

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY DOHA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: Qatari Audience Analysis

Funding Opportunity Number: PAS-QAT-FY21-001

Deadlines for Applications: January 15, 2021

CFDA Number: 19.040 – Public Diplomacy Programs

Funding Instrument Type: Cooperative Agreement

Total Amount Available: \$250,000 anticipated to be available in FY21

Maximum for one Award: \$250,000 (Subject to availability of funds)

Contact Information:

For questions about this announcement and to apply, please email both khanhn@state.gov and dauod-akguctk@state.gov.

1. EXECUTIVE SUMMARY

The U.S. Embassy in Doha Public Affairs Section (PAS) is pleased to announce an open competition for one cooperative agreement through this Notice of Funding (NOFO). This is an opportunity to conduct a comprehensive audience analysis study on Qataris in Qatar and implement a program to help address the underlying factors identified in the study. This NOFO outlines PAS's funding priorities, strategic focus, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Pending the availability of funds, it is U.S. Embassy Doha's intent to award one cooperative agreement for the winning proposal for an estimated total amount of \$250,000 over the course of one year or less, depending upon the successful completion of goals.

A. PROGRAM DESCRIPTION

The Public Affairs Section at the U.S. Embassy in Qatar invites proposals for a comprehensive audience analysis study of Qataris in all of Qatar, inside and outside the capital. The study should encompass a good cross-section of Qatari society from different age groups, socioeconomic backgrounds, locations of residence, religions, culturally immersive backgrounds and tolerance levels, travel backgrounds, educational backgrounds, genders, ethnic backgrounds, tribal affiliations, professions, etc. Analysis at a minimum should be descriptive with additional inferential analysis based on causation/correlation of attitudes and behaviors preferred. On completion of study the implementing partner will be required to propose between 4 to 5 key project activities to help address the underlying factors, identified in the audience analysis study.

Examples of such activities can include:

1. Gather information about the Qatari population, its likes and dislikes, favorite pastime activities and places to visit, etc. With the help of this data, conceptualize and design a series of public events to help the U.S. Embassy engage with the Qatari population on promotion of U.S. objectives (cultural exchanges, study in the USA, STEM, and advancing U.S.-Qatar relations, e.g.) in close collaboration with the U.S. Embassy.
2. The Public Affairs Section is interested in learning how Qataris engage with the media, how they communicate with one another, where they convene, and what voices they consider to be credible. Based on your research, develop a strategy to help improve information dissemination and content creation on the right platforms for greater reach to target audiences.

The grant will help strengthen ties between the U.S. and Qatar through public diplomacy programming by funding an audience analysis study that will paint an accurate and representative picture of Qatari society and its attitudes and behaviors and help implement several activities to help address findings from this study. This data will be crucial for PAS in its mandate to engage and understand Qatari audiences, to help in crafting its messaging and policies accordingly, knowing where to locate and how to reach and contact Qatari core audiences. Specifically, this data will help inform PAS of the attitudes and behaviors of Qataris on social, political, cultural, religious, familial, educational, and economic issues, among others, as well as toward Americans, the United States, its foreign and military policy, ISIS, the GCC, Israel, the Palestinian Territories, Syria, Yemen, Russia, Iran, China, etc. Any study should, at a minimum, break down audiences' behaviors and attitudes by age, gender, location of residence (Doha and the rest of the country), socioeconomic background, education, cultural immersion, religions, genders, ethnic backgrounds, tribal affiliations, professions, etc. Furthermore, PAS is interested in learning how and where Qataris gather their news, how they communicate with one another, where they convene, what voices they consider to be credible, and what news is of interest to them, e.g. Additional inferential analysis based on what might cause a behavior or attitude change is highly preferred.

Understanding how or whether audience perceptions changed after the Gulf conflict would also be informative.

Finally, having the grantee address the findings of this study and propose concrete, actionable steps to remedy any negative impressions, in addition to any public-facing programs, would help PAS in tailoring future programming in Qatar. This study will help the Qatari population, in general, by helping the Embassy better understand the host country natives and help further Embassy objectives of promoting cross-cultural understanding, cultural exchanges, study in the USA, and bilateral relations.

Applicants are asked to submit a detailed proposal, outlining how they seek to accomplish these objectives, through what method, and what measures they will take as a contingency to deal with mitigating circumstances and anticipated challenges. Additionally, they will need to submit a proposal on how to remedy or mitigate negative results and propose a series of public-facing programs that can help the U.S. Embassy implement recommendations from this survey and better engage and reach Qatari audiences in a more meaningful and impactful way.

Methodology:

PAS welcomes detailed proposals, outlining their course of action for meeting objectives, and detailing the best methodology for conducting audience analysis polling and research in Qatar. The proposal should also detail all the planned activities as a follow-on to the study to help address the findings. Proposals should include a discussion on mitigating factors and anticipated challenges and proposed solutions. Good proposals will conceptually and empirically identify the most appropriate method of conducting audience analysis and ensure accurate representation in polling from a good cross-section of Qatari society, detailing audience target numbers, demographics, gender, location, profession, etc. It would also provide a detailed approach to the proposed activities, identifying a baseline, if applicable, and what they aim to achieve with the proposed follow-on activities.

Authorizing legislation, type, and year of funding:

Funding authority rests in the Smith-Mundt. The source of funding is FY2021 Public Diplomacy Funding.

Participants and Audiences:

Proposals should describe both primary and secondary (if applicable) audiences for the program, including numbers anticipated to be reached. Primary audiences are those who will participate directly in the program, while secondary audiences are those who will be reached by the project's primary audiences, because of their participation.

Applicants should have considerable, practical, and relevant experience in polling, statistics, data analysis, and implementation of follow-on activities to be seriously considered for this project. Previous experience dealing with Qatari audiences is preferred.

Any proposal should include a minimum sample size of 2,500 Qataris to ensure an accurate and representative depiction of Qataris from all walks and strata of life, inside and outside the capital. A bigger sample size is preferred. The study and follow-on activities will analyze the following information gathered about Qataris, including but not limited to:

1. Socio-demographic characteristics such as gender, age, language, tribal affinity, ethnic origin, national identity, and religion.
2. Socioeconomic backgrounds and professions
3. Education
4. Cultural immersion
5. Geographic characteristics, including where the audiences live and how that might impact attitudes and behaviors.
6. Audience thoughts, beliefs, knowledge, and behaviors related to the United States, Americans, the U.S. government, the U.S. military, U.S. military actions, study in the U.S., and U.S. policies.
7. Audience thoughts, beliefs, knowledge, and behaviors related to ISIS, the GCC, Israel, the Palestinian Territories, Syria, Yemen, Russia, Iran, China, minorities, religious and human rights, etc.
8. Barriers that prevent or facilitators that encourage audience members to adopt the desired behavior change.
9. Effective communication channels or platforms for reaching the audience.

10. Digital media and traditional media usage for each age group and demographic to tailor our messaging and reach accordingly.

Audiences who are considered a priority for this program include:

- Qatari youth/students, especially in areas inside and outside of Doha, including traditionally underserved communities
- Qatari minority groups
- Qatari parents and grandparents
- Qatari women and girls
- Qatari local decision-makers and established opinion leaders
- Media outlets and experts
- Qatari teachers and academic professionals
- Emerging Qatari voices; and
- Qataris in the creative and performing arts communities

Please note that proposals addressing audiences not listed above are still eligible, but such proposals must clearly indicate why addressing the proposed audience is especially important to achieving the goals stated in Section A of this NOFO.

Program Administration:

In this Cooperative Agreement, PAS will be substantially involved in program activities above and beyond routine monitoring. PAS responsibilities for this program will include but not be limited to:

1. Participation in the design and direction of program activities/audience analysis study and in the proposed follow-on activities, target audience, and indicators to measure change based on activities implemented;
2. Participation in the formulation and approval of program policies and protocols;
3. Consultation on, input on, and approval of survey program questions, parameters, scale, scope, timelines, agendas, and administrative procedures;
4. Guidance in execution of all programs;
5. Review and approval of all program publicity, outreach, and recruitment materials to ensure adherence to Department, Bureau, and program branding and messaging, as well as to Qatari law, accounting for cultural sensitivities and privacy concerns;
6. Consultation on and approval of decisions related to special circumstances or problems throughout the duration of the program;
7. Consultation and approval of co-funding and public private partnership initiatives;
8. Approval of key personnel, such as program director, assistant director or deputies, and other senior level managers;
9. Consultation on and approval of volunteers and sub-contractors, if any;
10. Consultation on and approval of outreach strategy and Qatari government notification, if appropriate.

Programs must conform with U.S. Embassy requirements and guidelines outlined in the Notice of Funding Opportunity (NOFO).

Award Recipient(s) Responsibilities:

The award recipient is responsible for the activities outlined below. This is not an exhaustive list.

1. Outreach, recruitment, and selection of appropriate team to help conduct this comprehensive study;
2. Preparation of survey material;
3. Conceptualization and design of 4 to 5 follow-on activities;
4. Proposal of indicators to measure change impacted by the follow-on activities;
5. Placement, monitoring, supervision, and support of actual study;
6. Orientation of program, professional in-service meetings, de-briefings, and events;
7. Award administration;
8. Informing PAS of any challenges as they become available;
9. Fiscal management and program reporting;
10. Compliance with U.S. Embassy guidelines;
11. Final program evaluation; and
12. Return of any unused funds.

The U.S. Embassy, Doha – Public Affairs Section and the award recipient will meet regularly and will maintain regular telephone and email communications during the period of performance.

B. FEDERAL AWARD INFORMATION

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation. Specifics are outlined in the “Program Administration Section” above and will also be included in the award letter.

Program Performance Period: Proposed research study should be completed in 12 months or less, with follow-on activities to be implemented and completed within six months of research completion and approval of the study by the U.S. Embassy.

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

Type of Award: Cooperative Agreement. U.S. Embassy’s level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: 2021

Approximate Total Funding: \$250,000, subject to availability of funds

Approximate Number of Awards: One

Anticipated Award Date: Pending availability of FY 2021 funds, March 01, 2021

Anticipated Project Completion Date: March 31, 2022 up to September 30, 2022

Length of performance period: 12 to 18 months

Additional Information:

The Embassy reserves the right to reduce, revise, or increase the proposal budget in accordance with the needs of the program and the availability of funds.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages the following applicants from the United States and Qatar:

- Registered not-for-profit organizations, including think tanks and civil society/nongovernmental organizations with programming experience
- Non-profit or governmental educational institutions
- Public and private non-profit educational institutions
- Public international organizations and governmental institutions
- Individuals (recipient of an award to an individual is a single person, not an organization or a group of individuals) will be considered on a case-by-case basis, depending on their proven record of experience in relevant fields. Please do note that in case of an award to an individual, the NOFO award ceiling will be reduced to \$150,000 in line with Department of State policy.
- Assistance awards executed under the statutory authorities of either the Smith-Mundt Act or the Fulbright-Hays Act cannot be issued to for-profit entities. The two program statutes contain no affirmative authority for an assistance award to a for-profit entity. Since these are the only two grant-making authorities for Public Diplomacy funding, then PD-funded grants cannot be awarded to for-profit entities. This restriction applies to for-profit educational institutions, as well.

2. Cost Sharing or Matching Cost sharing is not required. However, when cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost-sharing as stipulated in his/her proposal. The Public Affairs Section encourages, but does not mandate, that applicants include cost-sharing elements from additional sources in support of their proposals.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available
at: <https://www.grants.gov/web/grants/forms/forms-repository.html>

2. Content and Application Forms Submission

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

Please ensure:

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

The following documents are **required**:

a. **Mandatory application forms** at
<https://www.grants.gov/web/grants/forms/forms-repository.html>

- SF-424 (Application for Federal Assistance – organizations)
- SF424A (Budget Information for Non-Construction programs)
- Sample Budget Template with Narrative
- SF424B (Assurances for Non-Construction programs)

b. **Summary Coversheet:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

c. **Proposal (10 pages maximum):**

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the study is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Qatar will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.

- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Risk Analysis:** All programs inherently contain both internal and external risks. However, with proper identification and management, risks can be prepared for, minimized, or mitigated. The purpose of a risk analysis is to identify the internal and external risks associated with the proposed program in the application, rate the likelihood of the risks, rate the potential impact of the risks on the program, and identify actions that could help mitigate the risks. Applicants should include all assumptions and external factors identified in the logic model in the risk analysis. Applicants should rate the likelihood of a risk and potential impact of the risk as "High," "Medium," or "Low." Note: The U.S. Embassy requires organizations to conduct adequate risk analysis and remediation throughout the life of a program and provide revisions to risk analysis documents and processes, as necessary.

d. **Detailed Budget and Budget Justification Narrative:** After filling out the SF-424A Budget (above), use the sample budget template to describe each of the budget expenses in detail. See section H. Other Information: Guidelines for Budget Submissions below for further information.

e. **Attachments:**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- Official permission letters, if required, for program activities
- Documentation of non-profit or non-commercial status/commercial status
- Unique Entity Identifier and System for Award Management (SAM.gov)
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Letters of support from program partners describing the roles and responsibilities of each partner
- Examples of previous works as supporting documentation (optional)

f. **Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the

OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code 7
- www.SAM.gov registration

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

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>. <http://fedgov.dnb.com/webform>

NCAGE application: Application page here: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

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

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

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

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

Step 3: Submission Dates and Times

The Public Affairs Section will accept proposals on Grants.gov 60 days from the date of the announcement of the NOFO and will review proposals according to the following schedule:

Proposals received by January 15 will be reviewed by January 31, 2021, with responses going out by February 15, 2021, and awards issued by March 1, 2021, pending the availability of funds.

3. The following items are not eligible for funding:

- Fees and travel cost to attend conferences and/or courses of study at any educational institution, unless the travel is part of a larger-scope program/project and will tie directly to activities in Qatar.

- Ongoing salary costs (e.g., standing up or maintaining the operation of an organization)
- Office equipment
- Paying to complete activities begun with other funds
- Refreshments (exception: expenses for coffee breaks and working lunches which are essential to the realization of the program might be funded)
- Costs of alcoholic beverages
- Programs relating to partisan political activity
- Charitable or development activities
- Construction projects
- Vehicle purchases
- Real estate purchases
- Programs that support specific religious activities
- Fund-raising campaigns
- Lobbying for specific legislation or programs
- Programs intended primarily for the growth or institutional development of the organization
- Programs that duplicate existing programs; or
- Any other items mentioned in 2 CFR 200

4. Other Submission Requirements

All application materials must be submitted in English to both khankn@state.gov and dauod-akguetk@state.gov before January 15, 2021. For any questions, please email both of them, as well.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Organizational capacity and record, in general, and on previous grants: The organization has expertise in its stated field and Public Affairs Section is confident of its ability to undertake the program. This includes a financial management system and a bank account.

- How will the applicant organization's resources, capabilities, and management structure enable it to achieve the goals and objectives specified in this NOFO? Are resources, capabilities, and management structure adequate to support the applicant's proposed activities?
- Are the applicant's project management, quality assurance, and staffing plans adequate to ensure that proposed activities are effective, efficient, and safe? Do they possess relevant experience, expertise, and education? Do they have experience overseeing, managing, and/or implementing projects in the country/region?
- Do proposed sub-awardees/partner organizations have experience with successfully performing relevant tasks, and to what extent is that experience in the country/region covered by this NOFO?

- If there are sub-awards, has the applicant demonstrated the ability to oversee and administer all terms and conditions of the Federal award to the sub-award and ensure proper auditing, vetting, and monitoring compliance?

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

- What risks are involved with the applicant's technical approach and what steps will the applicant take to mitigate such risks?
- Are proposed sub-awardees/partner organizations qualified to perform their intended tasks?
- To the extent that the applicant proposes sub-awards/partnering arrangements, what are the applicant's plans for overseeing sub-awardee/partner organization performance? Are oversight plans adequate to ensure effective, efficient, and safe sub-awardee/partner organization performance that conforms to PM/WRA terms and conditions?

Goals and objectives: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results. Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy Qatar's priority areas or target audiences.

Cost Effectiveness and Budget Detail: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

- Does the applicant's budget proposal reflect an efficient use of U.S. Government funding to achieve the goals and objectives specified in this NOFO?
- Are proposed costs both reasonable and realistic for the proposed slate of activities? Are they clearly allocable to specific activities and allowable per OMB cost principals? Are all proposed costs necessary and appropriate?
- Are overhead, general, and administrative, and other indirect cost components relatively low as compared to direct activity costs? How much funding will support the applicant's organizational infrastructure and bureaucracy versus the amount of funding that will directly support project activities?
- Has the applicant provided a budget for the proposed sub-awards/partnering arrangements that are reasonable? If not, have they demonstrated knowledge for the reasonableness of cost of the proposed sub-award/partnering arrangement if they have to submit tenders to partners unknown at the time of submission?

Monitoring and evaluation plan: Applicant demonstrate it can measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

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

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

a. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

b. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

c. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Federal Award Date: March 1, 2021, subject to availability of funds.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made to provide sufficient liquidity to the program for effective implementation and documented in the award document.

Organizations whose applications will not be funded will also be notified via email.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available

at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting Requirements: Recipients will be required to submit at least quarterly financial reports and program reports, detailing achievement of milestones, progress updates, any setbacks, dollars spent, and outstanding objectives. The award document will specify specifics of these reports, including how often these reports must be submitted.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the PUBLIC AFFAIRS SECTION at: khanhn@state.gov and dauod-akguctk@state.gov .

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification

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

Travel: Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel. **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

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

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

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

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

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

ADDITIONAL INFORMATION

Upon consideration of award or during the negotiations leading to an award, applicants may be required to submit additional documentation prior to issuance of an award.

Applicants can expect to be notified of status of their application upon submission. Issuance of this NOFO does not constitute an award commitment on the part of the United States Government (USG). It does not commit the USG to pay for costs incurred in the preparation and submission of proposals. The USG reserves the right to reject any or all proposals received.

If a proposal is selected for funding, the U.S. Embassy Public Affairs Section have no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion U.S. Embassy Public Affairs Section.

Contact Information

For more information, please email khanhn@state.gov and dauod-akguctk@state.gov.

DISCLAIMER

Explanatory information provided by the U.S. Embassy Public Affairs Section that contradicts published language is not binding. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. Government. The U.S. Embassy Public Affairs Section reserves the right to waive program formalities and to reduce, revise, or increase

proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements as specified above and in the Notice of Award.