



Population, Refugees, and Migration

U.S. DEPARTMENT *of* STATE

FY 2023 General NGO Guidelines

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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. refugee assistance and 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 the key multilateral humanitarian organizations responsible for refugees, conflict victims, stateless persons, and vulnerable migrants. However, 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. PRM does not provide overseas assistance through for-profit organizations.

A critical component of providing humanitarian aid is the State Department's humanitarian diplomacy, which impacts nearly every facet of the work undertaken by NGOs. 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 are 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). 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 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 PRMNGOCoordinator@state.gov.

2. What's New and What Has Changed?

Based on updated standards and forms, Departmental guidance, consultations within PRM (also referred to in these guidelines as the "Bureau"), and helpful feedback from the NGO community, we continue to strive to make our guidelines and requirements clearer and more explicit throughout the document and provide more effective life-saving assistance to the world's most vulnerable. The following encompasses many of the changes that pertain to the NGO guidelines:

- 1. Updated and Corrected Website Links/SAM.gov changes:** Attention has been paid to providing the most current links to resources which may have been outdated or no longer active, particularly for U.S. Government websites such as the System for Award Management ([SAM.gov](https://www.sam.gov)) which continued to undergo substantial changes in 2022. The guidelines include the latest available information and resources on the Unique Entity Identifier (UEI) and renewal/validation process which commenced in April 2022.
- 2. Updated Monitoring and Evaluation Requirements:** PRM made significant updates to the monitoring and evaluation (M&E) section of the NGO Guidelines. These changes are intended to consolidate and

clarify expectations and requirements related to data collection, indicator reporting, and M&E processes.

- 3. Updated PRM Indicator List ([Appendix D - PRM Standardized Indicators](#)):** Based on internal and partner feedback, and to improve data quality and use, PRM made important changes to its indicator list. The “sense of safety and wellbeing” indicator is no longer mandatory for all programs and is now only required for programs with Protection activities/budget. PRM’s new mandatory outcome indicator is “Percentage of program participants¹ who report that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner,” in alignment with several other major donors. PRM also added a requirement to report the “Amount of PRM humanitarian funding distributed to local, national, or refugee-led organizations (in USD)” in alignment with Grand Bargain localization principles. Lastly, PRM has clarified which indicators are required when applying for funding under each sector and sub-sector. Please make sure to carefully review this indicator list in Appendix D and include all required indicators in the proposal.

- 4. Updated Concept Note (CN) and Proposal Templates:** We encourage applicants to once again familiarize themselves with revisions to the concept note and proposal narrative templates (single and multi-year) for PRM funding. PRM added an innovation tag on the first page of the proposal template and adjusted several other sections. For the purposes of PRM’s proposal narratives and programming, PRM defines innovation as “Any kind of creative problem-solving that adds value; the development of diverse solutions to a wide range of challenges.” For more information on how innovation differs from standard programming, see [ELRHA’s “Innovation Basics” guidance](#).

- 5. Proposal Application and Final Report Indicator Tables:** PRM moved the former proposal application’s indicator table out of the Word template and into a separate Excel worksheet for the proposal templates (this worksheet must be submitted as part of an organization’s application package) and produced a new final report template (which is submitted at the end of Q4 annually for multi-year awards).

¹ "Program Participants" in these guidelines refers to crisis-affected individuals and communities impacted by humanitarian aid programming.

6. Updated Quarterly Report and Annual/Final Report Templates: Based on internal and partner feedback, PRM updated the quarterly report (which will cover quarters 1 through 3) narrative template and created a new annual/final report narrative template (which will cover quarter 4). The quarterly report narrative template includes a modified indicator table, similar to the previous version. The annual/final narrative report template is submitted within 120 days of the end of the award; for multi-year programs with separate “awards” for each year, this annual/final report must be submitted at the end of each year. The new annual/final report template does not include an indicator table within the Word document, because this will now be submitted via an Excel attachment (the same as to be submitted with the application).

3. Application Process

3.A. 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 are no longer valid and were 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.

PRM posts all funding opportunities on the website [Grants.gov](https://grants.gov), [PRM's website](https://prm.gov), and all programs in the Assistance Listings on [SAM.gov](https://sam.gov) (formerly the Catalog of Federal Domestic Assistance [CFDA]).

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

All concept note and proposal applications in response to PRM Notice of Funding Opportunity announcements must be submitted via [Grants.gov](https://www.grants.gov).

Organizations should not wait for Notice of Funding Opportunity 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://www.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://www.sam.gov) and [grants.gov](https://www.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.

3.B. 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 the [System for Award Management](https://www.sam.gov) (SAM) online. Note that once registered, SAM registrations must be renewed annually. Organizations based outside the United States must also request and receive an [NCAGE code](#) prior to registering with [SAM.gov](https://www.sam.gov) (NCAGE codes must also be renewed

every five years.) 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 in order 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://www.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.

Potential applicants should be alerted that SAM.gov is a free government-managed website; applicants do not need to pay to register their organization. The Department of State’s Office of the Procurement Executive (A/OPE) receives frequent reports that recipients are contacted by organizations posing as SAM.gov and threatening to cut off registration unless a fee is paid for registration or renewal. These emails are fraudulent and should be reported as Spam and Phishing/Spoofing.

3.C. 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](https://www.grants.gov) 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](https://www.grants.gov) 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](https://www.grants.gov) 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](https://www.grants.gov).

3.D. 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.

3.E. 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 and Review

- 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 length limits, including through the inclusion of cover pages, will result in disqualification.
- 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, security plans, or 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).

- All NOFO announcements are listed on Grants.gov as well as on [PRM's website](#).

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 H - 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 [Appendices C](#) and [D](#), respectively.

4.A. Proposal Format and Templates:

PRM recommends that applicants use the following suggested templates and instruction sets available on [PRM's website](#). 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 (Excel)

Full Application Package Templates:

- Proposal Narrative for single year submissions (Word)
- Proposal Narrative for multi-year submissions (Word)
- Indicator Table (Excel) – **Required to use PRM template**
- Budget Summary (Excel)

- Budget Detail (Excel)
- Budget Narrative (Word)
- Risk Analysis (Word)

If an applicant **is not** using PRM's templates, then proposal narratives must not be more than 10 pages in length (15 pages for multi-year proposals). If an applicant **is** using PRM's templates, single-year application proposal narratives must not exceed 15 pages in length, (20 pages for multi-year funding proposals). **(Note: Required proposal narratives, indicator tables, and budget documents written in a language other than English will be disqualified.)**

All proposals (except indicator tables and budget templates) must use Times New Roman or Calibri 12-point font (footnotes may be 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 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 and should be included in moderation. 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.

For proposals related to Refugee Resettlement and admissions programs, 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.

- 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.
- Additional information on grants.gov applications, including using attachments, UEI rollout information and other best practices may be found [on grants.gov](https://www.grants.gov).

4.B. 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.

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 analysis, 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- or 20-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 beneficiary population as indicated in the NOFO. **(Note: If less than 50 percent of the targeted 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 locations, gender, age, and any other unique factors or vulnerabilities. List the specific locations – including the names of camps, provinces, districts, villages, neighborhoods, temporary accommodation centers, etc. – of proposed activities. Provide GPS coordinates, where available. 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:

- 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.

Other requirements 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 beneficiary 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.

NOTE ON COVID-19: PRM recognizes the difficult circumstances under which organizations are currently operating because of the COVID-19 pandemic and will take them into consideration in proposal reviews. To the extent possible, organizations should address how COVID-19 and resulting risks, restrictions, and limitations may 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 pandemic.

- **Section 4a: Protection Mainstreaming:** For all applications, the program description should assess and analyze 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 can be found [on the Global Protection Cluster's website and programs should take into account the following four elements in all proposed humanitarian activities:](#)
 1. *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.

2. *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.
3. *Accountability*: Set-up appropriate mechanisms through which affected populations can measure the adequacy of interventions, and address concerns and complaints.
4. *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](#). Applicants may introduce gender-specific risks in this section but provide a full analysis in the next section (section 4b).

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.

- **Section 4b: Gender Analysis**: For all applications, the program description should demonstrate analysis of the factors that promote or undermine gender equality in the program context. All proposals must address the specific needs of women and girls, as the primary populations that

experiences 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:

1. 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.
2. Associated risks and threats experienced by women, girls, and other vulnerable populations based on their gender, including gender-based violence.
3. Power imbalances and needs that arise based on gender inequalities that exist within the family or community.
4. 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 Excel indicator table attachment.

- **The specific M&E staff positions that will be responsible for M&E of the proposed program.**
- **A detailed description of the data collection methods/tools** that will be used to collect output, outcome, and process monitoring data. Examples may include baseline and endline assessments, household surveys, post-distribution monitoring, market monitoring, observational site visits, key informant interviews, focus group discussions, exit interviews, progress reports, and more. Please note any expected timelines for key M&E deliverables, and whether the resulting information/data 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.

- **Any context monitoring or sources of secondary data** the program expects to utilize. Examples may include inter-agency needs assessments, [Standardized Monitoring and Assessment of Relief and Transition \(SMART\) surveys](#), humanitarian cluster or working group reports/studies, local government market tracking data, and more.
- **A description of any expected limitations or risks** 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 description of data management, storage, safeguarding, and data protection procedures.** PRM and its partners must protect and safeguard participants' personally identifiable information. Partners should outline their organizational and program-level protocols for limiting access to this data, storing it safely, and protecting it from unauthorized access and use.
- **Plans for regular data review and utilization.** 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 program outcomes and impact.** For applications seeking multi-year funding, a Year 1 baseline (i.e., Indicator values collected prior to implementation), and annual assessment are strongly recommended to determine indicator baseline values in Year 1 and to measure progress on outcome and impact indicators each year thereafter. The baseline and annual assessments should ideally include primary data collection at the household or community level. NGOs are not required to submit separate baseline, annual, or endline reports, but the findings and methods must be described in the first Year 1 quarterly report (for baseline) and each year's final report (for annual assessments). If conducting a representative household survey, PRM recommends the use

of a verified sample size calculator ([see this Sample Size Calculator Decision Tool](#)). Additional optional USG resources on baseline/endline survey design and sampling methods may be found in [USAID BHA's M&E Guidance](#).

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](#) and 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.)

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: Explain how the program will contribute to local capacity-strengthening elements including the self-reliance of program participants, and strengthening of

local civil society organizations, or the host government; incorporate longer-term sustainability objectives into humanitarian programs; increase work towards durable solutions, be handed over to another organization; 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). Share 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 past year, 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: For purposes of consortia applying for PRM funding, PRM considers consortium 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.

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.

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. 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.

See [Section 3. F. for more details on U.S. Government recognition requirements](#), of both awardees and sub-awardees, and reporting and compliance requirements for both.

4.C. Indicator Table & Targets:

As of Fiscal Year 2023, PRM updated the proposal indicator table to a required Excel template format. This file may be downloaded on PRM's website. For PRM indicators, partners must use the exact indicator title as listed in [Appendix D - PRM Standardized Indicators](#). This will enable data aggregation and use across programs. 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-M. The light blue columns (N-Y) should be left blank at application stage; they will be used by awardees for annual reporting. **Objectives 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.

Indicator selection:

Partners 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 must be included in the proposal as applicable. 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). If the proposed program will not contribute to one or several of these mandatory indicators, the indicator must still be included in the proposal indicator table but with a target of zero.

- **Number of individuals directly reached through PRM funding**

- **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 can put a target of zero for this indicator if it does not apply to them; it will not affect their eligibility.

- **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.

- [Additional Measurement instructions](#).

- **Recommended if applicable:** Partners may consider using these indicators to monitor any related activities as they are aligned with humanitarian standards and best practices. However,

inclusion of recommended indicators is not mandatory and will not affect the proposal scoring. Please note that in rare cases PRM may request for a partner to use a particular recommended indicator if there is a strong technical/thematic need to track information on that indicator, or if a similar custom indicator was proposed by the partner.

Applicants may also include custom indicators if desired. **If including custom indicators, please limit them to no more than three (3) per objective, in order to keep the overall table length manageable.** If including custom indicators, applicants must ensure that they are specific, measurable, achievable, relevant, reliable, time-bound, and trackable (SMART). 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 partners' previous experiences and achievements.

Basis for Setting Cumulative Target: The new Excel indicator table template requires partners 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.

4.D. Cost Proposal (Budget):

PRM's recommended budget detail 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 Detail](#) and the [Budget Narrative](#). Costs listed in the Budget Detail and Budget Narrative documents must match.

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

1. Application for Federal Assistance – the signed and completed [SF-424](#), [SF-424A](#), and SF-424B (if applicable). These forms are included and submitted within the Grants.gov application workspace.
2. Budget Summary (Excel).
3. Budget Detail (Excel).
4. Budget Narrative, disaggregated by year (Word).
5. Organizational chart for award recipient (and sub-recipient(s) if applicable).
6. Most recent Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.
7. Most recent external audit report **is required prior to issuance of an award**, if chosen for implementation.

Signed SF-424: Instructions for filling out form SF-424 can be found in Appendix I and on [Grants.gov](#).

SF-424A and Budget Summary: The SF-424A and Budget Summary document 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 J.

- **SF-424B:** 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.

Budget Detail: The budget detail 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.

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.

- **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% 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 in excess of \$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:

Multi-year funding: multi-year funding requests must also include a budget summary, budget detail, and budget narrative **for each year**. If the PRM budget detail template is used, organizations can use the same template for each year (each year is denoted in the Excel worksheet by tabs), 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 remain contingent upon continuing need, performance, and availability of funding [See Funding Timeframes and Multi-Year Funding section below for details].

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 Summary and Detail 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 Summary, Budget Detail, 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.

4.E. 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 further information on additional requirements** for that announcement:

- **Proposal Narrative** not exceeding stated page limits.
 - A gender analysis and a protection mainstreaming analysis.
 - 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 Summary:** Disaggregated by each year of the program period (if multi-year).
- **Budget Detail:** 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.**
 - PRM requires that Box 21 of the SF-424 be checked.
 - The SF-424 must be signed.
 - See [Appendix I for more.](#)
- **SF-424A.**

- See [Appendix J for more.](#)
- **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.
- **Security Plan** ([Appendix B.8 - Safety and Security](#))
- **Risk Analysis** ([Appendix G – Risk Analysis](#)).
- **Organizational Accountability to Affected Populations (AAP) Framework**
- **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.
- 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 ([Section 3.D](#)).
- A Market Analysis and Beneficiary 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.

4.F. 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 Twitter account [@StatePRM](#) and/or Facebook account [@State.PRM](#) (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.

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.

4.G. Funding Timeframes and Multi-Year Funding:

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

Multi-Year Funding: When submitting the initial application, NGOs proposing multi-year programs must submit fully developed programs with detailed budgets, objectives, and indicators for **each year of activities**. NGOs will have the opportunity to update this information annually.

Applicants should use PRM's recommended multi-year proposal template for the initial multi-year application and PRM's single year template for updating years two and three of approved multi-year awards. Multi-year proposals using the PRM template cannot exceed 20 pages, single year proposals cannot exceed 15 pages.

Indicators for multi-year proposals must include year-by-year breakdowns of baselines, targets, and cumulative totals. Multi-year funding applicants should use PRM's standard budget template to include the budget for each year of the program and must include a year-by-year breakdown of the budget for each proposed program year.

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 summary and detail 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.

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 on SAMS Domestic. 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. Multi-year applications selected for funding by PRM will be funded in 12-month increments based on proposals submitted in the competing application and as approved by PRM. Continued funding after the initial 12-month award will be contingent on the submission of 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 Detail for the next 12-month period.
- Budget Narrative.
- Risk Analysis.
- Accountability to Affected Populations Framework.
- PSEA Code of Conduct.
- Security Plan.
- 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.

Applicants should understand that receipt of prior funding for the same or similar programs in a given 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.

5. Reporting Requirements

All program reports, financial reports, and other reports should be submitted via SAMS Domestic.

5.A. 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. Organizations will now use a separate annual/final report template available from PRM's website. 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 quarterly and annual/final program report template. The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed. These can be accessed on the PRM website.

The following guidance is designed to accompany the recommended reporting template. **It is not necessary to repeat information from one quarter to the next if content has not changed.**

- **Overall Performance:** Provide a discussion of the overall performance and results of the program to date, with reference generally to the objectives of the program. Specifically note the program's impact on the different needs of women, men, boys, girls, and vulnerable individuals.

- **Programmatic Changes:** Briefly explain any changes in the operational environment that necessitated changes or adjustments to the program's implementation, and which was-not reflected in the original project plan (implementation plan, activities, indicators, or outcomes).
- **Progress on Objectives and Indicators:** Include the objectives and indicators from the cooperative agreement and describe progress on each applicable indicator target during the reporting period as well as cumulative progress to date. Use the indicator table template available on PRM's website.
- **Affected Persons:** Describe the geographic locations and populations taking part in or affected by the program or relevant part of the program. Please also include any efforts undertaken to reach marginalized sub-groups, including persons with disability, as applicable.
- **Participation of and Accountability to Affected Populations (AAP) (Q2 and Annual/Final Reports only):** Describe the impact of AAP efforts implemented in the program and how these efforts have maximized accountability toward the affected population. Reporting must include explanations and specific examples of how feedback has been obtained directly from program participants and affected communities, including feedback that appropriate reflects the diversity of the affected populations and underserved segment of the population on the quality and relevance of assistance provided and how the organization is responding to such feedback, including actions taken to change programming decisions. Organizations should also report whether and how they are participating in interagency collective actions related to AAP or in cross-cluster or cross-sectoral response-specific mechanisms.
- **Risk Management:** Describe how risks to program/program implementation were identified, managed, and mitigated, including any operational, security, financial (including fraud), personnel management, or other relevant risks.
- **Exit Strategy and Sustainability:** Briefly describe the exit strategy and closure steps for the project or program and an assessment of the sustainability of the results.
- **Collaboration/Coordination:** Describe the impact of any coordination efforts, synergies that developed, and recommendations for improving coordination in the future.

- **Lessons Learned (Final Report only):** Describe any lessons learned, and how these will be applied in future projects or programs.
- **Other:** Provide any additional information about the program, current trends, or other related issues that are important to note. This section might also include success stories that the organization would like to highlight to PRM.
- **Acknowledgement of PRM funding:** Complete the section acknowledging PRM funding during the reporting period. For acknowledgement plans that were outlined in the proposal, but which have not occurred or are not being met, provide an explanation and indicate the steps being taken to comply with this contractual obligation. Additionally, please also include how sub-recipients are complying and implementing acknowledgement of PRM funding requirements.

5.B. 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](#).

5.C. Other Reporting Requirements:

- **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.
- **Health:** PRM-supported health partners must report data to UNHCR's Health Information System, if functional in-country. Crude Mortality Rates (CMR) and Global Acute Malnutrition (GAM) survey data should be shared with the UNHCR Public Health and HIV Section.
- **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 (<https://harvester.census.gov/facweb/>) must be submitted directly to PRM as specified under award terms and conditions.

- **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](#).

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 system, or as stated within the cooperative agreement.

Electronic mail transmissions must include the following information:

1. Organization Name.
2. Agreement Number.
3. Report Type; and
4. 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: PRMNGOCordinator@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 Summary, broken down by each year of the program period
- Budget Detail, 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
- Signed completed SF-424
- 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.

- Security Plan.
- Risk Analysis (separate from proposal narrative and from the security plan).
- Accountability to Affected Populations (AAP) Organizational Framework.
- 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**

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 beneficiary 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,
 - and 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.

B.1. 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 Department of State Standard Terms and Conditions for NGO grants and cooperative agreements contains the following provision:

Prohibition on Abortion Related Activities

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

(1) 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).

(2) 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).

(3) 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).

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

Health Projects: *Implementing partners will also comply with the Quality-of-Care Standards in the international Inter-Agency Field Manual on Reproductive Health in Refugee Situations.*

And 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 those provisions restricting use of funding only for voluntary family planning projects and further barring any use of funds for abortions as a method of family planning or to motivate or coerce any person to practice abortion.

Urban Refugees: For programs in non-camp settings, PRM requires partners to adhere to the Bureau's [Principles for Refugee Protection in Urban Areas](#).

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 partners 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. Partners 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](#).

B.2. 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

prioritizes addressing the needs of vulnerable and underserved segments of these populations and strongly encourages proposals that can demonstrate steps to ensure that within the target population, programs reach vulnerable and underserved groups. These groups may include women; children; adolescents; LGBTQI+ individuals; older persons; the sick; persons with disabilities; and members of minority 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 physically accessing or seeking out services and support. PRM strongly encourages 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.

B.3. Accountability to Affected Populations (AAP)

The Bureau requires evidence of how partners will obtain feedback directly from clients of the proposed programming and reflecting the full diversity of the target population on the quality and relevance of assistance provided in all proposal narratives, monitoring and evaluation plans, and final reports. Additionally,

an organizational AAP framework **must** be submitted with all application packages at time of submission that discusses the organization's 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](#). 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 beneficiary 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](#). (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.)

B.4. 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](#).

B.5. 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.

B.6. 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.

B.7. Risk Management:

PRM requires applicants to include a risk analysis 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 or corruption. The analysis should also assess the level of legal risk that the proposed program may inadvertently benefit terrorists or their supporters. The risk analysis 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 analysis document and additional considerations for the analysis is found in [Appendix G – Risk Analysis Template](#).

B.8. 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 should 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.

B.9. 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.

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

The below describe PRM definitions and guidance on sectors and modalities. The sector and modality descriptions should inform the selection of indicators (See [Appendix D – 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 Detail Instruction](#) for more).

C.1. Capacity Strengthening:

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

C.1.1. Capacity Strengthening: NGO/CBO:

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

C.1.2. Capacity Strengthening: Local Governments:

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

Capacity Strengthening-Building Resources

- [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](#)

C.2. Cash and Voucher Assistance (CVA):

Note: While PRM treats CVA as a modality rather than a sector, 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 appropriate standardized indicator(s) below to report on transfers. CVA can be used to achieve the objectives in the sectors described in this Appendix but should not be described as a standalone sector.

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.

Before CVA disbursements, market monitoring/assessment is recommended to help determine the best modality and appropriate amounts, and to define 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.

After disbursements, post-distribution monitoring (PDM) conducted as a household survey or focus group discussion (FGD) is recommended to collect data verifying that the CVA was received, as well as to understand how the CVA was used, whether the support was sufficient, 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](#).

CVA Budget Guidance:

When intended to achieve sector-specific outcomes, 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 beneficiary 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 (MPCA) as a standalone budget “sector”** given how difficult it is to disaggregate MPCA programming into the individual sectors it supports. 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).”

CVA Resources

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

C.3. Core Relief Items:

Provision of standard, life-sustaining items such as mattresses, blankets, plastic sheets, containers for water, cooking utensils, and hygiene kits through in-kind, cash, or voucher assistance. Also referred to as non-food items (NFIs).

Core Relief Items Resources

- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#), 2018 Edition
- [Enhanced Capacity Response – Protection Risks and Benefits Analysis Tool](#)
- [Global Protection Cluster’s Essential Protection Guidance and Tools](#)

C.4. 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.

C.5. 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 in order to facilitate access to local schools.
- School building so long as any schools built with PRM funding conform to applicable national government guidelines regarding school infrastructure and comply with host country or regional standards for accessibility in construction.
- Activities that seek to improve learning outcomes, including teacher training, access to examinations, community/caregiver engagement, catch up and/or remedial education.

- Alternative education to include 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.

Education Resources

- [Child Protection Minimum Standards](#). *Alliance for Child Protection in Humanitarian Action, 2012*
- [INEE Minimum Standards for Education: Preparedness, Response, Recovery](#)

C.6. 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.

Food Security 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](#)
- [Guide to Measuring Household Food Security](#). U.S. Department of Agriculture, Food and Nutrition Service, 2000

C.7. 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. Does not include mental health and psychosocial support.

To avoid establishing parallel, refugee-specific systems, health strategies should use national treatment and prevention protocols where possible, and to 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. This may be appropriate 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.

C.7.1. Health: 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.

C.8. 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 livelihoods, financial and numerical literacy, and

business development activities. PRM will prioritize impact-driven 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, such as through the [Self-Reliance Index or through other indicators](#). Wherever possible, programs should also seek to restore or build upon former livelihoods of affected populations.

Proposals that include at least one livelihoods objective require a market assessment and beneficiary capacity assessment to be submitted along with the proposal. Programs may include, but are not limited to:

- Job placement or referral services.
- Income-generating activities.
- Temporary work programs/cash for work.
- Micro-finance.
- Financial literacy training and services,
- Agriculture, livestock activities.
- Vocational training.

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.
- 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.

Additional resources such as The Women’s Refugee Commission [Building Livelihoods Manual](#); [Emergency Market Mapping and Analysis Toolkit](#); and [Market Development in Crisis-Affected Environments: Emerging Lessons for Achieving Pro-Poor Economic Reconstruction](#) may be useful.

Livelihoods and Economic Empowerment Resources

- [Minimum Economic Recovery Standards](#)
- [UNHCR Operational Guidelines on the Minimum Criteria for Livelihoods Programming](#)

C.9. 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 disorder.

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 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 considers staff and volunteer MHPSS and care, as well as 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.

MHPSS Resources

- [World Mental Health Report \(who.int\)](#)
- [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 \(Version 2.0\)](#)

C.10. 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.

Nutrition 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](#)

C.11. Protection:

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 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 its populations of concern, 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.

Protection Guidance: Proposals **must** break out protection costs by subsectors below when applicable.

C.11.1. Protection: Legal:

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.

C.11.2. Protection: 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 Resources

- [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](#)

C.11.3. Protection: Gender Based Violence (GBV):

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 partners 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 Violence Monitoring Resources

- [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](#)

C.11.4. Protection: 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.

Protection General 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
- [Protection Mainstreaming Guidance and Tools, Global Protection Cluster, 2017](#)
- [Understanding Community-based Protection, UNHCR, 2013](#)
- [Core Humanitarian Standard: CHS Guidance Notes and Indicators](#)

C.12. Shelter:

Programs that strive to enable program participants to access and live in dignity in secure, habitable, and appropriate shelters that allow them to resume critical social and livelihoods activities and improve their quality of life through in-kind, cash, or voucher assistance.

PRM-funded shelter programs must strive to enable participants to access and live in dignity in secure, habitable, and appropriate shelters that allow them to resume critical social and livelihoods activities and improve their quality of life. This includes incorporating hazard mitigation and disaster risk reduction principles and approaches within shelter activities, to reduce of the risks of hazards among populations of concern and build community resilience. Protection mainstreaming and risk analysis, particularly for housing, land and property (HLP) rights, have important implications for the shelter cluster, especially for vulnerable groups. This section provides guidance on various forms of shelter interventions, as delivery programs continue to evolve to meet the rapidly complex needs across both acute and protracted emergency settings globally. Shelter interventions 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, Core-Relief items/Non-Food Items...).

Shelter interventions must include assessments to understand the needs of the targeted affected populations, housing markets, 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.

Partners proposing Shelter activities – must consider and incorporate Sphere minimum standards and describe coordination with other Shelter actors (e.g., government led, UN Cluster, existing coordination platforms) in developing activities for a particular target population. If impractical to apply Sphere Standards guidance, provide justifications for deviations and verify how these changes would not undermine the intervention’s purpose(s). In addition, partners must 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 the additional PRM WASH sector guidance in your application.

Cash and voucher modalities can be used in many Shelter Intervention activities. Organization providing cash assistance for shelter, are required to monitor the overall quality of the process, products purchased, and whether the shelter needs of the target population are being met. Partners proposing cash/voucher assistance for shelter must also describe coordination with other with other actors providing cash-based responses. However, partners who choose to incorporate shelter 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](#).

Additional Shelter resources listed below are helpful to guide programming intervention designs for populations of concern in each context.

Shelter 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, 2010
- [The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response](#)
- [Global Shelter Cluster Indicator Guidelines](#)
- [Humanitarian Indicator Registry](#)
- IASC [GBV Guidelines for Shelter](#), Settlement, and Recovery
- [Practical Guide to the Systematic Use of Standards & Indicators in UNHCR Operations](#)

C.13. Water, Sanitation, And Hygiene (WASH):

Interventions that aim to reduce morbidity and mortality because of diseases related to water, sanitation, and hygiene through in-kind, cash, or voucher assistance.

WASH programs should consider the Sphere minimum standards, with an overall goal of preventing mortality and morbidity among populations of concern. If there are specific contextual situations in which it is not possible to achieve the Sphere standards, partners should still strive toward these standards and provide brief but thorough justifications explaining why Sphere standards are not achievable. Partners should include information regarding needs assessments activities, describe coordination with other WASH actors (e.g., government led, UN Cluster, existing coordination platforms) and describe comprehensive activities in addressing water, sanitation, and hygiene. Any proposal that excludes one or more sub-sector of water, sanitation, or hygiene activities should provide a detailed justification of why the project does not implementing a comprehensive WASH approach. Likewise, for all water interventions NGOs must provide information about water quality testing procedures, including the timing of testing as appropriate during rainy seasons.

PRM will not typically fund water points that require 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. Hygiene programs must ensure program participants receive the Sphere minimum standard of soap for bathing and for laundry (as opposed to washing hands with ash, for example),

as well as considerations for managing menstrual hygiene. All WASH interventions should minimize the impact on the local environment.

Any WASH Behavior Change and Communication (BCC) activities proposed should ensure formative assessments are conducted to develop accurate, culturally relevant, and targeted BCC messages for the context. Individuals from the target population, key and direct stakeholders should be involved in the design stage and piloting of any information, education, and communication materials (IEC). Partners should also incorporate assessment of the effectiveness of IEC materials in their project design. Similarly, any WASH interventions focused on 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, partners should 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.

Cash and voucher modalities can be used in many WASH Intervention activities. Organization providing cash assistance for shelter, are required to monitor the overall quality of the process, products purchased, and whether the WASH needs of the target population are being met. Partners proposing cash/voucher assistance for WASH must also describe coordination with other with other actors providing cash-based responses. However, partners 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](#).

PRM supports WASH infrastructure construction or rehabilitation within institutional settings (e.g., Health Facilities, Schools, Community Centers, etc.). Preference is provided to directly support actors who operate activities in these institutional settings. If an organization is not working directly in these intuitional settings partners must justify why proposed WASH infrastructure interventions are required, include damage assessment information and how it affects public health risks, as well as describe coordination efforts with actors who directly implement activities in such facilities. In addition, partners must describe how any infrastructure will be maintained and used.

All PRM WASH intervention activities should include in the proposal, an exit or transition strategy, or otherwise provide justification for exclusion of an exit/transition strategy. Exit/Transition strategies should clearly describe coordination activities with all stakeholders throughout the project cycle, describe the resources and capabilities to support the continuation of WASH interventions, and plan for the governance and operations management of infrastructure and services.

WASH Resources

- Global [WASH](#) Cluster Strategic Plan 2022-2023
- [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](#)
- [IASC Guidelines for integrating GBV interventions in Humanitarian Action - Water, Sanitation, and Hygiene](#)
- [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 \(JMP\)](#)

APPENDIX D: PRM STANDARDIZED INDICATORS

Indicator selection (Note: These instructions are identical to section 4C above)

Partners must refer to PRM's indicator list here and include any mandatory and required indicators as part of the application. PRM has two categories of indicators:

- **Required:** Indicators marked as "required" in Appendix D must be included in the proposal as applicable. 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. If the proposed program

will not contribute to one or several of these mandatory indicators, the indicator must still be included in the proposal indicator table but with a target of zero.

- **Number of individuals directly reached through PRM funding**
- **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 can put a target of zero for this indicator if it does not apply to them; it will not affect their eligibility.
- **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.
- [Additional Measurement instructions](#).
 - **Recommended if applicable:** Partners may consider using these indicators to monitor any related activities as they are aligned with humanitarian standards and best practices. However, inclusion of recommended indicators is not mandatory and will not affect the proposal scoring. Please note that in rare cases PRM may request for a partner to use a particular recommended indicator if there is a strong technical/thematic need to track information on that indicator, or if a similar custom indicator was proposed by the partner.

Indicator Table

PRM Sector, sub-sector, or policy area	PRM #	Indicator (with type)	Disaggregates	Level of requirement	Min. reporting frequency
All Sectors	PRM-1	Number of individuals directly reached through PRM funding (Output)	PoC (refugees, IDPs, stateless, returnees, asylees, other migrants, non-	Required	Quarterly

			migrants); Sex; Sector)		
All Sectors	PRM-2	Amount of PRM humanitarian funding distributed to local, national, or refugee-led organizations (in USD) (Output)	Partner, country, and when possible, by refugee-led, IDP-led, stateless-led	Required (IASC definitions)	Quarterly
All Sectors	PRM-3	Percentage of participants who report that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner (Outcome)	N/A	Required (DG ECHO measurement resources)	Bi-annual
All Sectors	PRM-4	Number of pieces of feedback recorded during the reporting period (Output)	Resolved, unresolved	Recommended if applicable	Quarterly
All Sectors	PRM-5	Number of community meetings or formal consultations held which were focused on program design or adjustments (Output)	N/A	Recommended if applicable	Quarterly
All Sectors	PRM-6	Number of individuals indirectly reached through PRM funding (Output)	N/A	Recommended if applicable (<i>Advocacy, policy, mass media campaigns etc.</i>)	Quarterly
Capacity Strengthening	PRM-CS1	Number of individuals trained in international law, international human rights law, and/or international humanitarian law through PRM funding (Output)	Male, Female; Government staff, International NGO staff, Local NGO or CBO staff, Other	Recommended if applicable	Quarterly
Capacity Strengthening	PRM-CS2	Number of individuals trained on cross-cutting topics through PRM funding (ex. budget, operations, management, humanitarian standards, accountability, monitoring) (Output)	Male, Female; Government staff, International NGO staff, Local NGO or CBO staff, Other	Recommended if applicable	Quarterly
Capacity Strengthening : Local Governments	PRM-CS3	Number of government staff trained through PRM funding (Output)	National, local, male, female	Required (if proposing activities under this sub-sector)	Quarterly

Capacity Strengthening : NGO/CBO	PRM-CS4	Number of NGO/CBO staff trained through PRM funding (Output)	International NGO staff, Local NGO or CBO staff, Other, Male, Female	Required (if proposing activities under this sub-sector)	Quarterly
Cash and Voucher Assistance (CVA)	PRM-CV1	Number of individuals receiving Cash and Voucher Assistance through PRM funding (Output)	Cash, voucher	Required (if proposing activities under this sector)	Quarterly
Cash and Voucher Assistance (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)	Quarterly
Inclusion of Persons with Disabilities	PRM-D1	Number of individuals with disabilities reached through PRM funding (Output)	Male, female	Required (if proposing activities under this sector)	Quarterly
Inclusion of Persons with Disabilities	PRM-D2	Number of individuals participating in physical rehabilitation activities through PRM funding (Output)	N/A	Recommended if applicable	Quarterly
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 if applicable	Quarterly
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 if applicable	Bi-annual
Education	PRM-E1	Number of individuals reached with education programming through PRM funding (Output)	Formal, Informal, Children (under 18), Adults (18+), Male, Female	Required (if proposing activities under this sector)	Quarterly
Education	PRM-E2	Number of teachers and administrators trained through PRM funding (Output)	Male, female	Recommended if applicable	Quarterly
Education	PRM-E3	Percentage of school-age children enrolled in formal or informal education (Outcome)	Male, female	Required (if proposing activities under this sector)	Annual

Food Security	PRM-F1	Number of individuals participating in food security activities through PRM funding (Output)	Male, female	Required (if proposing activities under this sector)	Quarterly
Food Security	PRM-F2	Percentage of households with poor Food Consumption Score (FCS) (Outcome)	N/A	Recommended if applicable	Bi-annual
Food Security	PRM-F3	Percentage of households with moderate and severe Household Hunger Scale (HHS) scores (Outcome)	N/A	Recommended if applicable	Bi-annual
Food Security	PRM-F4	Average Reduced Coping Strategies Index (rCSI) score (Outcome)	N/A	Recommended if applicable	Bi-annual
Health	PRM-H1	Number of health care centers supported with supplies, equipment, and/or training assistance through PRM funding (Output)	Primary, Other	Required (if proposing activities under this sector)	Quarterly
Health	PRM-H2	Number of total health consultations conducted with PRM funding (Output)	Primary, Urgent, Sex, Age	Required (if proposing activities under this sector)	Quarterly
Health	PRM-H3	Number of vaccine doses provided through PRM funding (Output)	Disaggregated by vaccine type	Recommended if applicable	Quarterly
Health	PRM-H4	Number of health care professionals/administrators trained on providing health services to PRM persons of concern (Output)	Male, female	Recommended if applicable	Quarterly
Health	PRM-H5	Number of individuals who received targeted messages on health through PRM funding (Output)	N/A	Recommended if applicable	Quarterly
Health	PRM-H6	Average number of consultations per clinician per day during the past 30 days (Output)	N/A	Recommended if applicable	Bi-annual

Health	PRM-H7	Percentage of beneficiary patients who express satisfaction with services received (Outcome)	Male, female	Recommended if applicable	Bi-annual
Health	PRM-H8	Mortality rate for children under age five (U5MR) (Outcome)	Male, female	Recommended if applicable	Annual
Health	PRM-H9	Percentage of individuals with access to health services (Outcome)	N/A	Required (if proposing activities under this sector)	Annual
Health: Sexual and Reproductive Health	PRM-SRH1	Number of individuals receiving sexual and reproductive health services through PRM funding (Output)	Male, Female, 5-17.9, 18+	Required (if proposing activities under this sub-sector)	Bi-annual
Health: Sexual and Reproductive Health	PRM-SRH2	Number of antenatal consultations conducted with PRM funding (Output)	N/A	Recommended if applicable	Bi-annual
Health: Sexual and Reproductive Health	PRM-SRH3	Percentage of births attended by skilled health personnel (Outcome)	N/A	Recommended if applicable	Annual
Health: Sexual and Reproductive Health	PRM-SRH4	Percentage of pregnant women receiving at least four antenatal visits (Outcome)	N/A	Recommended if applicable	Annual
Health: Sexual and Reproductive Health	PRM-SRH5	Percentage of reporting rape survivors given post-exposure prophylaxis (PEP) within 72 hours (Outcome)	N/A	Recommended if applicable	Bi-annual
Health: Sexual and Reproductive Health	PRM-SRH6	Percentage of reporting rape survivors given emergency contraception within 120 hours (Outcome)	N/A	Recommended if applicable	Bi-annual
Livelihoods and Economic Empowerment	PRM-L1	Number of individuals participating in livelihood and economic empowerment activities through PRM funding (Output)	Male, female	Required (if proposing activities under this sector)	Quarterly

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 if applicable	Annual
Livelihoods and Economic Empowerment	PRM-L3	Percentage of individuals (working age) who are unemployed (Outcome)	N/A	Required (if proposing activities under this sector)	Annual
Mental Health and Psychosocial Support (MHPSS)	PRM-M1	Number of individuals (community-level) receiving MHPSS services through PRM funding (Output)	Male, female	Required (if proposing activities under this sector)	Quarterly
Mental Health and Psychosocial Support (MHPSS)	PRM-M2	Number of staff or volunteers receiving MHPSS services through PRM funding (Output)	Male, female	Recommended if applicable	Quarterly
Mental Health and Psychosocial Support (MHPSS)	PRM-M3	Number of individuals trained in MHPSS through PRM funding (Output)	Male, female	Required (if proposing activities under this sector)	Quarterly
Mental Health and Psychosocial Support (MHPSS)	PRM-M4	Percentage of individuals who report their MHPSS needs are met as a result of PRM funded programs (Outcome)	Male, female	Recommended if applicable	Annual
Nutrition	PRM-N1	Number of individuals participating in nutrition activities through PRM funding (Output)	Male, female, children under 5, pregnant and lactating women	Required (if proposing activities under this sector)	Quarterly
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 if applicable	Quarterly

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	Recommended if applicable	Quarterly
Nutrition	PRM-N4	Percentage of children 6-59 months of age with acute malnutrition (MAM or SAM) (Outcome)	Male, female	Required (if proposing activities under this sector)	Annual
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 if applicable	Annual
Protection	PRM-P1	Number of individuals participating in general protection activities (training on protection concepts, advocacy, monitoring) through PRM funding (Output)	Staff, community members, female, male	Required (if proposing activities under this sector)	Quarterly
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; 0-4.9, 5-17.9, 18-49.9, 50+	Recommended if applicable	Quarterly
Protection	PRM-P3	Number of staff trained in recognizing and responding to protection incidents and concerns through PRM funding (Output)	Male, Female	Recommended if applicable	Quarterly
Protection	PRM-P4	Percentage of beneficiaries satisfied with the timing of the protection and assistance (Outcome)	Male, female	Recommended if applicable	Bi-annual
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; 0-4.9, 5-17.9, 18-49.9, 50+	Required (if proposing activities under this sector)	Annual

Protection: Legal	PRM-PL1	Number of individuals receiving legal assistance through PRM funding (Output)	N/A	Required (if proposing activities under this sub-sector)	Quarterly
Protection: Legal	PRM-PL2	Percentage of individuals with legally recognized identity documents or credentials (Outcome)	N/A	Recommended if applicable	Annual
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)	Quarterly
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)	Quarterly
Protection: Child Protection	PRM-CP2	Number of adults reached with child protection activities through PRM funding (Output)	Parents and caregivers; service providers	Required (if proposing activities under this sub-sector)	Quarterly
Protection: Child Protection	PRM-CP3	Number of unaccompanied or separated children newly registered through PRM funding (Output)	Male, female	Recommended if applicable	Quarterly
Protection: Child Protection	PRM-CP4	Percentage of unaccompanied and separated children who are in an appropriate alternative care arrangement (Outcome)	N/A	Recommended if applicable	Bi-annual
Protection: Child Protection	PRM-CP5	Percentage of children who participate in community-based child protection programs (Outcome)	N/A	Recommended if applicable	Bi-annual
Protection: Child Protection	PRM-CP6	Percentage of children at heightened risk who are supported by a Best Interests Procedure (Outcome)	N/A	Recommended if applicable	Bi-annual

Protection: Gender Based Violence (GBV)	PRM-GBV1	Number of individuals reached with gender-based violence prevention and training activities through PRM funding (Output)	Male, female	Required (if proposing activities under this sub-sector)	Quarterly
Protection: Gender Based Violence (GBV)	PRM-GBV2	Number of gender-based violence survivors receiving services through PRM funding (Output)	Male, female	Required (if proposing activities under this sub-sector)	Quarterly
Protection: Gender Based Violence (GBV)	PRM-GBV3	Percentage of community members who know where to access available gender-based violence services (Outcome)	Male, female	Recommended if applicable	Annual
Protection: Gender Based Violence (GBV)	PRM-GBV4	Percentage of community members who do not accept gender-based violence (Outcome)	Male, female	Recommended if applicable	Annual
Protection: Gender Based Violence (GBV)	PRM-GBV5	Percentage of survivors who are satisfied with GBV case management services (Outcome)	Male, female	Recommended if applicable	Bi-annual
Core Relief Items / Non-Food Items	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)	Quarterly
Core Relief Items / Non-Food Items	PRM-NFI2	Percentage of individuals receiving Core Relief/NFIs in identified settlement(s) (Output)	In-kind, cash-for-Core Relief/NFIs, voucher	Recommended if applicable	Annual
Core Relief Items / Non-Food Items	PRM-NFI3	Number of Core Relief/NFIs distributed through PRM funding (Output)	Type of NFI (do not report overall total)	Recommended if applicable	Quarterly
Core Relief Items / Non-Food Items	PRM-NFI4	Number of individuals trained on Core Relief/NFI topics through PRM Funding (Output)	Training topic	Recommended if applicable	Quarterly
Core Relief Items / Non-Food Items	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	Required (if proposing activities under this sector)	Annual

Core Relief Items / Non-Food Items	PRM-NFI6	Percentage of individuals reporting satisfaction with Core Relief Items/NFI received through PRM funding (Outcome)	Content, quality, quantity	Recommended if applicable	Bi-annual
Shelter	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)	Quarterly
Shelter	PRM-S2	Percentage of individuals receiving shelter assistance in identified settlement(s) (Output)	N/A	Recommended if applicable	Annual
Shelter	PRM-S3	Number of individuals trained on Shelter topics through PRM funding (Output)	Training topic	Recommended if applicable	Quarterly
Shelter	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	Required (if proposing activities under this sector)	Annual
Shelter	PRM-S5	Percentage of individuals who believe shelter interventions met or exceeded expectations (Outcome)	Camp, non-camp; construction materials, cash, voucher	Recommended if applicable	Bi-annual
Shelter	PRM-S6	Percentage of households that report pressure to leave their shelter for financial reasons (Outcome)	Urban, rural	Recommended if applicable	Annual
Shelter	PRM-S7	Percentage of HHs without clear security of tenure within their community (Outcome)	Tenure security, tenure security with minor HLP issues, tenure security with significant HLP issues, no tenure security, no tenure security and is evicted with major HLP issues	Recommended if applicable	Annual

Water, Sanitation, And Hygiene (WASH)	PRM-W1	Number of individuals reached with WASH activities through PRM funding (without double counting across disaggregates) (Output)	Include as applicable: - Direct WASH focused training (Excluding cross-cutting trainings) -Solid waste management, drainage, or vector control -Basic sanitation facility construction or repair -WASH behavior change promotion (excluding mass media campaigns) -WASH NFIs -WASH-specific cash/voucher assistance -Construction or repair of basic drinking water services (piped water, boreholes, tube wells, protected dug wells, protected springs, or packaged/delivered water) -Construction or repair of other water services (unprotected dug wells, unprotected springs, or other sources) -Construction or repair of WASH communal sites	Required (if proposing activities under this sector)	Bi-annual
Water, Sanitation, And Hygiene (WASH)	PRM-W2	Number of institutional WASH facilities built or improved as a result of PRM Funding (without double counting across disaggregates) (Output)	Include as applicable: -Basic sanitation facilities -Excreta disposal facilities -Hand washing stations -Bathing facilities -Basic drinking water services (piped	Recommended if applicable	Quarterly

			water, boreholes, tube wells, protected dug wells, protected springs, or packaged/delivered water) -Other water services (unprotected dug wells, unprotected springs, or other sources) -Biohazard waste management facilities		
Water, Sanitation, And Hygiene (WASH)	PRM-W3	Number of community sites improved through WASH activities through PRM funding (Output)	Include as applicable: -Standing water sites -Communal solid waste disposal sites -Water points -Communal WASH facilities -Menstrual hygiene management infrastructure	Recommended if applicable	Quarterly
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	Required (if proposing activities related to sanitation services)	Annual
Water, Sanitation, And Hygiene (WASH)	PRM-W5	Percent of households with soap and water at a handwashing station on premise (Outcome)	N/A	Recommended if applicable	Annual
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 if applicable	Annual
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 if applicable	Annual

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 if applicable	Annual
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 if applicable	Bi-annual
Water, Sanitation, And Hygiene (WASH)	PRM-W10	Percentage of households using basic drinking water services (Outcome)	Camp, non-camp	Required (if proposing activities related to drinking water)	Annual
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 if applicable	Annual
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 if applicable	Annual

APPENDIX E: BUDGET DETAIL INSTRUCTIONS

The following provides guidance for the preparation of a proposal's detailed budget using PRM's recommended budget detail template.

The budget detail template 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 detail template is highly recommended and estimates must be rounded to the nearest dollar. (Note: Information included in the budget detail must correspond to and be overviewed in the separate budget summary 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.) **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. (Note: See Appendix C for the list and definitions of these sectors. The**

budget detail template also lists the sector/modality 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 budget detail template. 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. As noted, PRM’s budget detail template document contains a sub-sector line reflecting this requirement.

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 beneficiary 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 (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 budget summary, budget detail, and budget narrative must be submitted and disaggregated by year, per year, for each year.

E.1. Required 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 beneficiary 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

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 programed 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: BUDGET NARRATIVE INSTRUCTIONS

The purpose of the budget narrative is to explain the costs that PRM expects an organization to include in each budget category when preparing an estimate of expenses for carrying out a proposed program whether the program is fully funded by PRM or jointly funded with multiple donors.

Costs listed in the Budget Detail and Budget Narrative documents must match. The budget narrative, **for each year for multi-year proposals**, must include the following and be included in a single document:

Note: Instructions and examples in italics may be deleted.

F.1. Required Budget Narrative Categories:

Personnel

Year 1:

Identify each position, base salary and time each person will spend on the project and indicate its support of the program and/or sector(s). If not provided in the budget detail, indicate the numerical justification for the total cost. For example:

Director of Assistance Programs – This individual is responsible for the overall management of the program. He/she ensures compliance with all the terms and conditions of the agreement including implementation, program and financial reporting. \$85,000/year x 10% of time = \$8,500.

If possible, include anticipated position title(s), the proposed daily rate to be paid as compensation, and the number of consultant days that are anticipated.

Years 2/3: (Insert as applicable)

Fringe Benefits

Year 1:

If an established NICRA includes a rate for fringe benefits, please ensure that you utilize and/or adjust the rate appropriately.

If the fringe benefit rate is not included in the NICRA, please provide a copy of the company policy and/or rates (as a percentage) that are being charged per category of benefits.

Years 2/3: (Insert as applicable)

Travel

Year 1:

All headquarters and/or program employees' travel must be identified via mode of travel, departure and arrival city, purpose, unit of measurement, and duration of trip. Please note that the movement of program participants and supplies is a separate transportation line item. For example:

10 in-country trips via air transportation will be conducted to implement workshops and training sessions. Roundtrip airfare from Kinshasa to Goma for 5 employees is anticipated. Each trip will include 5 days of per diem per employee.

In-country Airfare – 10 trips x 5 employees x \$200 = \$10,000

Lodging - 10 trips x 5 employees x 5 days x \$161/day = \$40,250

Per diem - 10 trips x 5 employees x 5 days x \$57 = \$14,250

Years 2/3: (Insert as applicable)

Equipment

Year 1:

Include a detailed listing of all non-expendable equipment anticipated to be purchased for program activities including justification. For example:

*Land Rover – Due to the challenging road conditions, inclement weather, terrain conditions, and geographical location(s) of program sites, it is deemed reasonable and necessary to purchase a new vehicle
Vehicle x 1 quantity = \$40,000.*

Years 2/3: (Insert as applicable)

Supplies

Year 1:

*General Office supplies include the following items: pens, pencils, notebooks, printer paper, ink cartridges, etc.
For example:*

12 months x \$100/month x 3 program offices = \$3,600

Due to the opening of a new program office to support Sector “X” activities, program supplies include the following items: 2 laptop computers, 3 desktop computers, 2 printers, etc.

2 laptop computers x \$700 = \$1,400

3 desktop computers x \$1,200 = \$3,600

2 printers x \$400 = \$800

Years 2/3: (Insert as applicable)

Contractual

Year 1:

Detailed budgets should be included for sub-recipients, if known. Identify consultants here, separately, from other permanent staff in the personnel section.

ABC Organization will serve as a partner to assist with implementing sector "X" activities. \$75,000 detailed budget is attached.

XYZ Organization will provide security services via a contract. \$50,000 detailed budget is attached.

Years 2/3: (Insert as applicable)

Construction

Year 1:

(Note: 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 that consist of 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.)

Detailed budgets should include a description of the activity. For example:

Construction of semi-permanent latrines: This will involve the construction of both a male and female latrine block to provide a clean and safe sanitation space for staff and clients.

$$\$3,169/\text{unit} \times 100\% \times 2 \text{ units} = \$3,328$$

Construction – Staff accommodation: This will support the construction of staff accommodation within the refugee settlement. The accommodation will also improve staff wellness and welfare by reducing travel time to and from the town to the settlement each day.

$$\$80,000/\text{unit} \times 100\% \times 1 \text{ unit} = \$80,000$$

Years 2/3: (Insert as applicable)

Other

Year 1:

The following direct program expenses are related to the implementation of all sector activities and are proportionate based on actual use. For example:

$$\text{Rent of Office space in three locations} - 12 \text{ months} \times 3 \text{ offices} \times \$400 = \$14,400$$

$$\text{Utilities} - 12 \text{ months} \times 3 \text{ offices} \times \$100 = \$3,600$$

$$\text{Postage} - 12 \text{ months} \times 3 \text{ offices} \times \$50 = \$1,800$$

$$\text{Courier} - 25 \text{ trips} \times 2 \text{ offices} \times \$25 = \$1,250$$

$$\text{Communication (phone, fax, internet)} = 12 \text{ months} \times 3 \text{ offices} \times \$200 = \$7,200$$

Transportation cost of medical supplies via ground freight =

$$2 \text{ trips} \times \$3,000 = \$6,000$$

Years 2/3: (Insert as applicable)

Indirect Costs

Year 1:

Show the amount of indirect costs and the base amount on which it is determined. A copy of the most current Negotiated Indirect Cost Rate Agreement must be submitted for 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. Any rate below 10% is acceptable if voluntarily offered by the applicant.

Years 2/3: (Insert as applicable)

APPENDIX G: RISK ANALYSIS TEMPLATE

The purpose of the risk analysis is to identify the internal and external risks associated with the proposed program in the application, assess the likelihood of the risks, assess the potential impact of the risks on the program, and identify actions that could help mitigate the risks. A risk analysis should not be considered a one-time exercise or a static document. PRM expects partners to conduct risk analysis and remediation throughout the life of a program, as well as revise risk-related documents and processes, and promptly share updates with PRM. The safety and security of recipients and program participants are of utmost importance. PRM requires all recipients to conduct thorough risk assessments and take all actions necessary in accordance with those assessments to mitigate those risks.

The annex should assess the risk for fraud, waste, and abuse associated with the proposed program and describe risk mitigation strategies (including for any sub-awards) to include conflict of interest policy, whistleblower procedures, ethics training, cyber/digital security and data protection procedures, including how organizations protect recipients and program participants' personal data broadly and in the given local context, banking protocols, procurement and logistics policies, and human resources policies.

The risk analysis annex should also describe and include any additional risk mitigation procedures including:

- Reviews of publicly available information regarding the behavior of sanctioned groups and individuals.
- Sanctioned group movements, to include maps.
- Searches of public databases, including SAM.gov, the Department of the Treasury's Office of Foreign Assets Control's (OFAC) Specially Designated National List, UN Security Council Sanctions List, the Department of State's Designated Foreign Terrorist Organizations (FTO) list, etc.
- Third-party assessments of risk mitigation policies and procedures.

G.1. Risk Analysis – Format Example

A suggested format for a risk analysis document is below. Applicants should include all assumptions and external factors identified in the logic model in the risk analysis. Under "Description of Risk," the risk analysis must address any risk of fraud and corruption, as well as assess the level of risk that the proposed program

may inadvertently benefit terrorists or their supporters. Under “Likelihood of Risk” and “Potential Impact of Risk,” applicants must rate them as “High,” “Medium,” or “Low.”

Risk Category	Description of Risk	Likelihood of Risk	Potential Impact of Risk	Risk Mitigation Plans/Actions
Risks affecting safety and security of personnel and program participants.	NOTE: This category includes threats from crime and violence, sexual exploitation and abuse, gender-based violence, as well as illness, injury, or death resulting from disease or environmental conditions.	HIGH	LOW	Discuss planned risk-specific reporting and monitoring, standard operating procedures, counselling services, and/or other controls
	<i>Example: Sexual exploitation and abuse</i>	MEDIUM	HIGH	
	<i>Example: COVID-19</i>	LOW	HIGH	
Risks affecting the achievement of program objectives or outcomes.	(Risks that undermine the effectiveness of the program. May also include risks that threaten the organization’s credibility with U.S. or host governments, program participants, or other stakeholders.)			
Fiduciary and legal risks.	(These include – but are not limited to - compliance with U.S. law and regulation, including sanctions			

	and counterterrorism statutes, procurement, and fraud, waste, or abuse.)			
Information technology risks.	(May include compromise of institutional, partner, or beneficiary data.)			

G.2. Risk Analysis in Areas Where Sanctioned Groups/Individuals are Present

PRM recognizes that programs operating in certain environments provide an increased risk of fraud, waste, abuse and diversion including from the presence of groups and individuals sanctioned by the U.S. government (USG) under Material Support statutes and/or sanctions programs administered by the U.S. Department of Treasury Office of Foreign Assets Control (OFAC). Applicants should provide additional information regarding safeguards and risk mitigation strategies where these conditions exist. The annex should include details on the applicable prevention measures including:

- An analysis of the operating environment in the area(s) in which the organization proposes to work, including identification of sanctioned groups and individuals that have a presence in or maintain control over such areas and how those groups and individuals operate vis-à-vis humanitarian partners and programming.
- Are there applicable [sanctions programs](#) or Foreign Terrorist designations (e.g., [Afghanistan-Related Sanctions](#), [Syria](#), [Global Magnitsky](#), [Counter Narcotics Trafficking Sanctions](#), etc.) in your targeted geographic areas? If sanctions programs pose a risk to your programs,
 - What risk(s) do they pose,
 - What is the potential effect(s) on your program, and
 - Would your program require a specific license from OFAC?

- An explanation of the safeguards the applicant intends to put in place to prevent interference or influence by, transactions with, or provision of benefits to groups and individuals sanctioned by the USG during all phases of program implementation, including but not limited to the following:
 - How the applicant will prevent direct or indirect benefits to sanctioned groups and individuals through commercial activities that result in the payment of taxes, fees, tolls, etc., to a sanctioned group or individual.
 - Risk mitigation plans for moving equipment or supplies into proposed areas, including whether a sanctioned group could potentially benefit from fees or taxes paid during any stage of program implementation or could seek to divert equipment or supplies.
 - Measures to mitigate the risk that a sanctioned group would receive reputational benefit from the proposed program, such as a sanctioned group claiming credit for the assistance or services provided.
 - How the applicant will respond to attempts by sanctioned groups and individuals to interfere with or influence the way the applicant carries out program activities. The applicant should clearly articulate triggers for action and specify organizational processes for decision-making.
 - How beneficiary targeting and registration ensures that program participants are not sanctioned group members or affiliates.
 - How the applicant will verify that assistance reaches the intended participants and recipients.
 - How the applicant ensures that program assistance is not diverted from intended recipients and/or participants following distribution or service.
 - The controls and systems the organization must ensure that procurement and hiring do not benefit sanctioned groups and individuals.
 - Any additional internal controls and oversight mechanisms the organization will put in place.

G.3 Links

- [General Services Administration's System for Award Management \(SAM\)](#)

- [U.S. Department of the Treasury OFAC Resources](#)
- [UN Security Council Sanctions List](#)
- [U.S. Department of State Foreign Terrorist Organizations \(FTO\) Designations](#)

APPENDIX H: PROPOSAL AND CONCEPT NOTE SCORECARD EXAMPLES

H.1 Overseas Assistance NOFO Proposal Scorecard Example:

(Note: 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.)

Evaluation Criteria	Score
2. Gap/Analysis (5 points)	
3. Profile of Target Population (5)	
4. Program Description /4a. Protection Mainstreaming / 4b. Gender Analysis (20)	
5. Objectives & Indicators (10)	
6. Monitoring & Evaluation Plan (10)	
7. Accountability to Affected Populations (5)	
8. Coordination (5)	
9. Sustainability and Capacity- strengthening (5)	
10. Management and Past Performance (10)	
11. Risk Management (10)	
12. Budget/Budget Narrative (15)	
Total Score (out of 100)	

H.2. Overseas Assistance Concept Note Proposal Scorecard

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	Score
Quality of program idea (10)	
Appropriate identification of beneficiary population, including vulnerable populations (10)	
Program feasibility/ability to achieve objectives (10)	
Organization's experience and capacity (10)	
Cost effectiveness (10)	
Total Score (out of 50)	

APPENDIX I: FORM 424 INSTRUCTIONS

Please refer to the following guidelines as you fill out the SF-424 form (available on Grants.gov). Complete all fields except where noted as "Leave Blank" below.

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.**
- 5a. Federal Entity Identifier: **Leave blank.**
- 5b. Federal 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.**
- 8a. Enter the legal name of the applicant organization. **Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.**
- 8b. Employer/Taxpayer ID Number: **Non-U.S. organizations that do not have an IRS EIN enter 44-4444444.**
- 8c. **Enter organizational Unique Entity Identifier number (UEI) Number.**
- 8d. **Enter the headquarters address of the applicant.**

- 8e. Enter the name of the primary organizational unit (and department or division) that will undertake the assistance activity as applicable.
- 8f. 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.
- 16a. Congressional districts of Applicant: Applicants based in the U.S. should enter congressional district. Applicants not based in the U.S. should enter "90."
- 16b. All applicants should enter "70."
- 17a. Enter programed start date. Refer to the funding opportunity for guidance on programed start dates.
- 17b. Enter programed end date. Refer to the funding opportunity for guidance on programed end dates.
- 18a. Enter the amount requested for the program during the first funding/budget period described in the full proposal under "Federal";

18b. Enter any cost-share under “Applicant.” If not proposing cost-share, enter zeros.

18c-f. Please enter zeros.

18g. 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 J: FORM 424A INSTRUCTIONS

SF-424A Budget Information – Non-Construction Programs:

Please review the detailed instructions below **before** completing this form online.

Note: The person who signs the SF-424A must have legal authority to do so on behalf of the organization.

Section A - Budget Summary

(Note: For each line entry in Columns (a) and (b), 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:

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

Click the title under the Grant Program

- (a) Grant Program: **If not pre-populated, enter Population, Refugees, and Migration.**
- (b) Applicant Column: **If applicable, enter cost-share amount provided by the applicant.**
- (c) State Column: **Leave blank.**
- (d) Other Sources Column: **If applicable, enter the cost-share amount provided by other donors.**
- (e) Total Column: **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:

- (a) Grant Program 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

Disclaimer: External websites linked in this document 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](#).