objectives and indicators. If it is determined that a specific aspect of Sphere Standards is inconsistent with U.S. government policy, U.S. government policy shall be the guiding principle. When relevant standards are not able to be met, an explanation should be provided as to why this is the case. Additional

sector-specific standards, guidelines, and best practices for overseas assistance activities are addressed in [APPENDIX C: PROGRAMMATIC SECTORS, SUB-SECTORS, AND MODALITIES](#).

Recipients are reminded that the [Department of State Standard Terms and Conditions for federal awards](#) contains the following provision:

“AA. Prohibition on Use of Funds for Performance or Research Respecting Abortions or Involuntary Sterilization

The recipient agrees that in accordance with 22 USC 2151b(f) no foreign assistance funds provided by the award shall be used to:

- pay for the performance of abortions as a method of family planning or to motivate or coerce any person to practice abortions (Helms Amendment, 1973).
- pay for the performance of involuntary sterilizations as a method of family planning or to coerce or provide any financial incentive to any person to undergo sterilizations (Involuntary Sterilization Amendment, 1978).
- pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilization as a means of family planning (Biden Amendment, 1981).

Furthermore, the recipient agrees in accordance with the Department of State’s annual appropriation bill, that no funds provided by the award may be used to lobby for or against abortion (Siljander Amendment, 1981).”

For awards that involve the provision of health services, the Bureau includes the following standard provision:

- Implementing partners will also comply with the Quality-of-Care Standards in the international Inter-Agency Field Manual on Reproductive Health in Humanitarian Settings.

programming initiatives in the coming years aimed at strengthening this For awards that also include a family planning component, the Bureau includes the following standard provision:

- The Recipient is reminded that funds provided under this agreement shall be used in a manner fully consistent with relevant U.S. law, including the abortion related provisions in accordance with Department Standard Terms and Conditions, provision AA.

Protection: PRM defines protection as: “Measures to safeguard the rights of PRM populations of concern by seeking to prevent or end patterns of violence or abuse; alleviate the trauma and related effects of violence or abuse; identify and promote durable solutions; foster respect for refugee, humanitarian, and human rights law; and ensure that humanitarian actions uphold dignity, benefit the most vulnerable, and do not harm affected populations.” PRM encourages partners to refer to the [IASC Policy on Protection in Humanitarian Action](#), [Sphere’s Protection Principles](#), and ICRC’s complementary [Professional Standards for Protection Work](#), among other resources. For guidance on programs specifically designed to prevent and respond to protection concerns, see [APPENDIX C: PROGRAMMATIC SECTORS, SUB-SECTORS, AND MODALITIES](#)

Protection Mainstreaming: PRM expects each proposal’s program description, regardless of sector, to demonstrate protection mainstreaming, including by

identifying potential protection risks associated with the program and how they will be mitigated. Protection mainstreaming is the process of incorporating protection principles and promoting meaningful access, safety, and dignity in humanitarian aid. When properly conducted, context-specific protection mainstreaming minimizes the risk of harm, violence, exploitation, and abuse through the delivery of humanitarian assistance. PRM encourages partners to identify and address the needs of vulnerable populations in all sectoral programs (see A.B.2 Vulnerable and Underserved Persons of Concern below). For additional guidance and tools on protection mainstreaming, including sector-specific guidance, please refer to the [Global Protection Cluster's Protection Mainstreaming page](#).

Community-based Protection: Wherever possible, protection proposals should use a community-based protection approach. Community-based protection is an approach that draws on the knowledge, skills, and experiences of the affected community to identify and address key protection issues. Community-based protection is an effective and sustainable method of reaching protection outcomes because of identifying protection needs through consultation with the affected community and through strengthening the community's ability to address them. Affected communities often develop positive self-protection mechanisms; humanitarian agencies should seek to strengthen and build upon those mechanisms. Every application of community-based protection must be context-specific, keeping the affected community at the center of decision-making.

Gender-based Violence: PRM believes that gender-based violence (GBV) is a key barrier to addressing gender equality in humanitarian settings. We encourage applicants to submit proposals that are targeted or multi-sectoral, and fund both

types of approaches and interventions. All programs should be designed and informed by the specific context, situation, and operating environment of the target population, supporting, and partnering with local women's organizations, wherever possible. Applicants must utilize [the IASC Guidelines on Gender-based Violence \(GBV\) Interventions in Humanitarian Settings](#) to inform their GBV program, in particular risk reduction or mitigation activities. Applicants should also identify such risks and mitigation measures as part of their application's risk analysis. PRM encourages partners to target and provide services to those most at-risk, particularly women and girls, as well as consider addressing the intersection of multiple vulnerabilities (e.g. disabled women and girls, women who are the single head of household, etc.) when designing their programs. For additional guidance on program interventions specifically designed to address GBV, see [APPENDIX C: PROGRAMMATIC SECTORS, SUB-SECTORS, AND MODALITIES](#).

Accountability to Affected Populations (AAP)

Demonstrating accountability to affected persons in all programs PRM supports remains a high priority for the Bureau and we are planning new policy and commitment. The Bureau requires evidence of how partners will obtain feedback directly from clients of the proposed programming on the quality and relevance of assistance provided in all proposal narratives, as well as in monitoring and evaluation plans, and final reports. We expect partners' AAP efforts and the feedback received will reflect the full diversity of the program's target population. Additionally, an organizational AAP framework **must** be submitted to PRM before an award is issued to recommended applications that discusses the organization's general collection and analysis techniques and explains how client feedback is used to design or adapt programming where

appropriate. We encourage partners to align their AAP frameworks with the [IASC's Four Commitments to Accountability to Affected Populations](#).

Organizational AAP Frameworks should demonstrate the [Interagency Standing Committee \(IASC\) commitments to AAP](#):

- leadership/governance; transparency.
- feedback and complaints.
- participation.
- and design, monitoring and evaluation.

PRM will consider funding activities aimed at incorporating participants' feedback, as part of overall program designs.

Additional resources on accountability to affected populations, as well as how PRM is working to promote AAP can be found at [PRM's AAP webpage](#), [IASC's Accountability and Inclusion Resources Portal](#), and the [Core Humanitarian Standard Alliance AAP resource page](#) and [FAQ page](#). Several humanitarian organizations publish their respective organizational AAP frameworks and guidelines documents. These may be an additional resource in drafting an AAP framework:

- [UNHCR AAP Protection Principles](#)
- [UNHCR AAP Operational Guidance](#)
- [ICRC Accountability to Affected Populations Institutional Framework](#)
- [UNFPA AAP Operational Guidelines](#)
- [International Rescue Committee Organizational AAP Framework](#)

(Note: Section 7 of the proposal narrative is specific to the program being proposed and is distinct from the organization-level AAP framework requirement, which is a separate document also required as part of the application package.)

Cash and Voucher Assistance (CVA)

CVA refers to all programs where cash transfers or vouchers for goods or services are directly provided to recipients. PRM supports the effective, efficient, and appropriate use of CVA. CVA can be delivered to recipients via a variety of mechanisms, including direct cash or cash transferred through an intermediate agency, vouchers (both paper and electronic), and various forms of electronic cash transfers via mobile phones, prepaid cards or local or international financial institutions. CVA includes unrestricted or non-conditional cash as well as more restrictive voucher schemes, both disbursed in physical and/or electronic mediums. When determining modalities of assistance (i.e., cash, vouchers, or in-kind assistance), PRM supports a context-driven approach based upon analysis of the appropriateness, feasibility, and cost of the modality, as well as whether that modality is suitable for achieving the program objectives. The Modality Decision Tool for Humanitarian Assistance serves as a useful foundational document for determining the appropriate modality.

CVA can offer people in need choice and dignity by supporting their individual empowerment while increasing efficiencies, supporting local actors, and stimulating local economies. PRM recognizes an inextricable relationship between assistance and protection – any agency doing one without considering the ramifications of the other puts program participants at enormous risk. While NGOs may determine the most effective and empowering methods of delivering humanitarian assistance, whether through CVA or other modalities, protection

must remain paramount. Regardless of the modality, PRM strongly encourages NGOs to demonstrate an understanding of the protection ramifications of the selected modality. For all programs regardless of modality, partners are strongly recommended to plan for routine monitoring of both the market and the assistance provided, and to use the data to shape modality of assistance and/or cash transfer amounts. Applicants should consider the following guidance:

- **Market monitoring/assessment:** PRM recommends the partner undertake or use existing market monitoring/assessments before CVA disbursements to help determine the best modality, appropriate amounts, and the target group for assistance. Routine market monitoring should be used to understand whether the modality and amount adequately cover the intended purpose, and to respond to any unintended consequences of the modality (ex. inflation). Partners may use primary data or secondary data from other organizations.
- **Post-distribution monitoring (PDM):** PRM requires partners to conduct PDM after CVA disbursements, either as a household survey or focus group discussion. This PDM should be used to collect data verifying that the CVA was received, as well as to understand how the CVA was used, whether the support was sufficient, whether the support was well-targeted, and to identify and respond to any protection concerns. Partners delivering CVA should also clearly message to CVA recipients how they can access technical support, such as through a helpline or contact, should the recipient experience challenges accessing their CVA.

Partners may want to leverage existing resources such as the [Modality Decision Tool](#), [MARKit Toolkit](#) or CVA survey templates for PDMs and market monitoring.

Please see the below additional resources :

- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response, 2018 Edition](#)
- [UNHCR's Guide for Cash-based Interventions](#)
- [Protection Risks and Benefits Analysis Tool](#)
- [Barcelona Principles for the Digital Payments in Humanitarian Response](#)
- [Global Protection Cluster's Essential Protection Guidance and Tools](#)

CVA Indicators

PRM **requires** all partners using cash and/or vouchers as a modality, regardless of whether the CVA is multi-purpose or sector-specific, to use the two standardized indicators in [APPENDIX D: LIST OF PRM STANDARDIZED INDICATORS](#) (PRM-CV1 and PRM-CV2) to report on transfers. CVA can be used to achieve the objectives in any of the sectors described in [APPENDIX C: Programmatic Sectors, Sub-Sectors, And Modalities](#). Partners should select the sectoral disaggregate (Education, Nutrition, Protection, etc.), that most aligns with the objective of the CVA intervention. If the partner uses multipurpose cash assistance, and there are therefore multiple objectives of the transfer, the partner should select “multi-purpose cash assistance (MPCA)” as the disaggregate. PRM uses CaLP’s definition of MPCA: “Multipurpose Cash Transfers (MPC) are transfers (either periodic or one-off) corresponding to the amount of money required to cover, fully or partially, a household’s basic and/or recovery needs. The term refers to cash transfers designed to address multiple needs, with the transfer value calculated accordingly. MPC transfer values are often indexed to expenditure gaps based on a Minimum Expenditure Basket (MEB), or other monetized

calculation of the amount required to cover basic needs. All MPC are unrestricted in terms of use as they can be spent as the recipient chooses. This concept may also be referred to as Multipurpose Cash Grants (MPG), or Multipurpose Cash Assistance (MPCA).” If the “Other” disaggregate is selected, please include a description of those objectives in the indicator table.

CVA Budget Guidance

When intended to achieve sector-specific outcomes, CVA should not be pulled out as a separate sector in the detailed budget table. Rather, the budget for activities undertaken using CVA as a modality should be reflected in and reported under the sector in which outcomes will be achieved. For example, if the partner provides a cash transfer to a participant to purchase inputs to start up a new business, that funding should be reflected as “Livelihoods and Economic Empowerment.” However, partners may report on support provided through multipurpose cash assistance as a standalone budget “sector” given how difficult it is to disaggregate MPCA into the individual sectors it supports.

Conflict Sensitivity

All PRM partner program activities must be conflict sensitive and must adopt at the very least a “do no harm” approach to avoid aggravating existing conflict dynamics. Further resources on how to adopt a “conflict-sensitive” approach to humanitarian assistance programming can be found [on the Collaborative Learning Projects' website](#).

Coordination

Proposals must demonstrate the extent to which the applicant organization coordinates and cooperates with the national and local host government(s), UN

agencies (especially UNHCR), relevant international organizations (IOs), USG agencies, donors, and NGOs. Participation in existing sector and geographic coordination structures is strongly encouraged. Programs must target critical gaps identified and agreed upon through this coordination effort, which must be fully documented in the coordination section of proposal narratives.

Duty of Care

PRM considers staff care an essential component for all humanitarian work. Therefore, all PRM funded programs should maintain a strategy for ensuring that all staff have access to the duty of care resources necessary to protect their health and overall well-being in the face of the complex demands of humanitarian work. Please use the World Health Organization's [Our duty of care: A global call to action to protect the mental health of health and care workers](#) as a resource.

Environmental Protection

PRM considers environmental protection to be of paramount importance, and thus all PRM-funded programs should carefully consider the potential environmental impacts of program activities. Humanitarian practitioners should consider these impacts during the design phase of all programs and adopt what they determine to be the most relevant mitigation techniques.

Protection from Sexual Exploitation and Abuse

Among PRM's primary programming concerns is that program participants are protected from sexual exploitation and abuse in humanitarian relief operations. PRM is equally concerned with discrimination, sexual harassment, and sexual abuse perpetrated against aid workers, including sexual harassment and abuse

against female aid workers, by colleagues in the workplace. In accordance with the Inter-Agency Standing Committee's (IASC) Plan of Action to protect program participants and recipients of humanitarian assistance from sexual exploitation and abuse (SEA), applicants must submit their organization's Code of Conduct (Note: This is not a country-specific code of conduct). PRM requires that organizations' codes of conduct, consistent with the updated 2019 [IASC's six core principles, are](#) shared widely throughout their organizations, are signed by staff, and have an associated country or regional implementation plans. The organizational Code of Conduct document is required upon submission. PRM requires applicants to include with their Code of Conduct submission, a country or regional implementation plan specific to the country or region of the applicant's proposed program. The plan should outline how employees are trained and otherwise made aware of the Code of Conduct, how violations of the Code of Conduct against program participants are reported and followed up on in a safe and confidential manner, how program participants are made aware of the Code of Conduct and a mechanism to report any violations, and whether there is a focal point in the country or regional office for the Code of Conduct. Where possible, PRM encourages organizations to also refer to sexual harassment, how the organization is addressing this issue and promoting culture change, such as mutual respect and equality amongst staff in all program locations.

Risk Management

PRM requires applicants to include a risk assessment as a separate document in their program application package. The document should address any potential programmatic or administrative risks, including financial or reputational risks arising from fraud, waste, or corruption and context-specific pre- and post-

distribution interference or abuse by host government or local authorities. The assessment should also assess the level of legal risk that the proposed program may inadvertently benefit terrorists or their supporters. The risk assessment should provide detail using objective data points, including cost-benefit, constraints, limitations, and assumptions. Proposals must state how identified risk factors will be mitigated and assess the remaining or “residual” risk level. A suggested format for a risk assessment document and additional considerations is found on PRM’s website.

Safety and Security

When implementing any PRM award, the implementing organization is responsible for ensuring that adequate measures are taken for the security and safety of the organization’s personnel, including local staff, and any PRM-funded property, equipment, and vehicles. Proposals must include a security plan and protocol that are designed specifically for the local operating environment based on a security assessment. A generic, organization-wide plan is not acceptable. PRM strongly recommends that organizations be aware of any relevant travel advisories issued by the State Department; ensure that all U.S. citizen employees register at the relevant U.S. embassy while working overseas; adhere to the UN’s security guidelines in any given location; and use [InterAction’s suggested guidance for implementing the Minimum Operating Security Standards \(MOSS\)](#). Security requirements should be included in the proposed budget. Failure to maintain adequate security precautions may result in suspension of PRM funding. PRM recommends applicants include their security plan with the required risk assessment. A suggested format for a risk assessment document is found on PRM’s website.

Vulnerable and Underserved Persons of Concern

Unless specifically indicated or permitted in the relevant funding opportunity, PRM's populations of concern must constitute a minimum of 50 percent of the targeted population(s) as indicated in the NOFO. PRM promotes respect for international humanitarian principles and human rights, as well as nondiscrimination in the provision of humanitarian aid and accountability to crisis-affected persons and prioritizes addressing the needs of vulnerable and underserved segments of these populations. PRM will prioritize proposals that can demonstrate steps to ensure that within the target population, efforts are made to reach and to serve vulnerable and underserved groups. These groups may include women; children; adolescents; LGBTQI+ individuals; stateless persons; older persons; the sick; persons with disabilities; and members of marginalized communities. Applicants must also describe a proposed approach for both identifying and targeting vulnerable participants, as well as conducting outreach on programming that is responsive to their specific vulnerabilities, needs, and capacities. PRM strongly promotes women's equal access to resources and their participation in managing those resources. Applicants to PRM funding must demonstrate protection mainstreaming and submit a Gender Analysis that describes how the NGOs will incorporate vulnerable and underserved populations into program design.

Older Persons and Persons with Disabilities: Certain populations require specialized services and responses to meet their individual needs and often face challenges and obstacles to accessing t services and support. PRM expects its partners to ensure that programs adhere to an inclusive, rights-based approach consistent with the UN Convention on the Rights of Persons with Disabilities, where humanitarian actors promote: the full and effective inclusion of displaced persons with disabilities; accessibility, by ensuring that the physical environment, all facilities, services, shelters, schools, health services, organizations and

information are accessible to displaced persons with disabilities; and independent living, by taking actions to ensure that displaced persons with disabilities can live as independently as possible. Special attention should be paid to the rights of displaced women, children, and older persons with disabilities, and their situations. PRM has adopted the [guiding principles](#) outlined in the Women’s Refugee Commission’s Resource Kit for Fieldworkers on Disabilities Among Refugees and Conflict-Affected Populations, and encourages its partners to integrate protection and assistance for persons with disabilities into multisectoral humanitarian programs and to develop additional targeted programs to address the specific needs of refugees and other persons of concern with disabilities. PRM encourages partners to disaggregate project participant data by disability, when feasible.

APPENDIX C: PROGRAMMATIC SECTORS, SUB-SECTORS, AND MODALITIES

This section describes PRM definitions and guidance on sectors, sub-sectors, and modalities. The sector and modality descriptions should inform the selection of indicators ([See APPENDIX D: LIST OF PRM STANDARDIZED INDICATORS](#)) and provide expectations and best practices on programming within those sectors/modalities. Additionally, proposal budgets should be broken down by sector(s) corresponding to the stated program objectives (see [APPENDIX E: BUDGET TABLE INSTRUCTIONS](#)).

Capacity Strengthening

The strengthening of knowledge, ability, skills, and resources to help individuals, communities, or organizations to achieve agreed goals.

NGO/CBO Capacity Strengthening

The strengthening of knowledge, ability, skills, and resources to help non-governmental or civil society organizations achieve agreed goals.

Local Government Capacity Strengthening

The strengthening of knowledge, ability, skills, and resources to help national or local governments achieve agreed goals.

- [IASC Guidance note on capacity strengthening for localization](#)
- [Evaluation of the Effectiveness of PRM-Supported Programs to Build the Capacity of Colombian Municipal Authorities to Assist Internally Displaced Persons, Proposed Indicators for PRM-Supported Local Capacity-Building, 2016](#)

Inclusion of Persons with Disabilities

Activities that identify and lower barriers for persons who have long-term sensory, physical, psychosocial, intellectual, or other impairments to access or participate in humanitarian programs, protection, and services.

Education

Activities which aim to restore and maintain access to safe and quality education during humanitarian crises and to support out-of-school children to quickly enter or return to quality learning opportunities. PRM considers education to be lifesaving and a critical component in a humanitarian response. PRM prioritizes programs that seek, wherever possible, to support refugee children through existing national education systems. Where mainstreaming is not possible, curricula for stand-alone programs should be designed to comply with national

curriculum standards issued by the relevant government ministry of the refugee hosting country to further advance inclusion in the future. Activities should be accessible to and inclusive of children with different types of disabilities and gender sensitive. PRM will prioritize education programs that demonstrate clear linkages with the child protection response. Subject to parameters outlined in specific NOFO announcements, PRM considers activities that fall under the education sector to include, but are not limited to:

- Activities designed to improve girls' and boys' equitable access, enrollment and retention in early childhood education, primary education, and secondary education.
- Programming that facilitates mainstreaming into local schools including supporting teachers and/or supplies in those schools, school fees, transportation costs or other related fees to facilitate access to local schools.
- Activities that seek to improve learning outcomes, including teacher training, access to examinations, community/caregiver engagement, catch up and/or remedial education.
- For activities that seek to improve Water, Sanitation, and Hygiene (WASH) behavior change and communication in school settings – applicants should also refer to [WASH Behavior Change and Communication \(BCC\) guidance](#) under the WASH Sector and provide additional details regarding adapting programmatic approaches across age groups in school settings.

- Alternative education includes accelerated learning to support out of school and/or over age learners. Alternative education should conform to national standards and ensure clear pathways back to formal education or other vocational opportunities.
- For any School buildings or site infrastructure improvements –applicant should instead propose activities under the [Shelter and Settlement Sector](#) – and note how any schools built with PRM funding will conform to applicable national government guidelines regarding school infrastructure and comply with host country or regional standards for accessibility in construction.
- For any Water, Sanitation, and Hygiene (WASH) Infrastructure built in Schools – applicants should instead propose activities under the [WASH Sector](#).

Resources

- [Child Protection Minimum Standards](#). Alliance for Child Protection in Humanitarian Action, 2019
- [INEE Minimum Standards for Education: Preparedness, Response, Recovery](#)

Food Security

Activities that ensure the availability and adequate access to sufficient, safe, and nutritious food to maintain a healthy and active life through in-kind, cash, or voucher assistance. Food security interventions seek to tackle the immediate and underlying causes of malnutrition. This can include provision of food, cash, and/or vouchers, the promotion of and support for adequate infant and young

child feeding and care practices, and collecting, analyzing, and interpreting food security data to inform programming.

- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#)
- [Practical Guide to the Systematic Use of Standards & Indicators in UNCHR Operations](#), 2006
- [Guide to Measuring Household Food Security](#). U.S. Department of Agriculture, Food and Nutrition Service, 2000

Health

Interventions and programs based on internationally recognized, evidence-based strategies, global guidance, and best practices that address the major causes of morbidity and mortality. Mental health and psychosocial support are described as a separate sector in this Appendix below.

To avoid establishing parallel, refugee-specific systems, health interventions should promote inclusion in national treatment and prevention protocols where possible and adhere to international standards where host government capacity is limited. In general, interventions should be coordinated with the Ministry of Health (MoH) and other relevant partners. Any health infrastructure built with PRM funding must conform to national MoH guidelines. In refugee reintegration settings, PRM-funded NGOs providing health services should obtain a signed Memorandum of Understanding (MoU) with local or national MoH officials. The MoU should acknowledge the NGO's presence and work and include a plan that details the process and timeline for eventual handover of health services to the MoH and other relevant actors, including if/when health staff currently being paid by the NGO will be added to MoH payrolls. Partners should also strongly

consider a similar approach in refugee settings as well. Finally, applicants should consider lessons learned from the COVID-19 pandemic and review how hybrid technologies can be used to reach wider audiences, close access gaps, and safely deliver health services in the face of ongoing and future health emergencies.

NGO partners implementing tuberculosis (TB) programs with refugee populations are advised to use the Centers for Disease Control and Prevention's TB [Monitoring and Evaluation toolkit](#) at least once per fiscal year in order to evaluate and improve program quality.

Sexual and Reproductive Health

Provision of health services or interventions that address the reproductive processes, functions, and system at all stages of life.

Note: Programs with a health and/or nutrition component are strongly encouraged, as appropriate, to measure the Crude Mortality Rate (CMR) for the population and Global Acute Malnutrition (GAM) in children under age five – two core indicators of the impact of humanitarian assistance. PRM requires that, in addition to required program reports, partners share survey data on CMR and GAM with the UNHCR Public Health and HIV Section, including through the UNHCR's Health Information System (HIS) where available.

Livelihoods and Economic Empowerment

Activities that allow people to acquire and access the capabilities, knowledge, goods, and assets necessary for their survival, safely and with dignity. This may include support to access employment, financial and numerical literacy, and entrepreneurship or business development activities. PRM will prioritize impact-driven, market-oriented programs that seek to improve the economic well-being

and self-reliance of participants. Applicants should consider including plans to measure the impact of proposed activities on household self-reliance. Wherever possible, programs should also seek to facilitate the inclusion of participants in existing markets and services offered by hosting economies, development actors, and the private sector, as opposed to creating a parallel humanitarian system.

Livelihoods programs may include, but are not limited to:

- Job placement or referral services.
- Income-generating activities.
- Temporary work programs.
- Micro-finance.
- Financial literacy training and services.
- Agriculture, livestock activities.
- Vocational training.
- Entrepreneurship training, business development and incubation.

In addition, applicants for PRM funding must note the following guidance:

- NGOs **must** include a recent market analysis in their application packages for all proposals that include at least one livelihoods-sector objective. Market analyses should apply an age, gender, and diversity (AGD) lens, considering market use and accessibility by all sub-sets of the population of concern. The proposal narratives should explain clearly how the market analysis informed the program design. The market analysis may be included as an attachment to the application. If available, applicants may submit a recent market analysis performed by

another partner or for another purpose for the same context, in lieu of performing a new market analysis.

- NGOs **must** include a livelihoods capacity/competency assessment evaluating existing skills, knowledge, and interests of program participants and include the findings in the proposal narrative.
- Proposal narratives should also provide an overview of the broader context in which the livelihoods activities will take place, including any legal or policy obstacles to formal employment, as well as any advocacy efforts the partner plans to undertake to enhance the enabling environment.
- Competitive proposals will describe how the program will engage women and/or other vulnerable groups in the design and implementation of the program, and how it will consider specific needs of female participants.
- Program proposals should demonstrate consideration of the relevant standards and indicators outlined in the [Minimum Economic Recovery Standards](#), which have been accepted as a companion to the Sphere standards.

Resources

- Additional resources such as the Emergency Market Mapping and Analysis Toolkit; ILO UNHCR [Guide to market-based livelihood interventions for refugees](#); and [Operational Guide for Making Markets Work for the Poor \(M4P\) Approach](#) may be useful.

- [Minimum Economic Recovery Standards](#)
- [UNHCR Refugee Livelihoods and Economic Inclusion - 2019-2023 Global Strategy Concept Note](#)
- [The Self-Reliance Index \(SRI\) Indicators](#)

Mental Health and Psychosocial Support (MHPSS)

Any type of local or outside support that aims to protect or promote psychosocial well-being and/or prevent or treat mental conditions.

Proposals should focus on the MHPSS needs of populations of concern and emphasize the active involvement of program participants in the design, development and targeting of relevant programming, highlighting a community-based approach when applicable. Programs must be culturally relevant and include local healing practices when appropriate. Programs should be integrated whenever possible into all systems including but not limited to primary health care systems, education, livelihoods, nutrition, protection efforts, and existing community support mechanisms. PRM highly encourages the inclusion of programming that supports workforce development issues such as MHPSS training and licensing strategies. Applicants should review lessons learned from the COVID-19 pandemic and consider how hybrid technologies can be used to reach wider audiences, close access gaps, and safely deliver MHPSS services in the face of ongoing and future health emergencies. Proposals should also address sustainability issues to ensure continuity of services after award funding ends. For more information on the MHPSS needs of staff, please see the Duty of Care section in [APPENDIX B: PRM POLICIES AND STANDARDS](#).

Resources

- [World Mental Health Report \(who.int\)](#)
- [Five key themes for improved mental health care for refugees and migrants \(who.int\)](#)
- [MHPSS and EIE Toolkit - The MHPSS Network](#)
- [MHPSS | Humanitarian UNICEF](#)
- [IASC Common Monitoring and Evaluation Framework for Mental Health and Psychosocial Support in Emergency Settings: With means of verification \(Version 2.0\)](#)

Non-Food Items

Provision of standard, life-sustaining non-food items (NFIs), which is often used as catch all terminology for any items distributed other than food. Also referred to as Core Relief Items or Essential Household goods. Some types of NFI's distributed may require additional focused training for recipients on NFI's safe and appropriate use, maintenance, and disposal. This includes items essential for basic household needs such as mattresses, blankets, lighting, energy requirements, and in some contexts clothing, through in-kind, cash, or voucher assistance. The specific type of NFI assistance provided is context specific and requires coordination with others.

- Goods that are intended or used to create a habitable living space should be reported under the Shelter and Settlements sector – (e.g., tool/equipment used to create or repair a shelter, construction related protective personal equipment, construction materials, tents, plastic sheeting, or tarpaulins intended for shelter) instead of the NFI sector.

- Goods that enable water, sanitation, or hygiene-related behaviors, or the provision of cash or vouchers to obtain these items (e.g. hygiene/dignity kits, water transport/storage containers, soap, materials for anal cleansing, miscellaneous hygiene items (e.g., shampoo, razors, toothpaste, toothbrushes, nail clippers), menstrual hygiene management (MHM) materials, diapers (infant and adult), and cleaning materials and products.), should fall under the WASH Sector as WASH related NFI's, instead of the NFI sector.
- Partners who choose to incorporate NFI commodities or services as a part of larger multi-purpose cash transfer, should propose activities instead under the Multipurpose Cash Assistance sector which provides further guidance and resources.

Organizations providing NFI's should describe within their proposal narrative:

- Understanding and analysis of the needs of the targeted affected populations, markets availability and access, local context, and conditions, to appropriately develop programming activities for the humanitarian environment and populations of concern. This includes discussion on the quality, availability, and accessibility of the inputs required for proposed activities.
- How related prices (e.g., transportation, estimated market costs) will be monitored, and discuss how the intervention approach could be adjusted if high prices or prohibitive in-country policies targeting populations of concern undermine the ability of the recipients to access NFI assistance. In addition, applicant should be able to describe how the activity will prevent and mitigate the risk of corruption, fraud,

exploitation, and the diversion of the assistance to other purposes specifically related to NFI interventions.

- How they will ensure alignment on NFI's kit contents, including preferred modalities used, and frequency of distributions with others. In addition, to aligning targeting criteria and public information dissemination messaging strategies to affected populations to prevent overlap with distributions being implemented by other NGOs or relief agencies.
- If applicable, describe measures taken by implementing partners to ensure that specific commodities that require familiarization/or training on appropriate use, maintenance, and disposal are provided.

Applicants should be able to describe how NFI post-distribution monitoring (PDM) will be conducted, to collect data verifying that the NFI assistance (through in-kind, or CVA modalities) was received, as well as to understand how the NFI was used, whether the support was sufficient in content, quality, quantity; and to identify and respond to any protection concerns. It is highly recommended that PDM is independently conducted by individuals, not directly involved in procurement and distribution activities. Partners should describe how they will also clearly message to NFI recipients how they can access technical support, such as through a helpline or contact, should the recipient experience challenges accessing their NFI's assistance or encounter heightened protection risks due to receipt. [See also PRM's CVA Guidance for additional information regarding the use of CVA for NFI's.](#)

Resources

- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#), 2018 Edition
- [UNHCR Emergency Handbook - Non-Food Items/Core Relief Items in Kind Distribution](#)
- [Post Distribution Monitoring for NFI and Shelter Distributions](#)
- [Enhanced Capacity Response – Protection Risks and Benefits Analysis Tool](#)
- [Global Protection Cluster’s Essential Protection Guidance and Tools](#)

Nutrition

Activities that aim to safeguard and improve the nutritional status of emergency-affected populations.

This can include provision of special nutritional products for vulnerable groups, the promotion of and support for adequate infant and young child feeding and care practices, treatment of acute malnutrition, and collecting, analyzing, and interpreting nutrition data to inform programming.

Resources

- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#)
- [Practical Guide to the Systematic Use of Standards & Indicators in UNCHR Operations](#), 2006
- [UNHCR Standardized Expanded Nutrition Survey for Refugee Populations](#)

Protection

Measures to safeguard the rights of persons affected by humanitarian crisis by seeking to prevent or end patterns of violence or abuse; alleviate the trauma and related effects of violence or abuse; identify and promote durable solutions; foster respect for refugee, humanitarian, and human rights law; and ensure that humanitarian actions uphold dignity, benefit the most vulnerable, and do not harm affected populations.

PRM pursues four broad protection goals: 1) to address or prevent violations of human rights and humanitarian principles; 2) to fill protection gaps in the overall humanitarian response to a crisis; 3) to strengthen and monitor standards, indicators, and institutional capacities for protection; and 4) to address protection challenges posed by diverse populations of concern.

PRM seeks to address a range of protection threats to affected persons, including but not limited to:

- forced return.
- denial of humanitarian access.
- restrictions on freedom of movement.
- insecure humanitarian sites.
- militarization of humanitarian sites.
- gender-based violence.
- sexual exploitation and abuse.
- family separation.
- forced conscription.

- improper registration.
- denial or lack of proper identity documents.
- unfair distribution of assistance.
- restricted access to education, particularly for girls.
- tensions with host communities.
- dangerous coping strategies; and
- forced evictions.

Resources

PRM encourages NGO partners to reference and adopt the Inter-Agency Standing Committee's [Statement on the Centrality of Protection](#), as well as the [IASC Protection Policy](#).

- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#), 2018 Edition
- [Protection: An ALNAP guide for humanitarian agencies](#). ALNAP, 2005
- [Professional Standards for Protection Work](#). ICRC, 2018
- [Minimum Agency Standards for Protection Mainstreaming](#). World Vision, CARE, Oxfam, Caritas, 2012
- [Understanding Community-based Protection](#), UNHCR, 2013
- [Core Humanitarian Standard: CHS Guidance Notes and Indicators](#)
- [Handbook on Protection of Stateless Persons](#), UNHCR, 2014

Legal Protection

Provision of legal information, counseling, and/or assistance, or development of an environment that promotes respect for human rights of displaced and conflict-affected people.

Child Protection

Empowering children by creating safe and protective environments, ensuring access to essential services, working with caregivers, supporting national protection systems, and increasing children's participation in issues affecting their lives.

PRM strives to empower children by creating safe and protective environments, ensuring access to essential services, working with caregivers, supporting national protection systems, and increasing children's participation in issues affecting their lives. PRM prioritizes programs that strengthen protection systems, including case management, support quality child friendly spaces, promote access to quality and inclusive education, address psycho-social needs, reflect community-based approaches, and ensure age-appropriate child participation. PRM also seeks to ensure programs address the most vulnerable children, including unaccompanied and separated children and children with disabilities. PRM prioritizes programs that support family-based care and age-appropriate alternative care. PRM also recognizes that for youth to realize their full potential, they need a safe passage from adolescence into adulthood with opportunities to develop the knowledge, skills, and resilience for a productive and fulfilling life. PRM supports youth related programs that provide access to quality education, vocational, and life skills, and address unique psycho-social needs through sports for protection, community leadership, and social cohesion,

among others. PRM also seeks to ensure child protection is mainstreamed throughout the humanitarian response. Applicants are encouraged to use the Child Protection Minimum Standards to guide program design.

- [Child Protection Minimum Standards](#). Alliance for Child Protection in Humanitarian Action, 2019
- Tools and resources found at the [Alliance for Child Protection in Humanitarian Action](#)
- [UNHCR Framework for the Protection of Children](#)

Gender Based Violence

Activities aimed at combating or mitigating the impacts of any harmful act that is perpetrated against a person's will and that is based on socially ascribed (i.e., gender) differences between males and females.

PRM's goal is that women, girls, and survivors of GBV receive coordinated, high-quality services and their needs are addressed in a consistent and timely manner so that they can live free from violence and have access to equal opportunities.

We strive to ensure all programs are accessible, safe, compassionate, coordinated, appropriate, and survivor centered. PRM prioritizes service provision as a life-saving activity and entry point for survivors to receive comprehensive care. We also support prevention, empowerment, capacity strengthening, coordination, and learning activities as part of our holistic approach.

PRM supports a variety of activities considered to be essential, lifesaving GBV interventions, such as:

- Response to the immediate and lifesaving needs of at-risk women and girls, and survivors of GBV, through health, psychosocial, case management, and legal services.
- Community mobilization and behavior change activities that aim to address the social norms that perpetuate gender inequality and condone violence against women and girls.
- Networking and group interventions that enable at-risk communities to come together and receive informal support from one another.
- Social or economic empowerment activities that are directly linked to reducing risk of violence and create opportunities for women and girls to develop their skills, gain income, participate in community structures and fora, and make decisions for themselves and their families.
- Local capacity strengthening and training opportunities that focus on GBV preparedness in advance of potential emergencies or sustainability of GBV programs.
- Staff support or debriefing activities that recognize the importance of processing trauma and other stories that local staff, organizations, or program participants may experience.
- Program evaluations that assess program effectiveness and impact.
- Sub-cluster coordination to improve leadership for the sector.

PRM encourages applicants to design activities that target hard to reach populations and the most vulnerable within any community. In the context of GBV programs this may include women and girl heads of households, out-of-school girls, women, and girls who identify as LGBTQI+, women and girls with disabilities, women and girl survivors of violence, married girls, and adolescent

mothers. Programs should aim to increase protective assets, social networks, and access to information and services that will enhance safety and reduce any immediate risks of GBV.

- [Gender-Based Case Management Outcome Monitoring Toolkit](#)
- [Gender-Based Violence Research, Monitoring, and Evaluation with Refugee and Conflict-Affected Populations: A Manual and Toolkit for Researchers and Practitioners](#)
- [Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Settings, IASC, 2015](#)

Socio-cultural Inclusion and Social Cohesion

Activities that ensure diverse components of the population, including the most marginalized, can access necessary services and express their priorities and preferences on humanitarian services that affect their lives. Activities aimed to prevent and alleviate social tensions between displaced persons and host communities, including stigma reduction activities and outreach campaigns.

Shelter and Settlements (S&S)

Programs that strive to enable program participants to access and live in safe, sustainable, and dignified accommodation and communities that allow them to resume critical social and livelihoods activities and improve their quality of life. Shelter and settlements interventions should also provide meaningful access to other wrap-around services and resources provided through water, sanitation, and hygiene (WASH), education, health, livelihoods, and other sectors.

Interventions for S&S continue to evolve to meet the rapidly complex needs across both acute and protracted emergency settings. Globally, approaches

range across urban, rural, camp, and non-camp settings and among host populations to include a wide range of programming activities (e.g., shelter construction and repairs, hosting-support, rental support, temporary emergency collective shelters, improvements to roads/pathways, disaster risk reduction, and shelter-specific NFI's). Any goods that are intended or used to create a habitable living space should be reported under the shelter sector – (e.g., tool/equipment used to create or repair a shelter, construction related protective personal equipment, construction materials, tents, Plastic sheeting, or tarpaulins intended for shelter). However, applicants who choose to incorporate S&S related commodities or services as a part of larger multi-purpose cash transfer, should propose activities instead under the Multipurpose Cash Assistance sector. PRM's sub-sector guidance for multi-purpose cash, provides further guidance and resources.

Proposed S&S interventions should describe within their proposal narrative:

- Understanding of the needs of the targeted affected populations, housing markets, and local context, to appropriately develop programming activities for the humanitarian environment and populations of concern. This includes discussion the quality, availability, and accessibility of the inputs (e.g., skilled labor, construction materials, and rental units) required for proposed activities.
- Address how housing, land rights, and property concerns are integrated into S&S interventions (e.g., what tenure agreements exist, will be monitored, or created regarding the rights and the responsibilities of the different parties in relation to a particular parcel of land, building (or unit), property, or natural resource and for what duration).

- How they will incorporate hazard mitigation and disaster risk reduction principles and approaches within shelter activities, listing potential factors (e.g., insecurity, pollution, weather variations, seasonal work, and migrations) and outline efforts to reduce of the risks of hazards among populations of concern and build community resilience. For shelter interventions in protracted humanitarian environments or as a part of multi-year funded programs outside of acute emergency responses, applicants should also detail how shelter and settlements solutions interventions transition from acute emergency S&S interventions to improved solutions over time.
- **For Shelter and Settlement infrastructure construction or repair activities:** Partners should also describe safety procedures to ensure community and staff/workers are protected during activity interventions such as the personal protective equipment you will provide to staff/workers, as well as safeguard measures to prevent injuries to staff/workers and community. In addition to describing any applicable permitting and approval requirements from authorities in the emergency response that may impact project timelines.
- Applicants are encouraged to submit as attachments with their proposal for infrastructure construction or repairs activities, as applicable:
 - A demonstrative bill of quantities (BoQ)
 - Field diagrams/sketches

- Assumptions and calculations made to estimate the value of the assistance package if the plan is to repair, rehabilitate, retrofit, or construct shelters.

Likewise, if partners are implementing infrastructure improvements within institutions or communal buildings (e.g., schools, hospitals, nutrition centers, women/child-friendly safe spaces), if the organization is not working directly in these settings partners must justify why proposed S&S infrastructure interventions are required and describe coordination efforts with actors who directly implement activities in such facilities.

- Explain how related prices (e.g., transportation, estimated rental market costs, labor, construction materials) will be monitored, and discuss how intervention approach could be adjusted if high prices or prohibitive in-country policies targeting populations of concern undermine the ability of the recipients to access adequate shelter. In addition, describe how the activity will prevent and mitigate the risk of corruption, fraud, exploitation, and the diversion of the assistance to other purposes specifically related to S&S interventions.
- In addition, partners should describe whether other humanitarian actors have provided or plan to provide WASH facilities to the participants of the proposed intervention. If proposing WASH facilities interventions as well, you must include the additional PRM WASH sector guidance in your application.
- **For S&S Specific Non-Food Items:** If the proposed Shelter interventions include direct resource transfers to affected persons and participants (such

as in-kind commodities, cash transfers, or voucher modalities), partners should explain how they will:

- Ensure alignment on S&S NFI's kit contents, including preferred modalities used, and frequency of distributions. In addition, to coordinating targeting criteria and public information dissemination messaging strategies to affected populations to prevent overlap with distributions being implemented by other NGOs or relief agencies.
- Describe measures taken by implementing partners to ensure that specific commodities that require familiarization/or training on appropriate use, maintenance, and disposal are provided.
- CVA modalities can be used in many S&S intervention activities. Applicants should verify that cash supporting shelter repairs, improvements, construction, or shelter related interventions are provided in combination with technical assistance such as training, skilled labor, supervision, and verification of purchased shelter items. Even if organizations transfer money or resources to a participant, an organization is still responsible for the overall quality of the product or process. [See also PRM's CVA Guidance for additional information regarding the use of CVA for NFI's.](#)
- Partner should describe how post-distribution monitoring (PDM) will be conducted, to collect data verifying that shelter assistance (through in-kind, CVA modalities) was received, as well as to understand how the Shelter-related NFI(S) were used, whether the support was sufficient in content, quality, quantity; and to identify

and respond to any protection concerns. It is highly recommended that PDM is independently conducted by individuals, not directly involved in procurement and distribution activities.

- Applicants who choose to incorporate shelter related commodities or services as a part of larger multi-purpose cash transfer, should propose activities instead under the Cross-Cutting Multipurpose Cash Assistance sector. PRM's sub-sector guidance for [multi-purpose cash, provides further guidance and resources.](#)

Resources

- [Global Shelter Cluster 2018-2022 Strategy](#)
- [Post Distribution Monitoring for Shelter and NFI Programming](#)
- [Grand Bargain Multipurpose Cash Assistance Outcome Indicators and Guidance](#)
- [Urban Shelter Guidelines, Norwegian Refugee Council/Shelter Centre](#)
- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#)
- [Global Shelter Cluster Indicator Guidelines](#)
- [IASC GBV Guidelines for: Shelter, Settlement, and Recovery, Housing, Land Rights, and Property, Camp Coordination and Camp Management](#)
- [Practical Guide to the Systematic Use of Standards & Indicators in UNHCR Operations](#)
- [All Under One Roof - Disability Inclusive Shelter and Settlements in Emergencies](#)

- [UNICEF Toolkit on Accessibility](#)
- [CCCM Collective Shelter Guidelines](#)

Water, Sanitation, and Hygiene (WASH)

Interventions that aim to reduce morbidity and mortality because of diseases related to water, sanitation, and hygiene at individual/household, communal, and institutional levels in a response. All WASH interventions should minimize the impact on the local environment. Water-related interventions within the sector refer to water for human consumption, such as drinking, personal hygiene, and cooking in households, communities, and institutions. Sanitation related interventions focuses on infrastructure, as well as operation and maintenance, for the safe disposal of human excreta. Hygiene related interventions also focus on access to other types of infrastructure, such as menstrual hygiene management (MHM) facilities, bathing spaces, and washing slabs; in addition to the promotion of healthy behaviors intended to reduce or prevent disease transmission through enabling people to practice key hygiene behaviors (e.g., handwashing, bathing, proper water handling and storage.) For any goods that enable water, sanitation, or hygiene-related behaviors, or the provision of cash or vouchers to obtain these items, should fall under the WASH Sector as WASH related NFI's. Examples of WASH NFIs include but are not limited to hygiene/dignity kits, water transport/storage containers, soap, materials for anal cleansing, miscellaneous hygiene items (e.g., shampoo, razors, toothpaste, toothbrushes, nail clippers), menstrual hygiene management (MHM) materials, diapers (infant and adult), and cleaning materials and products. However, applicants who choose to incorporate WASH related commodities or services as a part of larger multi-purpose cash transfer, should propose activities instead

under the Multipurpose Cash Assistance sector. PRM's sub-sector guidance for multi-purpose cash, [provides further guidance and resources](#).

For WASH infrastructure construction or rehabilitation activities PRM will not typically fund infrastructure that requires maintenance parts not available on the local market. The exception to this is when NGOs can provide compelling justification for using such infrastructure in emergency situations or if the NGO can demonstrate that they can establish a supply chain for parts not currently available in the local market. Due to the emergency humanitarian nature of PRM's supported programming, PRM does not fund latrine designs or activities that promote the use of "nightsoil" or any fecal waste for fertilization in agricultural interventions.

While PRM promotes individual/household level WASH interventions, PRM also supports WASH infrastructure construction or rehabilitation within institutional settings (e.g., Health Facilities, Schools, Community Centers, etc.), and community-based WASH infrastructure construction/rehabilitation interventions (e.g. shared basic sanitation facilities in emergency settings, such as temporary collective emergency shelters, solid waste disposal sites, elimination of persistent standing water sites, etc.). Preference is provided to directly support actors who operate activities at these institutional settings or emergency community-based infrastructure. Except for acute emergency humanitarian environments with strong justification – PRM does not fund emergency water trucking and encourages applicants to design proposals that invest in more sustainable water interventions.

Proposed WASH programs should describe within their proposal narrative:

- Information regarding needs assessments activities including any targeted damage/resource mapping.
- Describe comprehensive activities that address water, sanitation, and hygiene collectively. Any proposal that excludes one or more area of water, sanitation, or hygiene activities should provide a detailed justification of why the project does not incorporate a comprehensive WASH approach.
- Incorporate, hazard mitigation and disaster risk reduction principles and approaches within WASH activities, listing potential factors (e.g., insecurity, pollution, weather variations) and outline efforts to reduce the risks of hazards and environmental impacts of the interventions (e.g., exacerbation of aquifer depletion, over usage of scarce water supplies) among populations of concern, host community, and build community resilience.
- Explain how related prices (e.g., transportation, estimated market costs, labor, construction materials) will be monitored, and discuss how intervention approach could be adjusted if high prices or prohibitive in-country policies targeting populations of concern undermine the ability of the recipients to access adequate WASH essential services. In addition, describe how the activity will prevent and mitigate the risk of corruption, fraud, exploitation, and the diversion of the assistance to other purposes specifically related to WASH interventions.
- **For WASH Behavior Change and Communication (BCC):** activities proposed should describe how formative assessments are conducted to develop effective, accurate, culturally relevant, and targeted BCC messages for the context, and/or adaptation, and piloting of information, education, and communication (IEC) materials prior to widespread distribution.

Additionally, proposed interventions should o be sure to describe who will deliver the BCC intervention. If community volunteers will be engaged, explain the volunteer selection criteria, their roles/responsibilities, the number, and ratio of volunteers to people/households, the training, and materials they will receive, and incentives (if applicable). Applicants should also incorporate assessment of the effectiveness of (IEC) materials in their project design. For any WASH BCC in formal school settings, applicants should propose these activities instead under the [Education Sector](#).

- **For WASH infrastructure construction or rehabilitation activities:** A summary of the rehabilitation or construction process for WASH infrastructure (e.g., water points, waste management, sanitation & hygiene facilities), including site selection justification should be described. In addition, to describing any applicable permitting and approval requirements from authorities in the emergency response that may impact project timelines.
 - Proposals should also include discussion on the quality, availability, and accessibility of the inputs (e.g., skilled labor, local market availability of materials, water supply, sanitation value chain) required for proposed activities.
 - Applicants are encouraged to submit with their proposal as applicable:
 - A demonstrative bill of quantities (BoQ)
 - Field diagrams/sketches (with dimensions noted)

- Assumptions and calculations made to estimate the value of the assistance package if the plan is to repair, rehabilitate, retrofit, or construct WASH infrastructure.
- Applicants should address how menstrual hygiene management (MHM)/accessibility needs for persons living with disabilities will be integrated into latrine, bathing space, washing slabs, or other infrastructure designs.
- Applicants should also provide information regarding the plan for management and maintenance of these facilities (including how service providers will have sustained access to spare parts and other consumables), and specific capacity building and training inputs integrate within project designs to ensure handover of these activities at the end of project completion.
- If implementing infrastructure improvements within institutional or emergency collective shelter settings, if the organization is not working directly in these settings, applicants should justify why proposed WASH infrastructure interventions are required and describe coordination efforts with actors who directly implement activities in such facilities.
- **For all Water specific infrastructure interventions:** Applicants should describe the water quality surveillance plan on how programs will maintain water supply and quality testing procedures. This includes describing the target volume per person per day, what water quality parameters will be monitored, the timing of and frequency of testing throughout the program cycle, identifying each critical control point

(e.g., source, storage tank, tanker truck, health facility, household) in the water supply chain where water quality will be monitored, who will be monitoring, the reporting protocols, and remedial action plan should the parameter be outside acceptable limits.

- **For all Sanitation Specific infrastructure interventions:** Applicants should discuss how they will mitigate potential contamination of the environment or of drinking water sources by proposed sanitation interventions. They should provide if applicable information on:
 - **Sludge disposal (e.g., desludging) or sludge management:** (e.g., septic tank construction, wastewater treatment sites): describe the disposal/management process and the monitoring system to ensure proper disposal/management of sludge or effluent, including water quality testing as relevant. Ensure the entire process is described through final disposal.
 - **Sewer network maintenance or rehabilitation:** explain how locations were selected and coordinated with other actors and include an analysis of how the proposed work will impact the rest of the system, including disposal of effluent.
- **For WASH Training and Capacity Building:** Interventions that include training and capacity building should describe how they plan to develop (if applicable) or adapt, and pilot resource materials for the specific context. In addition, applicants should describe how they plan to measure the effectiveness of these training/capacity building activities, and plan accordingly for the appropriate amount time and resources to complete such activities. If adapting already existing specific training materials,

references to the specific materials should be included in the proposal, along with descriptions of how these materials and tools have been used in other contexts, along with justification for the applicability of their use within the proposed project.

- **WASH Specific in Kind, Cash and Voucher Assistance:** If the proposed WASH interventions include direct resource transfers to participants (such as in-kind commodities, cash transfers, or voucher modalities), **applicants should explain how the selected proposed interventions and modalities were based on the population's humanitarian needs.** Organizations providing WASH NFI's should:
 - Ensure alignment on WASH NFI's kit contents, including preferred modalities used, and frequency of distributions. In addition, to coordinating targeting criteria and public information dissemination messaging strategies to affected populations to prevent overlap with distributions being implemented by other NGOs or relief agencies.
 - Measures taken by implementing partners to ensure that specific commodities that require familiarization/or training on appropriate use, maintenance, and disposal are provided.
 - CVA modalities can be used in many WASH intervention activities. Organization providing cash assistance for WASH, are required to monitor the overall quality of the process, products purchased, and whether the WASH needs of the target population are being met. Applicants should verify that cash supporting WASH repairs, improvements, construction, or WASH related interventions are

provided in combination with technical assistance such as training, skilled labor, supervision, and verification of purchased WASH items. Even if organizations transfer money or resources to a participant, an organization is still responsible for the overall quality of the product or process. [See also PRM's CVA Guidance for additional information regarding the use of CVA for NFI's.](#)

- Applicants should describe how WASH-NFI post-distribution monitoring (PDM) will be conducted, to collect data verifying that the NFI assistance (through in-kind, CVA modalities) was received, as well as to understand how the NFI was used, whether the support was sufficient in content, quality, quantity; and to identify and respond to any protection concerns. It is highly recommended that PDM is independently conducted by individuals, not directly involved in procurement and distribution activities. Applicants distributing WASH NFI's should also clearly message to recipients how they can access technical support, such as through a helpline or contact, should the recipient experience challenges accessing their WASH Specific NFI assistance or encounter heightened protection risks due to receiving assistance.
- Applicants proposing cash/voucher assistance for WASH must also describe coordination with other with other actors providing cash-based responses. However, applicants who choose to incorporate WASH related commodities or services as a part of larger multi-purpose cash transfer, should propose activities instead under the Cross-Cutting Multipurpose Cash Assistance sector. PRM's sub-

sector guidance for [multi-purpose cash, provides further guidance and resources.](#)

Resources

- [Global WASH Cluster Strategic Plan 2022-2025](#)
- [IASC Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Settings for Water, Sanitation, and Hygiene](#)
- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#)
- [Market-Based Programming in WASH Technical Guidance for Humanitarian Practitioners](#)
- [UNHCR Emergency Handbook for Water, Sanitation, and Energy](#)
- [Practical Guide to the Systematic Use of Standards & Indicators in UNCHR Operations](#), 2006 (pg. 25, 160-169).
- [WHO/UNICEF Joint Monitoring Programme for Water Supply, Sanitation and Hygiene \(JMP\)](#)
- [Menstrual Hygiene Management in Emergencies](#)
- [UNICEF Toolkit on Accessibility](#)
- [WASH Cluster – HygieneHub Summary report: The process for designing effective behavior change programmes](#)

APPENDIX D: LIST OF PRM STANDARDIZED INDICATORS

See **Section 4 - Application Submission** above for full instructions on the inclusion of indicators in application packages. Please reference PRM's Performance Indicator Reference and Definition Sheet (PIRS) for additional information on indicator definitions and collection suggestions.

Table2: PRM Indicator List

For optional guidance on reporting frequency and baseline values per indicator, see the Excel indicator table template "PRM Indicator List" tab. Note that the **red text** denotes changes for FY 2024.

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Cross-cutting	PRM-1. Number of individuals directly reached through PRM funding (Output)	Required as applicable: PoC (refugees/asylees, IDPs, stateless, returnees, other vulnerable migrants, other conflict-affected, host-community members); non-PoC (gov't staff, NGO or IO staff, health care workers, etc.); Sex (male, female, and optionally "other / non-binary"); Age (0-4.9, 5-17.9, 18-49.9, 50+)	Required
Cross-cutting	PRM-2. Amount of PRM humanitarian funding distributed to local, national, or refugee-led organizations (in USD) (Output)	Partner, country (if multi-country implementation), and when possible, by refugee-led, IDP-led, stateless-led	Required
Cross-cutting	PRM-3. Percentage of participants who report that humanitarian assistance is	Safe, accessible, accountable, participatory	Required if applicable

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
	delivered in a safe, accessible, accountable, and participatory manner (Outcome)		
Cross-cutting	PRM-4. Number of pieces of feedback recorded during the reporting period (Output)	Resolved, unresolved	Recommended
Cross-cutting	PRM-5. Number of community meetings or formal consultations held which were focused on program design or adjustments (Output)	N/A	Recommended
Cross-cutting	PRM-6. Number of individuals indirectly reached through PRM funding (Output)	N/A	Recommended
Cross-cutting: CVA	PRM-CV1. Number of individuals receiving Cash and Voucher Assistance through PRM funding (Output)	Cash, voucher	Required (if proposing activities under this sector)
Cross-cutting: CVA	PRM-CV2. Total USD value of Cash and Voucher Assistance transferred to PRM program participants (Output)	Cash, voucher	Required (if proposing activities under this sector)
Capacity Strengthening	PRM-CS1. Number of individuals who complete training in international law, international human rights law, and/or international humanitarian law through PRM funding (Output)	Male, Female, and optionally "other / non-binary"; Government staff, International NGO staff, Local NGO, or CBO staff, Other	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Capacity Strengthening	PRM-CS2. Number of individuals who complete training on cross-cutting topics through PRM funding (ex. budget, operations, management, humanitarian standards, accountability, monitoring) (Output)	Male, Female, and optionally "other / non-binary"; Government staff, International NGO staff, Local NGO, or CBO staff, Other	Recommended
Capacity Strengthening: Local Governments	PRM-CS3. Number of government staff who complete capacity strengthening activities through PRM funding (Output)	National, local, male, female, and optionally "other / non-binary"	Required (if proposing activities under this sub-sector)
Capacity Strengthening: NGO/CBO	PRM-CS4. Number of NGO/CBO staff who complete capacity strengthening activities through PRM funding (Output)	International NGO staff, Local NGO, or CBO staff, Other, Male, Female, and optionally "other / non-binary"	Required (if proposing activities under this sub-sector)
Inclusion of Persons with Disabilities	PRM-D1. Number of individuals with disabilities reached through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Required (if proposing activities under this sector)
Inclusion of Persons with Disabilities	PRM-D2. Number of individuals participating in physical rehabilitation activities through PRM funding (Output)	N/A	Recommended
Inclusion of Persons with Disabilities	PRM-D3. Number of disability devices distributed (ex. wheelchairs, postural support devices, prostheses, orthoses) through PRM funding (Output)	N/A	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Inclusion of Persons with Disabilities	PRM-D4. Percentage of individuals with disabilities who are satisfied with the accessibility and quality of services (Outcome)	N/A	Recommended
Education	PRM-E1. Number of individuals reached with education programming through PRM funding (Output)	Formal, Informal, Children (under 18), Adults (18+), Male, Female, and optionally "other / non-binary"	Required (if proposing activities under this sector)
Education	PRM-E2. Number of teachers and administrators trained through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Recommended
Education	PRM-E3. Percentage of school-age children enrolled in formal or informal education (Outcome)	Male, female, and optionally "other / non-binary"	Recommended
Food Security	PRM-F1. Number of individuals participating in food security activities through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Required (if proposing activities under this sector)
Food Security	PRM-F2. Percentage of households with poor Food Consumption Score (FCS) (Outcome)	N/A	Recommended
Food Security	PRM-F3. Percentage of households with moderate and severe Household Hunger Scale (HHS) scores (Outcome)	N/A	Recommended
Health	PRM-H1. Number of health care centers supported with supplies, equipment, and/or	Primary, Other	Required (if proposing activities

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
	training assistance through PRM funding (Output)		under this sector)
Health	PRM-H2. Number of total health consultations conducted with PRM funding (Output)	Primary, Urgent, Sex (male, female, and optionally "other / non-binary"), Age	Recommended
Health	PRM-H4. Number of health care professionals/administrators trained on providing health services to PRM persons of concern (Output)	Male, female, and optionally "other / non-binary"	Recommended
Health	PRM-H7. Percentage of beneficiary patients who express satisfaction with services received (Outcome)	Male, female, and optionally "other / non-binary"	Recommended
Health	PRM-H9. Percentage of individuals with access to health services (Outcome)	N/A	Recommended
Health: Sexual and Reproductive Health	PRM-SRH1. Number of individuals receiving sexual and reproductive health services through PRM funding (Output)	Male, Female, and optionally "other / non-binary," 5-17.9, 18+	Required (if proposing activities under this sub-sector)
Health: Sexual and Reproductive Health	PRM-SRH3. Percentage of births attended by skilled health personnel (Outcome)	N/A	Recommended
Health: Sexual and Reproductive Health	PRM-SRH4. Percentage of pregnant women receiving at least four antenatal visits (Outcome)	N/A	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Health: Sexual and Reproductive Health	PRM-SRH5. Percentage of reporting rape survivors given post-exposure prophylaxis (PEP) within 72 hours (Outcome)	N/A	Recommended
Health: Sexual and Reproductive Health	PRM-SRH6. Percentage of reporting rape survivors given emergency contraception within 120 hours (Outcome)	N/A	Recommended
Livelihoods and Economic Empowerment	PRM-L1. Number of individuals participating in livelihood and economic empowerment activities through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Required (if proposing activities under this sector)
Livelihoods and Economic Empowerment	PRM-L2. Percentage of individuals with an account at a bank or other financial institution or with a mobile-money service provider (Outcome)	N/A	Recommended
Livelihoods and Economic Empowerment	PRM-L3. Percentage of individuals (working age) who are unemployed (Outcome)	N/A	Recommended
Mental Health and Psychosocial Support (MHPSS)	PRM-M1. Number of individuals receiving MHPSS services through PRM funding (Output)	Sex: Male, female, and optionally "other / non-binary" Type: Community member, staff	Required (if proposing activities under this sector)
Mental Health and Psychosocial Support (MHPSS)	PRM-M3. Number of individuals trained in MHPSS through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Mental Health and Psychosocial Support (MHPSS)	PRM-M4. Percentage of individuals participating in PRM funded programs who report they had at least a few good days in the past week (Outcome)	Male, female, and optionally "other / non-binary"	Recommended
Non-Food Items (NFIs)	PRM-NFI1. Number of individuals receiving Core Relief/non-food items (NFI's) through PRM funding (Output)	In-kind, cash-for-Core Relief/NFIs, voucher	Required (if proposing activities under this sector)
Non-Food Items (NFIs)	PRM-NFI3. Number of Core Relief/NFIs distributed through PRM funding (Output)	Type of NFI (do not report overall total)	Recommended
Non-Food Items (NFIs)	PRM-NFI4. Number of individuals trained on Core Relief/NFI topics through PRM Funding (Output)	Training topic	Recommended
Non-Food Items (NFIs)	PRM-NFI5. Percentage of households that report having minimum household items that allow all the following: comfortable sleeping, water and food storage, food preparation, cooking, eating, lighting, and clothing (Outcome)	N/A	Recommended
Non-Food Items (NFIs)	PRM-NFI6. Percentage of individuals reporting satisfaction with Core Relief Items/NFI received through PRM funding (Outcome)	Content, quality, quantity	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Nutrition	PRM-N1. Number of individuals participating in nutrition activities through PRM funding (Output)	Male, female, and optionally "other / non-binary"; children under 5, pregnant and lactating women	Required (if proposing activities under this sector)
Nutrition	PRM-N2. Number of children under 5 and pregnant/lactating women screened for malnutrition through PRM funding (Output)	Male, female, children under 5, pregnant and lactating women	Recommended
Nutrition	PRM-N3. Number of children under 5 years of age with severe wasting and other forms of severe acute malnutrition who are admitted for treatment through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Recommended
Nutrition	PRM-N4. Percentage of children 6-59 months of age with acute malnutrition (MAM or SAM) (Outcome)	Male, female, and optionally "other / non-binary"	Recommended
Nutrition	PRM-N5. Percentage of children 6–23 months of age who receive foods from 5 or more food groups (MDD-C) (Outcome)	N/A	Recommended
Protection	PRM-P1. Number of individuals participating in protection activities through PRM funding (Output)	Staff, community members, female, male, and optionally "other / non-binary"	Required (if proposing activities under this sector)

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Protection	PRM-P2. Number of beneficiaries reporting protection violations who are referred to and receive assistance from appropriate legal, medical, or psychosocial support services through PRM funding (Output)	Male, Female, and optionally "other / non-binary"; 0-4.9, 5-17.9, 18-49.9, 50+	Recommended
Protection	PRM-P5. Percentage of individuals who report an improved sense of safety and well-being at the end of the program (Outcome)	Male, female, and optionally "other / non-binary"; 0-4.9, 5-17.9, 18-49.9, 50+	Required (if proposing activities under this sector)
Protection: Legal	PRM-PL1. Number of individuals receiving legal assistance through PRM funding (Output)	N/A	Required (if proposing activities under this sub-sector)
Protection: Legal	PRM-PL2. Percentage of individuals with legally recognized identity documents or credentials (Outcome)	N/A	Recommended
Protection: Socio-cultural Inclusion and Social Cohesion	PRM-SC1. Number of individuals reached with socio-cultural and social cohesion activities through PRM funding (Output)	N/A	Required (if proposing activities under this sub-sector)
Protection: Child Protection	PRM-CP1. Number of children under 18 reached with child protection services through PRM funding (Output)	0-4.9 years, 5-17.9 years	Required (if proposing activities under this sub-sector)

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Protection: Child Protection	PRM-CP2. Number of adults reached with child protection activities through PRM funding (Output)	Parents and caregivers; service providers	Recommended
Protection: Child Protection	PRM-CP4. Percentage of unaccompanied and separated children who are in an appropriate alternative care arrangement (Outcome)	N/A	Recommended
Protection: Child Protection	PRM-CP5. Percentage of children who participate in community-based child protection programmes (Outcome)	N/A	Recommended
Protection: Child Protection	PRM-CP6. Percentage of children at heightened risk who are supported by a Best Interests Procedure (Outcome)	N/A	Recommended
Protection: Gender Based Violence (GBV)	PRM-GBV1. Number of individuals who complete gender-based violence capacity strengthening and/or training through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Recommended
Protection: Gender Based Violence (GBV)	PRM-GBV2. Number of individuals accessing women and girls' safe spaces and/or GBV response services through PRM funding (Output)	Male, female, and optionally "other / non-binary"	Required (if proposing activities under this sub-sector)
Protection: Gender Based Violence (GBV)	PRM-GBV3. Percentage of community members who know where to access available gender-based violence services.	N/A	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Protection: Gender Based Violence (GBV)	PRM-GBV5. Percentage of survivors who are satisfied with GBV case management services [based on a voluntary exit survey] (Outcome)	Male, female, and optionally "other / non-binary"	Recommended
Shelter and Settlements	PRM-S1. Number of individuals who received shelter assistance through PRM funding (Output)	Camp, non-camp; construction materials, cash, voucher	Required (if proposing activities under this sector)
Shelter and Settlements	PRM-S3. Number of individuals trained on Shelter topics through PRM funding (Output)	Training topic	Recommended
Shelter and Settlements	PRM-S4. Percentage of households that report living in a shelter that has all the following: adequate space, feels safe, feels private and protected from the weather (Outcome)	Camp, non-camp	Recommended
Shelter and Settlements	PRM-S5. Percentage of individuals who believe shelter interventions met or exceeded expectations (Outcome)	Camp, non-camp; construction materials, cash, voucher	Recommended
Shelter and Settlements	PRM-S6. Percentage of households that report pressure to leave their shelter (Outcome)	Urban, rural	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W1. Number of individuals reached with WASH activities through PRM funding (Output)	Please see the PIRS or Excel indicator table template for the list of disaggregates.	Required (if proposing activities under this sector)

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Water, Sanitation, And Hygiene (WASH)	PRM-W2. Number of institutional and community-based WASH facilities built or improved through PRM Funding (Output)	Please see the PIRS or Excel indicator table template for the list of disaggregates.	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W4. Percentage of households with access to a basic sanitation service (latrine/toilet) (Outcome)	Clean, unclean; camp, non-camp	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W5. Percent of households with soap and water at a handwashing station on premise (Outcome)	N/A	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W6. Percentage of households targeted by the WASH behavior change activities and/or improved waste disposal sites activities that report properly disposing of solid waste (Outcome)	N/A	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W7. Percentage of individuals targeted by WASH behavior change promotion activity who know at least three (3) of the five (5) critical times to wash hands (Outcome)	N/A	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W8. Percentage of households targeted by the WASH behavior change promotion activities who store their drinking water safely in clean containers (Outcome)	N/A	Recommended

PRM Sector, sub-sector, or policy area	Indicator (with type)	Disaggregates (PRM-1 is the only indicator with required disaggregates. All others are recommended if applicable.)	Level of requirement
Water, Sanitation, And Hygiene (WASH)	PRM-W9. Percentage of individuals reporting satisfaction with WASH NFIs received through direct distribution (i.e., kits), cash/vouchers (Outcome)	Content, quality, quantity	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W10. Percentage of households using basic drinking water services (Outcome)	Camp, non-camp	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W11. Percentage of households (HH) reporting that all HH members have access to an adequate quantity of safe water for, cooking, personal, and domestic hygiene (Outcome)	N/A	Recommended
Water, Sanitation, And Hygiene (WASH)	PRM-W12. Percentage of PRM-funded drinking water services for which water quality tests meet minimum water quality standards (Outcome)	Site type (institutional, community, household)	Recommended

APPENDIX E: BUDGET TABLE INSTRUCTIONS

The following provides guidance for the preparation of a proposal's detailed budget using PRM's recommended budget table template. This template now merges the previously separate budget summary and detailed budget tables.

The budget detail tab includes columns reflecting the Bureau's federal funding, other (non-federal) cost-share funding, as well as the total funding need broken down by the applicant's program objectives and sectors. The Bureau anticipates

that an organization will include each of the budget categories listed below when preparing an estimate of expenses for carrying out a proposed program whether the program is fully PRM funded or jointly funded with multiple donors.

The use of the PRM budget table template is highly recommended. All estimates must be rounded to the nearest United States dollar. Information included in the budget detail tabs must correspond to and be overviewed in summary tab and be explained in greater detail in the separate budget narrative document.)

Budgets must be broken down by program objective (Note: If any given program objective consists of more than one sector/modality, additional objective columns should be added to the budget detail.)

The Department of State has adopted [2 CFR §200, Subpart E—Costs Principles](#) in determining the basic considerations of allocability, allowability, reasonableness and prior written approval for all items of costs. The items of costs are applicable to both domestic and foreign organizations.

- Applicants must provide the expected estimated direct costs broken down by the sectors defined in these guidelines that correspond to the respective objectives of the proposed program. Where there are questions, please be conservative in your estimation. See [APPENDIX C: PROGRAMMATIC SECTORS, SUB-SECTORS, AND MODALITIES](#) for the list and definitions of these sectors. The budget table template also includes the lists of sectors and modalities list as a tab. Additionally, for proposed programs that span more than one country, applicants must also provide estimated direct costs disaggregated by country and objective.
- **Protection – GBV Guidance:** Applicants whose proposed programs will address gender-based violence (GBV) **must** estimate the total cost of these

activities as a separate sub-sector line item in their proposed budgets, per the detailed budget tab. This includes funds that are being used to support women and girls and/or promote gender equality through activities that reduce or address violence against women and girls. Where there are questions, please be conservative in your estimation. (Note: Programs that involve or integrate women and girls as part of another sectoral intervention do not count towards this number.) PRM understands that this is only an estimate.

- **Cash Voucher Assistance (CVA) Budget Guidance:** CVA should not be pulled out as a separate sector in the budget. Rather, the budget for activities undertaken using CVA as a modality should be reflected in and reported under the sector in which outcomes will be achieved. For example, if the partner provides a cash transfer to a client to purchase inputs to start up a new business, that funding should be reflected as “Livelihoods and Economic Empowerment.” However, **applicants may report on support provided through multipurpose cash assistance (MPCA) as a standalone budget “sector”** given how difficult it is to disaggregate MPCA programming into the individual sectors it supports.

For multi-year proposals the summary and detailed budget, and separate budget narrative must be disaggregated by year, per year, for each year.

Budget Categories

Personnel

This category includes annual salaries/wages, stipends, allowances, differentials, bonuses or extra month's salary and any anticipated termination/severance pay for any personnel to be charged to the proposed agreement.

All positions listed must indicate the amount of time (expressed as a percent), the rate of pay, and the associated unit measurement (hour/month/year) anticipated to fulfill program implementation.

The Bureau will not authorize personnel positions to be charged based on a flat monthly fee that includes salaries, benefits, travel costs, etc.

If your organization anticipates the payment of employee termination and/or severance pay during the proposed funding period, the Bureau will consider such costs an allowable charge to the agreement to the extent of the Bureau's responsibility in accordance with each employee's direct relation to the Bureau's funded activities. For example, an employee charged to Bureau activities for one-half of their employment with the organization shall have only one half of their termination or severance costs charged to the agreement.

Other types of allowances such as housing and education or differentials must be shown separately and identified against the position to be charged. They should be based on established policies and should be made available to all employees of the organization in similar situations or positions, not just to employees funded by the U.S. government. The Bureau's policy is to limit the payment of allowances to amounts which do not exceed the rates approved for government employees in similar situations.

Fringe Benefits

This category identifies the various fringe benefits, allowances, and services offered to employees in addition to regular wages and salaries for which the Bureau will be charged under the agreement. While the cost of individual benefits need not be specified, the total cost, including the percentage of salaries, if appropriate, should be shown. The benefits must be consistent with the organization's established personnel policies and practices for all its employees, not just for those employees who may be funded by the government. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Travel

List travel for all employees and consultants. Travel must be identified as U.S. domestic, in-country, or international. Indicate the per diem rate for each city of travel. All anticipated trips must be listed and will be included as part of the approved award proposal budget. To ensure certain costs are allowable within an award, recipients of PRM funding may seek prior written approval through their Bureau Program Officer for travel (specifically international travel) not already fully detailed in the program budget. For example, if the program budget includes "international travel to attend a workshop," the recipient may seek prior written approval once it is known that the travel will be for a workshop in Kenya, although the absence of prior written approval will not affect the allowability of the cost.

It is the Bureau's policy not to reimburse organizations for per diem allowances, both overseas and domestic, which exceed the rates approved for government

employees. Current rates can be found [Department of State Office of Allowances](#).

Equipment

This category must include a complete and detailed listing of all non-expendable equipment anticipated to be purchased for program activities and to be charged to the agreement. Non-expendable equipment is that which has a useful life of one year or more and an acquisition cost of \$5,000 or more per unit. However, consistent with the recipient's policy, lower limits may be used. The program budget must identify which of the above is followed and must be consistently applied to all U.S. government funding arrangements. PRM's Office of the Comptroller must be informed, in writing, of a recipient's policy and the threshold amount if equal to or greater than \$5,000. Any equipment that may be determined, after the initial budget approval, to be required to meet the program objectives must be specifically approved by the Bureau in writing prior to the purchase. Equipment not included in the approved budget or subsequently approved by the Bureau will be considered an unallowable cost under the agreement.

List all equipment that will be leased, including vehicles. For each new vehicle to be purchased and charged to the agreement, please state the purpose for which it will be used and indicate whether the vehicle will be assigned to a motor pool or to an individual. Also, please list separately any vehicle that may currently be owned or leased that is expected to be charged to the agreement. Bureau policy prohibits the use of program vehicles and drivers for personal use, which includes commuting between home and place of employment. Any non-direct

program or unofficial use of a vehicle must be reimbursed at the appropriate government rate.

For organizations that have **not** previously received Bureau funding: Include a summary description of your property management procedures that are currently in place. This will be incorporated into the Bureau's funding arrangements with your organization.

Supplies

Show all tangible personal property by appropriate category (office supplies, classroom supplies, medical supplies, etc.) that may be purchased and charged under the agreement. The budget narrative must describe the types of items included in each of the categories and the proposed use.

Contractual

List all proposed sub-contracts or sub-recipients that are anticipated to carry out the proposed program, i.e., security guards, additional personnel, sub-agreements with an implementing partner etc. A consulting agreement with a consultant or contractor should be listed in this section. For consultants, the proposed daily rate to be paid as compensation and the number of consultant days that are anticipated to be paid, must be shown. These agreements are subject to the regulations set forth in [2 CFR 200, Appendix II](#).

- A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship. A consulting agreement with a consultant or contractor is generally considered a contract.

- A subaward is provided to a subrecipient to carry out a portion of the Federal award. A participant of a program is not considered a subrecipient. A subaward may be provided through any form of legal agreement, including an agreement that the prime recipient entity considers a contract.

Construction

Generally, the Bureau limits the use of Federal assistance awards to implement new construction programs and programs involving significant construction activities consistent with Department-wide policy. An applicant may, however, request consideration of minor construction related activities as part of its proposal that consist of but are not limited to the renovation or rehabilitation of existing permanent structures with a sufficient description of the activities and/or related statements of work to be performed. The construction, renovation, or rehabilitation of temporary structures should be excluded from this section.

Other Direct Costs

Any other direct cost not clearly covered herein. Examples are computer use, telephone (telex, fax, long distance international and local in-country costs **must** be listed separately), postage, space rental (list programmed rental items), audit fees, insurance, utilities, etc. Each item must be listed separately showing an estimated cost.

For guidance in determining allowable insurance costs, please refer to [2 CFR 200, Subpart D, Section 310 Insurance Coverage](#). The Bureau will no longer allow charges to its agreements for costs of insuring equipment purchased with program funds against loss or damage, except for unique or high expense items.

The Bureau will allow charges for automobile liability and comprehensive insurance coverage.

Indirect Costs

Show the amount of indirect costs and the base amount on which it is determined. It must be indicated whether the rate has been approved by a government cognizant agency and the type of rate (provisional, predetermined, or fixed). A copy of the most current Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted for the recipient and sub-recipient(s), if applicable. In accordance with new guidance from the United States Office of Management and Budget (OMB), applicants with no NICRA may elect to charge a *de minimis* rate of 10% of Modified Total Direct Costs (MTDC) which may be used indefinitely ([2 CFR 200, Subpart E, Section 414 Indirect \(F&A\) Costs](#)). A *de minimis* rate calculation must be provided if the applicant elects to charge the *de minimis* rate.

**APPENDIX F: PROPOSAL AND CONCEPT NOTE SCORECARD
EXAMPLES**

Table 3: Overseas Assistance Proposal Scorecard Example

The number sequence below corresponds to designated sections of the Proposal Narrative template. Numbers in parentheses correspond to the maximum number of points per criteria. In addition, each proposal may be rated High, Medium, or Low to reflect whether the program corresponds to critical gap needs and PRM Bureau priorities as outlined in the relevant NOFO.

Evaluation Criteria (Total Score Value)	Score
Gap/Analysis (10)	
Profile of Target Population (5)	
Program Description (25)	
Objectives and Indicators (10)	
Monitoring & Evaluation Plan (10)	
Accountability to Affected Populations (5)	
Coordination (5)	
Sustainability and Capacity-strengthening (5)	
Management and Past Performance (5)	
Risk Management (10)	
Budget Table and Narrative (10)	
Total Score (out of 100)	

Table 4: Overseas Assistance Concept Note Proposal Scorecard

Evaluation Criteria (Total Score Value)	Score
Quality of program idea (20)	
Appropriate identification of participant population, including vulnerable populations (10)	

Program feasibility/ability to achieve objectives (10)	
Organization's experience and capacity (5)	
Budget and cost appropriateness (5)	
Total Score (out of 50)	

APPENDIX G: FORM 424 INSTRUCTIONS

Please refer to the following guidelines as you fill out the SF-424 form. The form is found in the grants.gov Workspace or may be downloaded as an editable PDF form on Grants.gov. Complete all fields except where noted as "Leave Blank" below. Forms must be signed by the Authorized Organization Representative designated in the organization's grants.gov profile. The person who signs the SF-424 must have legal authority to do so on behalf of the organization.

1. Type of Submission: **Application.**
2. Type of Application: **New.**
3. Date Received: Leave blank. This will be assigned automatically.
4. Applicant Identifier: **Leave blank.**
5. Federal Identifier:
 - a. Entity Identifier: **Leave blank.**
 - b. Award Identifier: **Leave blank.**
6. Date Received by State: Use the calendar drop-down icon to select the date the application will be submitted (YYYY/MM/DD). This would be the date you are submitting the application.

7. State Application Identified: Leave blank. This will be assigned automatically.
8. Enter the organization details:
 - a. The legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.
 - b. Employer/Taxpayer ID Number: Non-U.S. organizations that do not have an IRS EIN enter 44-4444444.
 - c. Enter organizational Unique Entity Identifier number (UEI) Number.
 - d. Enter the headquarters address of the applicant.
 - e. Enter the name of the primary organizational unit (and department or division) that will undertake the assistance activity as applicable.
 - f. Enter the name, title, and all contact information of the person to be contacted on matters involving this application. Please note this is the only person to receive updates on the submitted application.
9. Select an applicant type: Select the type of organization applying.
10. Enter: Bureau of Population, Refugees, and Migration.
11. Enter: 19 (use applicable selection found in NOFO).
12. Enter the Funding Opportunity Number and title. This title and number will already be entered on electronic applications.

13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Program: Enter country or region intended for program. Multiple countries may be entered for regional programs.
15. Enter the descriptive title of applicant's program. Note, there is a character limit including spaces.
16. Congressional districts of Applicant:
 - a. Applicants based in the U.S. should enter congressional district. Applicants not based in the U.S. should enter "90."
 - b. All applicants should enter "70."
17. Enter program:
 - a. start date. Refer to the funding opportunity for guidance on programed start dates.
 - b. end date. Refer to the funding opportunity for guidance on programed end dates.
18. Enter:
 - a. the amount requested for the program during the first funding/budget period described in the full proposal under "Federal".
 - b. Enter any cost-share under "Applicant." If not proposing cost-share, enter zeros.
 - c. Please enter zero.

- d. Please enter zero.
- e. Please enter zero.
- f. Please enter zero.
- g. The total should automatically populate.

19. Select c. Program is not covered by E.O 12372.

20. Select the appropriate box. If the answer is “yes” to this question, provide an explanation.

21. Enter the name, title, and all contact information of the individual authorized to sign for the application on behalf of the applicant organization.

22. Authorized Representative Signs and dates.

APPENDIX H: FORM 424A INSTRUCTIONS

Please review the detailed instructions below **before** completing this form online. The person who signs the SF-424A must have legal authority to do so on behalf of the organization.

Section A – Budget Summary

For each line entry in Columns (1a) and (1b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the **first funding period (usually the first year of funding)**. For continuing program applications, submit these forms before the end of each funding period as required by the grants officer.):

- Grant Program Function or Activity: **If not pre-populated, enter Population, Refugees, and Migration.** Click Save. Then click on the hyperlink under either “Grant Program Function or Activity” or the blue (i).
- Catalog of Federal Domestic Assistance Number: **If not pre-populated, enter 19.345.**
- Federal (Unobligated): Leave these fields blank.
- Non-Federal (Unobligated): **Leave these fields blank.**
- Federal (New/Revised): Enter the amount of federal funds requested for this program.
- Non-Federal (New/Revised): If voluntary cost-share is applicable, enter the amount of any other funds the applicant will use towards this program.
- Total: If not pre-populated, enter the total cost of this program.
- Click Save

Section B – Budget Categories

- Object Class Categories a-k: Under the first column “Object Class Categories” click on each of the hyperlinked cost categories to enter the total cost for each class category for ‘Program (1)’. In the total column, to the far right, the form should automatically show the sum. Columns indicated for Program 2, 3, and 4 should be left blank.
- Program Income: **Enter 0.**

- Click Save

Section C – Non-Federal Resources

Note: Only complete this section if the proposal includes voluntary cost-share)

- Click the title under the Grant Program
- Grant Program (a): If not pre-populated, enter Population, Refugees, and Migration.
- Applicant Column (b): If applicable, enter cost-share amount provided by the applicant.
- State Column (c): **Leave blank.**
- Other Sources Column (d): If applicable, enter the cost-share amount provided by other donors.
- Total Column (e): In the total column, to the far right, the form should automatically show the sum for total amount for all non-federal resources.

Section D – Forecasted Cash Needs

- Forecasted Cash needs are the funds award recipients will withdraw from the Payment Management System (PMS) on an as needed basis. Applicants may list their forecasted cash needs by year or leave it blank. (Forecasted cash needs by quarter are not required, only the total sum is necessary)
- (13.) Federal Row: Click on “Federal”. Enter the total amount of federal funds requested for the program’s first year in the “total for 1st year” column.

- (14.) Non-Federal Row: Click on “Non-Federal”. Enter the total amount of non-federal funds, also known as cost-share, you expect to expend during the program’s first year in the “total for 1st year” column.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Program and/or Projects.

- Grant Program (a) enter: Click the title entered. If not pre-populated, enter Population, Refugees, and Migration.
- (b-e) First Year – Fourth Year Future Funding Periods Columns: Complete the estimated amounts for each year. For column (b), enter the estimated federal funds that will be required in the first future funding period (the period following the period for which the report is prepared) for the selected program.
- Click Save & Return

Disclaimers

External websites linked above may not be supported or accessible by all web browsers. If you are unable to link to a referenced website, please try using a different browser or update to a more recent one. If you continue to experience difficulties to reach external resources, please contact the [PRM NGO Coordinator](#).

Section 508

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

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

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

- 502 Inoperability with Assistive Technology
- 504 Authoring Tools
- 602 Support Documentation
- 603 Support Services

d) In the event of a modification(s) to this contract or order, which adds new ICT supplies or services or revises the type of, or specifications for, supplies or services, the Contracting Officer may require that the contractor submit a completed Voluntary Product Accessibility Template (VPAT) 2.4 or greater, 508 revision (Rev 508) or another format approved by the Department, and any other additional information necessary to assist the Government in determining that the ICT supplies or services conform to Section 508 accessibility standards. If it is determined by the Government that ICT supplies and services provided by the Contractor do not conform to the described accessibility standards in the contract, remediation of the supplies or services to the level of conformance specified in the contract will be the responsibility of the Contractor at its own expense. Information about VPAT can be accessed at <https://www.itic.org/policy/accessibility/vpat>.

e) If this is an Indefinite Delivery contract, a Blanket Purchase Agreement or a Basic Ordering Agreement, the task/delivery order requests that include ICT supplies or services will define the specifications and accessibility standards for the order. In those cases, the Contractor may be required to provide a completed VPAT and any other additional information necessary to assist the Government in determining that the ICT supplies or services conform to Section 508 accessibility standards.