U.S. DEPARTMENT OF STATE

BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)

FY 2021 Notice of Funding Opportunity for NGO programs benefiting refugees in Ethiopia and Kenya.

Funding Opportunity Number: SFOP0007561

Assistance Listings (Formerly CFDA) number: 19.517 - Overseas Refugee Assistance Programs for Africa

Announcement issuance date: Friday, January 22, 2021

Announcement type: Cooperative Agreement

Proposal submission deadline: Thursday, March 4, 2021 at 11:59:59 p.m. (23:59:59) EST. **Proposals submitted after this deadline will be disqualified.**

Anticipated timeframe to award for selected proposals: Pending the availability of funds, PRM anticipates, but makes no guarantee, that awards will be made less than four to five months from the proposal submission deadline.

ADVISORY: All applicants must submit application packages through the website Grants.gov. PRM strongly recommends submitting your application packages early to allow time to address any technical difficulties that may arise on the Grants.gov website.

If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's General NGO Guidelines "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher.

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

Organizations can copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

COVID-19: PRM recognizes the difficult circumstances under which organizations are currently operating as a result of the COVID-19 pandemic and will take them into consideration in application package reviews. To the extent possible, organizations should address how COVID-19 and resulting risks, restrictions and limitations will factor into their designated programs and attempt to ensure that proposed indicators and activities can be implemented under the challenging circumstances created by the COVID-19 response.

Full Text of Notice of Funding Opportunity

1. <u>Program Description</u>

This announcement is designed to accompany PRM's <u>General NGO Guidelines</u> which contain additional information on PRM's priorities and NGO funding strategy with which selected organizations must comply. Please use both the <u>General NGO Guidelines</u> and this announcement to ensure that your submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's priorities. Submissions that do not reflect the requirements outlined in these guidelines will not be considered.

A. **Current Funding Priorities:** Proposed activities should primarily support refugee populations in Ethiopia and Kenya; proposals for the two countries should not be combined. PRM will consider funding only those programs that include a target beneficiary base of at least 50 percent refugees.

B. **Program Area:** Proposals must align with one or more of the following program areas:

   i. **Humanitarian Protection and Assistance**
   ii. **Interim and Durable Solutions**

C. **Program Sectors:** Proposals must focus on one or more of the following sectors (see PRM's <u>General NGO Guidelines</u> for programmatic sector descriptions):

   <u>In Ethiopia:</u>

(a) For activities in **Afar**, proposals may focus on one or more of the following areas of intervention:

    i.   Nutrition and/or food security (activities to support diet diversification or food-related livelihoods)

(b) For activities in **Benishangul-Gumuz**, proposals may focus on one or more of the following areas of intervention:

    i.   Mental Health and Psychosocial Support

    ii.   Water, Sanitation, and Hygiene (WASH)

(c) For activities in **Somali**, proposals may focus on one or more of the following areas of intervention:

    i.   Education

    ii.   Health

    iii.   Mental Health and Psychosocial Support

    iv.   Nutrition and food security (activities to support diet diversification or food-related livelihoods)

    v.   Child protection

    vi.   Gender-based violence (GBV) prevention and response

    vii.   Protection (with a priority placed on assistance to elderly persons with specific needs; and/or to persons living with disabilities)

(d) For activities in **Gambella**, proposals may focus on one or more of the following areas of intervention:

    i.   Education

    ii.   Health

    iii.   Mental Health and Psychosocial Support

iv.   Nutrition and/or food security (with a priority placed on activities to support diet diversification or food-related livelihoods)

v.   Child protection

vi.   Gender-based violence (GBV) prevention and response

vii. Protection (with a priority placed on assistance to elderly persons with specific needs; and/or to persons living with disabilities)

(e) For activities in **Tigray**, proposals may focus on one or more of the following areas of intervention:

i.   Health

ii.   Mental Health and Psychosocial Support

iii. Child protection

iv.   Gender-based violence (GBV) prevention and response

v.   Protection (with a priority placed on assistance to elderly persons with specific needs; and/or to persons living with disabilities)

In Kenya:

(f) For activities in **refugee hosting areas in Nairobi,** proposals may focus on one or more of the following areas of intervention:

i.   Protection (with a priority placed for LGBTI and other vulnerable groups not able to live in the Kakuma/Kalobeyei or Dadaab refugee camps because of protection concerns).

(g) For activities in **refugee hosting areas in Dadaab,** proposals may focus on one or more of the following areas of intervention:

i.   Child protection (with a priority placed on separated and unaccompanied minors)

ii.   Primary health

iii.   Primary education

(h) For activities in **refugee hosting areas in Kakuma and Kalobeyei,** proposals may focus on one or more of the following areas of intervention:

    i.   Child protection (with a priority placed on separated and unaccompanied minors)

    ii.   Primary health

    iii.   Primary education

(Note: In order to ensure greater accountability for protection outcomes, all overseas assistance program proposals, regardless of sector **must include the following protection outcome indicator under one of the objectives**: Percentage of beneficiaries who report an improved sense of safety and well-being at the end of the program, disaggregated by age and gender. See NGO Guidelines Appendix C for more details.

Cash and Voucher Assistance (CVA) programs must include the relevant CVA indicator(s) from the selection contained in the NGO Guidelines.

D. Applicants should submit separate application packages for each proposed program. No regional or multi-country application packages will be considered. Organizations may submit a maximum of two applications for Kenya and a maximum of three applications only for Ethiopia. These can cover multiple refugee contexts within that country. Any subsequent submissions received will be disqualified. **[Note: PRM will post a directed announcement for organizations previously approved for current multi-year awards; thus, these organizations need not respond to this NOFO.**

E. Country- Specific Provisions:

    a. **General Guidance: Proposed activities should primarily support refugee populations in targeted countries as identified below. PRM will only review proposals for a target beneficiary base of at least 50 percent refugees as outlined in the country specific guidelines above. Programs should, whenever possible, pursue a community-based approach that also benefits host communities. Please see below the criteria on which the review panel will evaluate proposals.**

    b. **Duration of Activity:** Project plans for one year will be considered.

c. **Period of Performance:** Program periods of performance of one-year (12 month) from the proposed start date will be considered.

d. **Funding limits:** Program proposals must not be less than the funding floor and not more than the funding ceiling or they will be disqualified.
   - **Funding floor per award** $800,000
   - **Funding ceiling per award** $2,000,000

   Note: Funding ceilings and floors pertain to the PRM cost and do not include cost share per year.

e. **Anticipated Number of Awards:** PRM anticipates, but makes no guarantee, of selecting up to **18 (10 for Ethiopia and 8 for Kenya)** proposals to be awarded through this announcement.

f. **Anticipated Amount to be Awarded Total:** PRM anticipates, but makes no guarantee, to award up to approximately $30,000,000 million total (first year only for Ethiopia and Kenya through this NOFO

2. Federal Award Information

A. **Proposed program start dates:** August 1, 2021

B. **Duration of Activity:** See country-specific guidelines above. Applicants may submit one-year proposals with activities and budgets that do not exceed one year from the proposed start date. In funding a program one year, PRM makes no representations that it will continue to fund the program in successive years and encourages applicants to seek a wide array of donors to ensure long-term funding possibilities. Livelihoods programs must include a market analysis or will be disqualified.

3. Eligibility Information

A. **Eligible Applicants:** (1) Nonprofits having a 501(c)(3) status with IRS, other than institutions of higher education (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status); (2) Nonprofits without 501(c)(3) status with IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile); and (3) International Organizations. International multilateral organizations, such as

United Nations agencies, should not submit proposals through Grants.gov in response to this NOFO. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) on or before the closing date of the funding announcement.

B. **Cost Sharing or Matching:** Cost sharing, matching, or cost participation is not a requirement of an application in response to this funding announcement.

Proposals for consideration should describe the sources and amounts of additional funding that may be utilized to compliment PRM funding, and meet the following criteria;

- Are not paid by the Federal Government under another Federal award;

- Are verifiable from the non-Federal entity's records;

- Are not included as contributions for any other Federal award; and

- Are necessary and reasonable for accomplishment of project or program objectives.

Please include this information in the Budget Summary, Budget Detail, and Budget Narrative of the proposal, and separated from the PRM share of the proposed budget.

(Note: Though favorably looked upon, such will not result in a competitive ranking increase when evaluated.)

4. Other

A. Proposals must have a concrete implementation plan with well-conceived objectives and indicators that are specific, measurable, achievable, relevant and reliable, time-bound, and trackable (SMART), have established baselines, and include at least one outcome or impact indicator per objective; objectives should be clearly linked to the sectors.

B. Proposals must adhere to relevant international standards for humanitarian assistance. See PRM's General NGO Guidelines for a complete list of sector-specific standards including guidance on proposals for programs in urban areas.

C. PRM strongly encourages programs that target the needs of vulnerable and underserved groups among the beneficiary population (such groups may include: women; children; adolescents; lesbian, gay, bisexual, transgender, or intersex (LGBTI) individuals; older persons; the sick; persons with disabilities; and members of minority communities) and can demonstrate what steps have been taken to meet the specific and unique protection and assistance needs of these vulnerable groups effectively.

D. PRM will accept proposals from any NGO working in the above-mentioned sectors although, given budgetary constraints, priority will be given to proposals from organizations that can demonstrate:

- a working relationship with UNHCR;

- a proven track record in providing proposed assistance both in the sector and specified location;

- evidence of coordination with international organizations (IOs) and other NGOs working in the same area or sector as well as – where possible – local authorities;

- an emphasis on the outcome or impact of program activities;

- a strong sustainability plan, involving local capacity building, where feasible;

- where applicable, adherence to PRM's Principles for Refugee Protection in Urban Areas;

- an understanding of and sensitivity to conflict dynamics in the program location.

5. <u>Application and Submission Instructions</u>

A. **Address to Request Application Package:** Application packages may be downloaded from the website www.Grants.gov.

B. **Content and Form of Application:** PRM strongly recommends using the proposal and budget templates that are available upon email request from PRM's NGO Coordinator. Organizations can request copies of all PRM-recommended templates and NGO guidelines, by emailing PRM's NGO Coordinator with only

the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

Single-Year Proposals:

- **Single-year program proposal page limits:** Single-year proposals using PRM's templates <u>must not exceed 15 pages in length</u> (Times New Roman 12 point font, one inch margins on all sides). If the applicant does not use PRM's recommended templates, proposals must not exceed 10 pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal, but are not required to do so. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of program information. The proposal narrative must be able to stand on its own in the application process. Proposals exceeding the page limit will not be considered.

    o PRM strongly recommends proposals be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations.

    o Exceeding page length limits will result in disqualification.

    o All documents must be in English.

i. To be considered for PRM funding, organizations <u>must</u> submit a complete application package, including:

a. Proposal Narrative including objectives and indicators for each year of the program period, not exceeding the page limits above. PRM requires a specific outcome indicator for every program application, regardless of sector: "percentage of primary beneficiaries who report an improved sense of safety and well-being at the end of the program, disaggregated by age and gender." Please see NGO Guidelines for more details.

b. Budget Summary disaggregated by year and for each year of the program period.

c. Budget Detail **disaggregated by year and for each year** of the program period.

    o Include total costs by objective,

- Total costs divided by country (if applicable)
- Organizations can request both Budget Summary and separate Budget Detail templates by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

d. Budget Narrative **disaggregated by year and for each year** of the program period.

e. Completed SF-424, and SF-424A forms and SF-424B (if applicable). PRM requires that Box 21 of the SF-424 be checked.

- Form SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. The SF-424 family forms are available for download on Grants.gov.

f. Information in support of any cost-sharing/cost-matching arrangements, if applicable.

g. Information detailing the source of any in-kind contributions, if applicable.

h. Details on any sub-agreements associated with the program including the budget detail (must be part of the budget submission as noted above), if applicable.

i. Risk Analysis (separate from Proposal Narrative and from the Security Plan).

j. Organizational Chart for award applicant and sub-recipient(s), if applicable.

k. Key Personnel for award applicant and sub-recipient(s).

- 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). Résumés of key personnel must be provided in an annex (or provided for approval prior to hiring).

l. Copy of **organization's** Prevention of Sexual Exploitation and Abuse (PSEA) Code of Conduct

    o consistent with the 6 IASC Principles and that there is a country or regional implementation plan specific to the country or region of the application. The plan should outlines how employees are trained and otherwise made aware of the Code of Conduct, how violations of the Code of Conduct against beneficiaries are reported and followed up on in a safe and confidential manner, how beneficiaries are made aware of the Code of Conduct and a mechanism to report any violations, and whether or not there is a focal point in the country or regional office for the Code of Conduct (See NGO Guidelines for more details).

m. Copy of the **organization's** Security Plan.

n. Copy of the **organization's** Accountability to Affected Populations (AAP) framework.

    o The AAP section of a NOFO proposal narrative is specific to the program being proposed, and is distinct from the organization-level AAP framework requirement listed here, which is a separate document.

g. **A market analysis and a beneficiary competency/capacity assessment for all proposals that include at least one livelihoods sector objective (or will be disqualified).** Please see the General NGO Guidelines for more details.

h. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable, or a *de minimis* rate calculation of Modified Total Direct Costs (MTDC) if the applicant is eligible and elects to use the *de minimis rate*.

i. Most recent external audit report is required prior to issuance of an award, if proposal is chosen for implementation.

ii. Additionally, organizations must take into account the following considerations as part of their proposal package:

e. In order to be considered a competitive proposal, the Proposal Narrative and Budget Detail should include the following information:

    o Focus on outcome or impact indicators as much as possible. At a minimum, each objective should have one outcome or impact indicator.

Wherever possible, baselines should be established before the start of the program.

o PRM requires a specific outcome indicator be included in each proposal measuring the sense of safety and well-being of beneficiaries. Baseline and end of program surveys should be used to measure the indicator. Please see the NGO Guidelines for more details.

o Include specific information on locations of programs and beneficiaries (GPS coordinates highly recommended) to increase PRM's ability to track the impact of PRM funding.

o Outline how the NGO will acknowledge PRM funding. If an organization believes that publicly acknowledging the receipt of USG funding for a particular PRM-funded program could potentially endanger the lives of the beneficiaries and/or the organization staff, invite suspicion about the organization's motives, or alienate the organization from the population it is trying to help, it must provide a brief explanation in its proposal as to why it should be exempted from this requirement.

o PRM expects each proposal, regardless of sector, to demonstrate protection mainstreaming, including by identifying potential protection risks associated with the program and how they will be mitigated. 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 beneficiaries. Applicants may introduce gender-specific risks in this section but should provide a full analysis in the gender analysis.

o PRM partners must complete a gender analysis in the proposal narrative that briefly explains (1) experiences of men, women, boys, and girls with a focus on the different familial roles, community privileges, and gender dynamics within the target population; (2) associated risks and threats experienced by women, girls, and other vulnerable populations based on their gender; (3) power imbalances and needs that arise based on gender inequalities that exist within the family or community; and (4) proposed responses that will address the above and mitigate 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, such as women and girl heads of households, out-of-school girls, women and girls with disabilities, women and girl survivors of violence, married

girls, adolescent mothers, as well as people who identify as lesbian, gay, bisexual, transgender, or intersex (LGBTI), and those who are often unaware of and excluded from programs and services and who may be the hardest to reach based on their gender.

o The budget should include a specific breakdown of funds being provided by UNHCR, other USG agencies, other donors, and your own organization.

o Applicants whose proposals address gender-based violence (GBV) through their programs must estimate the total cost of these activities as a separate line item in their proposed budgets (see PRM's budget template). Proposals and budgets must include details of any sub-agreements associated with the programs.

C. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

   i. Each applicant is required to:

   a. be registered in SAM at (www.sam.gov) before submitting its application;
   b. provide a valid DUNS number in its application; and
   c. continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM.

   ii. No federal award may be made to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

D. **Applications must be submitted via Grants.gov.** Grants.gov registration requires a DUNS number and active SAM.gov registration. If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's General NGO Guidelines "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. Applicants may also refer to the "For Applicants" page on Grants.gov for complete details on requirements.

i.   **Do not wait until the deadline to attempt to submit your application on Grants.gov.** Organizations not registered with Grants.gov should register well in advance of the deadline as it can take several weeks to finalize registration (sometimes longer for non-U.S. based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. PRM has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with Ggrants.gov, SAM.gov or DUNS number issues. **PRM partners must maintain an active SAM.gov registration with current and correct information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.**

ii.   When registering with Grants.gov, organizations must designate points of contact and Authorized Organization Representatives (AORs). Organizations based outside the United States must also request and receive an NCAGE (https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx) code prior to registering with SAM.gov. **Applicants experiencing technical difficulties with the SAM.gov registration process should contact the Federal Service Desk (FSD) online or at 1-866-606-8220 (U.S.) and 1-334-206-7828 (International).**

iii.   **Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization.** Having proposals submitted by agency headquarters helps to avoid possible technical problems.

iv.   **If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726.**

v.   Applicants who are unable to submit applications via Grants.gov due to Grants.gov technical difficulties and;

- who have reported the problem to the Grants.gov help desk;
- received a case number;
- have completed DUNS and SAM.gov registrations
  - and had a documented service request opened to research the problem;

may contact the PRM_NGO Coordinator **before the submission deadline** to determine whether an alternative method of submission is appropriate. PRM makes no guarantee to accept an application outside of the grants.gov system.

E. It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place or are experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.

F. In accordance with 2 CFR §200.113, Mandatory disclosures, the non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

G. **Submission Dates and Times**

   o **Announcement issuance date:** Friday, January 22, 2021

   o **Proposal submission deadline:** Thursday, March 4, 2021 at 11:59:59 p.m. (23:59:59) *EST*. Applications submitted after this deadline will not be considered.

H. **Intergovernmental Review: <u>Not Applicable</u>.**

I. **Funding Restrictions:** Federal awards will not allow reimbursement of Federal Award costs without prior authorization by PRM.

J. **Other Submission Requirements**

   i. **Branding and Marking Strategy**

      The following provisions will be included whenever assistance is awarded:

The Recipient shall recognize the United States 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 recognition of U.S. government funding on social media and website platforms to be included in proposals branding and marking strategy. Recipients should tag PRM's Twitter account @StatePRM and/or Facebook account @State.PRM (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well.

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.

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.

ii. **PRM Standardized Indicators**: In an effort to streamline the proposal writing/reviewing process and better measure the impact of the Bureau's work, PRM requires the use of standardized indicators for programs in the protection, child protection, health, mental health and psychosocial support, WASH, nutrition and food security, education, livelihoods, and shelter sectors, as well as programs that include local government capacity-building and core relief items (non-food items). Applicants must fill in numerical and/or percentage targets for each indicator. Sphere standards should be used as targets, unless otherwise noted. Proposals must include at least one standardized indicator per sector, as applicable. Please refer to PRM's General NGO Guidelines for a complete list of all standardized indicators that may be included.

   a. As specified in the Program Description section above, PRM requires a specific outcome indicator in each proposal measuring the sense of safety and well-being of beneficiaries. All overseas assistance program proposals must include the following protection outcome indicator under one of the objectives: Percentage of beneficiaries who report an improved sense of safety and well-being at the end of the program disaggregated by age and gender. Please see the NGO Guideline's section A.C.1. of Appendix C for more details.

   b. As specified in the Program Description section above, Cash and Voucher Assistance programs must include one indicator from the selection contained in the NGO Guidelines in section A.C.2. of Appendix C.

Application Review Information

A. **Criteria:** Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the proposals based on the following criteria:
- Gap/Analysis (5)
- Profile of Target Population (5)
- Program Description/3a Gender Analysis (20)

- Objectives & Indicators (10)
- Monitoring & Evaluation Plan (10)
- Risk Management (10)
- Accountability to Affected Populations (5)
- Coordination (5)
- Sustainability and Capacity-Building (5)
- Management and Past Performance (10)
- Budget/Budget Narrative (15 points)

PRM will conduct a formal competitive review of all proposals submitted in response to this funding announcement. A review panel of at least three people will evaluate submissions based on the above-referenced programmatic criteria and PRM priorities in the context of available funding. Examples of PRM scorecards can be found in Appendix H of the NGO Guidelines.

Department of State review panels may provide conditions and recommendations on applications to enhance the proposed program, which must be addressed by the applicant before further consideration of the award. To ensure effective use of limited PRM funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and program activities.

6. Federal Award Administration Information

A. **Federal Award Administration.** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM actually makes the federal award. That notice is not an authorization to begin performance. Only the notice of award signed by the grants officer is the authorizing document. Unsuccessful applicants will be notified following completion of the selection and award process.

B. **Administrative and National Policy Requirements.** PRM awards are made consistent with the following provisions in the following order of precedence: (a) applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award; (b) Code of Federal Regulations (CFR); (c) Department of State Standard Terms and Conditions of the award; (d) the award's specific requirements; and (e) other documents and attachments to the award.

C. **Reporting:** Successful applicants will be required to submit:

ii.   **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 within thirty (30) days following the end of each three-month period of performance during the validity period of the agreement. The final program report is due ninety (90) 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 a 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 quarterly program report template (also used for final reports). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. The Quarterly Program Report Template can be requested by emailing PRM's NGO Coordinator with only the phrase **PRM NGO Templates** (exactly as written in bold) in the subject line, to PRMNGOCoordinator@state.gov. Organizations will receive an automated email reply containing the templates.

iii.   **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 (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within ninety (90) 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 accordance with other 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.

iii.   **Audit Reports:** When a recipient-contracted audit is not required because the Federal award amount is less than the $750,000 threshold, the Department may determine that an audit must be performed and the audit report must be submitted to the responsible grants office(r) for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be

charged either as an allowable direct cost to the award or included in the organizations established indirect costs in the award's detailed budget.

7. **<u>PRM Contacts</u>**

A. Applicants with technical questions related to this announcement should contact the PRM staff listed below prior to submission. Please note that responses to technical questions from PRM do not indicate a commitment to fund the program discussed.

- **PRM Team Lead for the Horn of Africa Wossie Mazengia:** MazengiaW@state.gov, Washington, D.C.
- **PRM Regional Refugee Coordinator Emily White:** WhiteEB@state.gov, U.S. Embassy Addis Ababa, Ethiopia.
- **PRM Regional Refugee Coordinator for Kenya and Somalia Bryan Lupton:** LuptonBC@state.gov, U.S. Embassy Nairobi, Kenya.

<u>Disclaimer:</u> 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 PRM's NGO Coordinator.