

**United States Department of State
INTERNATIONAL SECURITY AND NONPROLIFERATION OFFICE OF
COOPERATIVE THREAT REDUCTION
Notice of Funding Opportunity (NOFO)**

Funding Opportunity Title: Build Partner Capabilities to Counter Global Biological Threats

Funding Opportunity Number: DFOP0016989

Assistance Listing Number: 19.033

Solicitation Type: Open Competition

Type of Award: Grant; Cooperative Agreement; IAA

Application Deadline: 11:59 PM EST on 17 January 2025

Total Funding Ceiling: \$15,000,000

Funding Authority: Foreign Assistance Act of 1961, as amended (FAA); Funds with additional authorities may be used.

Cost Sharing: Not Required

Anticipated Number of Awards: 5 (five)

Period of Performance: 15 months

Question Submission Deadline: 11:59 PM EST on 10 January 2025

Eligibility Applicants: U.S.-based non-profit/non-governmental organizations with or without 501(c) (3) status of the U.S. tax code; foreign-based non-profit organizations/non-government organizations (NGO); Federally funded research and development centers (FFRDCs); public International Organizations; Foreign Public Entities; U.S.-based private, public, or state institutions of higher education; foreign-based institutions of higher education, and U.S. for-profit organizations or businesses.

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SECTION A: FUNDING OPPORTUNITY DESCRIPTION

A.1. Background

The Department of State's Bureau of International Security and Nonproliferation, Office of Cooperative Threat Reduction (ISN/CTR) is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO). ISN/CTR sponsors foreign assistance activities funded by the Nonproliferation, Antiterrorism, Demining and Related Programs (NADR) and other accounts to prevent proliferator states and non-state actors from developing or using Weapons of Mass Destruction (WMD), ballistic missiles, advanced conventional weapons, and advanced and emerging technologies with WMD-applicability against the United States and our allies. An underlying aim of all ISN/CTR's efforts is long-term sustainability to maximize programmatic impact while minimizing the need for foreign partners to rely on outside financial or technical assistance.

A.2. Problem Statement

ISN/CTR's Biosecurity Engagement Program (BEP) seeks to mitigate global biological threats by securing and/or protecting against the misuse of high consequence pathogens, synthetic biological materials, biotechnologies, genomic data, life sciences research, laboratory infrastructure, and related equipment for biological weapons (BW) purposes, and helping foreign partners develop biosecurity policy, guidance and technical capabilities at the national and regional levels to promote the adoption or compliance with international best practices and frameworks that advance U.S. biological nonproliferation objectives.

BEP will support projects that engage foreign government organizations, biological research and biotechnology laboratories, central and regional health and agriculture laboratories, bio- and data repositories, universities, science and technology organizations or academies, biosafety associations or similar professional associations, and private industry. Within these organizations, BEP projects will engage government leadership, laboratory managers, technicians and

similar staff, data and IT managers, research scientists, epidemiologists, policy makers, first responders, forensic scientists, academic researchers and administration, professors, and students.

BEP addresses several BW-related proliferation challenges. First, BEP will engage biological facilities, including high containment laboratories (HCLs), that may be at risk of deliberate or accidental release of high consequence pathogens by working with partners to establish and implement institutional biorisk management (BRM) policy and research oversight measures to strengthen biosafety and biosecurity (BS&S). BEP also strengthens operations and maintenance (O&M) practices for HCLs and biorepositories to mitigate the threat of pathogen release posed by misused, outdated, or failing bioscience infrastructure and equipment.

BEP will counter exploitation of cyber vulnerabilities in the life sciences that could result in data and research theft and compromise building automation systems, thereby negatively impacting the safe and secure operations of laboratories. BEP will also aim to secure research collaborations, including establishing policies and practices for sensitive genomic data and information sharing.

BEP will mitigate risks inherent to rapid advancements in the life sciences, including the use of synthetic biology, and the abundant availability of open-source research publications by engaging scientific communities, such as those in biotech sectors, working with toxins, conducting synthetic biology, and storing/housing genomic data. BEP will also engage in industry and private sector dialogues with manufacturers, distributors, and suppliers of specialized equipment and reagents that have the potential to be used for BW purposes due to lack of secure supply chains and screening measures.

Lastly, BEP will support local champions to lead institutional trainings on topics including, but not limited to, biosafety and biosecurity, BRM, cyberbiosecurity, genomic data protection, KYC, responsible conduct of research, and research oversight. BEP will also support local champions to attend and/or present at relevant scientific conferences.

While global in scope, BEP focuses its resources on countries facing the greatest threats from proliferator states or non-state actors with the reasonable potential (e.g., absorptive capacity, diplomatic willingness, etc.) to successfully implement WMD threat reduction activities. Priority countries may include but are not limited to: Angola, Argentina, Brazil, Bulgaria, Croatia, DRC, Ecuador, Egypt, Ethiopia, Gabon, Georgia, Greece, Guinea, Hungary, India, Indonesia, Italy, Kazakhstan, Kenya, Kyrgyzstan, Lebanon, Libya, Lithuania, Malaysia, Moldova, Mozambique, Nigeria, Peru, Philippines, Republic of Korea, Romania, Serbia, Sierra Leone, Singapore, Somalia, South Africa, Tajikistan, Tanzania, Türkiye, Yemen, and Zambia.

A.3. Project Goal

Mitigate global biological threats by securing and/or protecting against the misuse of high consequence pathogens, synthetic biological materials, biotechnologies, genomic data, life sciences research, laboratory infrastructure, and related equipment for BW purposes.

A.4. Objectives

BEP will support projects that build partner capacity and advance BEP's mission by accomplishing at least one of the below objectives within the award's period of performance. Recipients shall leverage relevant subject matter experts within the submitting organization or in partnership with other applicants to create, develop, and implement projects.

- Enhance partners' risk assessment capacity to identify and mitigate biosecurity gaps in laboratories and bio- and data repositories. BEP programs will build risk assessment capacity by training foreign partners in risk assessment methodologies, developing and deploying risk assessment tools, and implementing small grants to immediately mitigate biosecurity gaps found during risk assessments. Mitigation options will include establishing biosecurity standard operating procedures; procuring and installing security enhancements; and biosecurity or insider threat training. Partners trained in risk assessment will be responsible for training others on

risk assessment and for advocating for better risk management across their institutions and/or across their governments.

- Engage the synthetic biology, toxicology, and genomic research communities to build institutional mechanisms to ensure safe, secure, and responsible conduct of these life sciences. BEP programs will strengthen security of synthetic biology, toxicology, and genomic research and related data by raising awareness of proliferation threats associated with this research, training partners on due diligence practices to review prospective research partnerships (e.g., know-your-collaborator, KYC), and establishing comprehensive systems for research oversight at the institutional and national levels.
- Establish national control measures for bio- and genomic data security, including policies with oversight, enforcement, and/or reporting mechanisms. BEP programs will help partners to establish national level bio- and genomic data security policy and guidance, pathogen control measures such as select agent lists, and oversight and enforcement capacity for these frameworks.
- Promote BRM certification internationally. BEP programs will support foreign partners from across all regions to be trained on BRM and to take internationally recognized certification exams or similar forms of professional development.
- Prevent cybersecurity threats in biological laboratories, including facilities handling genomic data or relying on laboratory automation, by decreasing vulnerabilities and promoting adoption of effective risk mitigation options. BEP programs will train laboratory staff, IT managers, procurement managers, and laboratory decision makers on cybersecurity threats and risks within biological laboratories to protect sensitive biological research, data, databases, and laboratory facilities and equipment against illicit or unauthorized access, theft, tampering, or other forms of misuse. BEP programs will also support cyber hygiene training to promote security best practices.

- Increase partnership with professional associations to sustainably develop and disseminate biosecurity, research security, and know-your-collaborator guidelines and best practices. BEP programs will engage national and regional biosafety associations and related consortium to train members on biosecurity, research security, and know-your-collaborator best practices; develop curriculum and other resources on these topics; and deploy these associations to raise awareness and train biological communities across their countries and regions.
- Support the UNSGM's ability to investigate possible BW use. BEP programs will engage foreign partners to increase technical capacity and participation in the UNSGM.
- Deny non-state actors the expertise, materials, and equipment necessary to conduct biological attacks. BEP programs, in a small number of selected countries, will train on insider threats and responsible research in the life sciences, enhance capacity to secure and safely handle high consequence pathogens, and assist partners with development of human reliability programs. BEP programs will also build capacity to identify and disrupt low-effort biological attacks through biothreat detection and response trainings for first responders, forensic scientists, laboratorians, and other appropriate partners.
- Establish dialogues with industry involved in the manufacture and distribution of equipment and biotechnologies with BW-applications to help partners institute screening measures, such as KYC, to secure supply chains.

A.5. Expected Outcomes

All proposals will measure partner capacity before and after training and engagement, with the expectation that skills, procedures, and abilities have increased due to ISN/CTR support.

A.6. Performance Indicators

ISN/CTR uses multiple indicators across all lines of effort to demonstrate our partner countries are making progress towards achieving self-sustaining,

proliferation-resistant security culture that reduces the threat posed by terrorist organizations or proliferator states seeking the means by which to obtain WMD and delivery systems for the purposes of threatening the United States and related interests. Please identify how your proposed projects will contribute to the larger effort.

A.7. Key Considerations

All proposals will be reviewed by a CTR internal panel that will consider effectiveness; diversity, equity, inclusion, and access; inclusion of local partners; and sustainability.

A.8. Substantial Involvement

ISN/CTR will be involved in the project development and planning. ISN/CTR staff will work closely with the implementer to select participants, grant awards, and review event agendas to ensure that they align with the proficiency level, needs and interests of each ISN/CTR partner country audience. ISN/CTR will select foreign participant, advise on training logistical implementation and will consult on all aspects of event logistical planning and all participants including process and lead-time required for obtaining U.S. visas.

SECTION B: FEDERAL AWARD INFORMATION

B.1. Available Funding

This notice is subject to availability of funding. The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended (FAA).

Applicants can submit one application in response to the NOFO. If more than one application is submitted by an organization, only the final application received, and time stamped by either grants.gov will be reviewed for eligibility. Each application can include multiple projects that will be evaluated independently.

Organizations may form a consortium and submit a combined proposal. However, only one organization must be designated as the lead applicant, with the

remaining organizations designated as sub-awardees. The lead applicant must meet the eligibility criteria listed in Section C.

The Department of State reserves the right to (a) fund any or none of the applications received; (b) reserves the right to reduce, revise, or increase the budget in accordance with bureau proprieties and the availability of funds; (c) accept other than the lowest cost application.

The U.S. government may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is under no obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

B.2. Award Management

The successful applicant will need to routinely collaborate with ISN/CTR through regular meetings and conference calls to discuss progress, challenges, emerging topics, etc. The successful applicant must ensure that all funds are used in a manner consistent with any applicable restrictions on funding. See D.5 below for funding restrictions.

SECTION C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

ISN/CTR welcomes applications from U.S.-based non-profit/non-governmental organizations with or without 501(c) (3) status of the U.S. tax code; foreign-based non-profit organizations/nongovernment organizations (NGO); Federally funded research and development centers (FFRDCs); Public International Organizations; Foreign Public Entities; U.S.-based private, public, or State institutions of higher

education; Foreign-based institutions of higher education, and U.S. for-profit organizations or businesses.

Applications submitted by for-profit entities may be subject to additional review following the panel selection process. Additionally, the Department of State prohibits profit to for-profit or commercial organizations under its assistance awards. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR 30, Cost Accounting Standards Administration, and 48 CFR 31 Contract Cost Principles and Procedures.

Please see 2 CFR 200.307 for regulations regarding program income.

C.2. Cost-Sharing or Matching

The non-Federal share of costs, frequently called “cost share” or “matching costs”, refers to that portion of the project or program costs not borne by the Federal Government. This may include cash and third-party in-kind contributions. These costs must reflect the realistic capacity of the applicants and any third-party contributors.

Providing cost sharing, matching, or cost participation is not an eligibility factor or requirement for this NOFO and providing cost share will not result in a more favorable competitive ranking. Per 2 CFR §200.306, items that are proposed for cost share must be allowable per 2 CFR §200, Subpart E—Costs Principles.

Voluntary cost-share: Should the applicant choose to contribute voluntary cost-share but does not meet the minimum amount of the voluntary cost-sharing stipulated in the applicant’s budget, DOS’ contribution may be reduced in proportion to the applicant’s contribution.

C.3. Other Eligibility Criteria

Any applicant with an exclusion in the Exclusions section of the [System for Award Management \(SAM.gov\)](#) and/or has a current debt to the U.S. government is not eligible to apply for an assistance award in accordance with the OMB guidelines at

2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity or person listed in the Exclusions section of SAM.gov can participate in any activities under an award. All applicants are strongly encouraged to review the Exclusions section in Sam.gov to ensure that no ineligible entity or person is included in their application.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1. Address to request Application Package

Applicants can find application forms, kits, or other materials needed to apply on [grants.gov](https://www.grants.gov) under the announcement title “Build Partner Capabilities to Counter Biological Threats” funding opportunity number “ DFOP0016989”. Please contact the ISN/CTR point of contact listed in Section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note that reasonable accommodations do not include deadline extensions.

D.2. Content and Form of Application Submission

ISN/CTR is looking for one proposal package per application. Each package can include multiple standalone projects that can be evaluated independently. Each proposed project should have a unique set of the following documents: Project Narrative, Budget Documents, Program Monitoring and Evaluation Narrative and Plan, and Key Personnel. Each proposal packet will include one of the following documents that incorporate information on all proposed projects: SF-424, SF-424A, SF-424B (Optional), SF-LLL (if Applicable), Cover Page/Executive Summary, Security Plan, Contingency Plan, Timeline, and Racial Equity and Underserved Communities Analysis. To ensure that all applications receive a balanced evaluation, the review panel will review from the first page of each section up to the page limit and no further. For all application documents, please ensure:

- All documents are in English, and all costs are in U.S. dollars. If an original document within the application is in another language, an English

translation must be provided (please note the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents). If any document is provided in both English and a foreign language, the English language version is the controlling version;

- All pages are numbered, including budgets and attachments;
- All documents are formatted to 8 ½ x 11 paper; and,
- All documents are single-spaced, 14-point Calibri font, with 1-inch margins. Captions and footnotes may be 10-point Calibri font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width.
- All application materials must be submitted through www.Grants.gov unless you are a U.S. Government entity applying for Inter-Agency Agreement (IAA) funding. If you are applying for an IAA please submit proposals to the program team identified in section G.1 and ISN-CTR-BUDGET@state.gov.

Complete applications must include the following, where applicable:

One document per proposal

- 1) Completed and signed **SF-424** and **SF-424A**
- 2) **OPTIONAL SF-424B forms** (strongly encouraged for FPEs/PIOs)
- 3) Organizations that engage in lobbying the U.S. government, including Congress, or pay for another entity to lobby on their behalf, are also required to complete the **SF-LLL** “Disclosure of Lobbying Activities” form (**only if applicable**).
- 4) **Cover Page/Executive Summary** (not to exceed one (1) page, preferably as a Word document) that includes a table with the organization name, project title, target country/countries, name and contact information for the application’s main point of contact, and brief section that clearly outlines the (1) the problem statement addressed by the project (2) research-based

evidence justifying the applicant's approach, and (3) quantifiable project outcomes.

- 5) **Timeline** (not to exceed one (1) page, preferably as a Word document or Excel sheet): The timeline of the overall proposal should include activities, evaluation efforts, **and** program closeout. Sufficient time should be included to conduct and finalize internal/external evaluations and allow any sub-recipients time for final reporting, as applicable. Please see "Sample Timeline" included as an attachment to the NOFO.

6) **Racial Equity and Underserved Communities Analysis:**

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals must demonstrate how the project advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal must also demonstrate how the project will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the experience of participants. The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the project will support and advance equity and engage underserved communities in participant outreach and recruitment.

A **Racial Equity and Underserved Community** analysis, (not to exceed two (2) pages, preferably as a Word document) helps consider the different ways in which activities might impact and be impacted by the community, country, and region where activities take place. This analysis should seek to highlight what strategies for integration and inclusion were used to develop the proposed project or projects. Below is an illustrative list of questions to help with the gender and inclusion analysis. **Recipients are NOT REQUIRED to respond to every question or duplicate this chart in their proposal.**

Findings from the applicants' analysis should be accounted for at the design phase and integrated throughout proposal documents, as appropriate.

Domain Consideration		Cross-Cutting Questions
Laws, Policies, Regulations, and Institutional Practices	Are there any laws or policies that address inequality or discrimination, current or past? How could treatment under the law, and by official policies and institutions in the country, impact engagement with intended audiences?	Have you engaged or consulted with the communities or people with whom you want to work? What do local equality groups think about the work? Have they flagged any potential concerns or unintended consequences? Who would benefit from or be burdened by your proposal? Is anyone better off?
Cultural Norms, Beliefs and Gender Roles	What is expected of OR what responsibilities are held by different genders? What stereotypes exist and how do they affect engagement in activities? How do gender roles and responsibilities, inside and outside the home, impact equitable participation? Who decides, influences,	

	and exercises control over material, human, intellectual, and financial resources in the family, community and country?	
Access to and Control over Assets and Resources	Do men and women have equal control over and the capacity to use resources – assets, income, education, social benefits, services, technology – and information necessary to be an active and productive participant in society? Are resources accessible to all people regardless of physical, socioeconomical status.	

- 7) **Security Plan** (not to exceed three (3) pages if proposal includes in person engagements): Addresses any issues involving in-person events and recruitment for said events, and safety for any online programs or communications including independent IT security audits (to include a

vulnerability assessment) of any proposed web application or platform. Organization's Security Plan should demonstrate consideration of the risks identified in the submitted risk assessment. Costs may also be identified within the budget and budget narrative. Applicants are also encouraged to include contingency plans for in-person or online activities.

- 8) **Contingency Plan** (not to exceed three (3) pages): Outlines activities in the event that the originally planned activities are unimplementable. The Contingency Plan should be submitted as an additional annex. Applicants should demonstrate consideration of the risks identified in the submitted risk assessment and include specific alternative activities or locations as part of the Contingency Plan. Any proposed "plan" must comply with 2 CFR 200.433 – Contingency provisions. Plans must not include unallocable or unallowable expenses and must not result in a larger Total Award Value than the identified "competition ceiling." ISN/CTR requires prior approval by the Grants Officer of the "plan" before any activities can take place, or costs can be incurred against the "plan."

9) **Attachments (if applicable):**

- CVs or resumes
- List of USG funded awards active in the last twenty-four (24) months with references and award numbers

One document per project (Individual project documents can be combined if you are including multiple projects in your proposal)

- 10) **Project Narrative** (not to exceed three (3) pages per project, preferably as a Word document). Please note the 3-page limit **does not include** the Cover Page/Executive Summary, Detailed Budget, Budget Narrative, Key Personnel, Timeline or Attachments. Applicants are encouraged to combine multiple documents into a single Word document (i.e. Cover Page/Executive Summary, and Proposal Narrative into one file). The Narrative must include the following:

- **Introduction to the Organization:** A description of past and present operations, showing ability to carry out the project, including information on relevant or similar type projects from previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Program Goal:** The goal describes the broader, long-range outcome or concept intended. Goals do not include timelines or methods for achievement. Rather, goals are general statements of a desired result. Programs generally have one goal that is only one sentence.
- **Program Objective(s):** Objectives unlike goals, are brief, clear statements that describe what will be done within a specific timeframe to help achieve or advance a goal. Objectives are applicant focused, and should be SMART:
 - **Specific:** Detailed and specifies what will be achieved
 - **Measurable:** have associated metrics or measurements of success
 - **Attainable:** appropriately challenging, objectives can be reasonably attained given the available resources
 - **Relevant:** align with the policy/program goal and appropriate within the country or beneficiary audience
 - **Time-Bound:** achievable within the timeframe of the program
- **Program Activities:** Describe how the activities or actions under objective(s) will be carried out. Should be clearly developed and sufficiently explain the resources and time requirements identified (inputs) and things done or produced (outputs). Where appropriate, identify target areas, or where actions are happening, participant groups or selection criteria for participants; how relevant stakeholders will be engaged; actions taken by consultants, sub-

recipients or vendors as appropriate/relevant. Demonstrate how the activity will support and advance equity and engage underserved communities in program administration, design, and implementation.

- **Outcomes:** The results or effects of the objective(s). What are the detailed, measurable statements that outline the end results? Outcomes are target-audience focused. What will the benefitting individuals, countries or audiences have learned, accomplished or be able to do after the project has been completed? Collectively, outcomes advance or further the program goal.
- **Risk Analysis** - Identify the internal and external risks associated with the proposed project, rate the likelihood of the risks, rate the potential impact of the risks on the project, and identify actions that could help mitigate the risks.
- **Future Funding or Sustainability** – Applicants’ plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. Include ways program activities will ensure sustainability.

11) **Budget Documents:** This is a two (2) component submission requirement.

- (1) Detailed Line-Item Budget: Entities and organizations **not recognized as FFRDCs, FPEs, or PIOs** are required to submit detailed budget information according to the OMB cost categories (see SF-424A as an example). Budget expenses should be submitted preferably as one Excel workbook and include three (3) columns describing the request to ISN/CTR, any required or voluntary cost sharing, and the total budget. Costs must be in whole U.S. dollars. The attached Budget Guidance Template is the preferred format for submission. Detailed line-item budgets for sub-grantees should be included as additional tabs within the Excel workbook (if available at the time of submission).

- (2) Budget Narrative: Entities and organizations **not recognized as FFRDCs, FPEs, or PIOs** are required to submit narrative information, preferably as a Word document, that explain the methodology considerations for each specific line identified in the Excel document. The budget narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the detailed line-item budget. Do not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel. If the detailed budget includes sub-awards, please include a separate budget narrative for each sub-award budget. Provide details on the purpose of costs, reasonability of costs, cost price analysis, allocation methodology, explain any yearly variances in unit prices, and tie expenses to program activities and/or objectives where appropriate. Information should describe prices used when costs have been averaged for the purposes of the calculation; when or if there is a reduction in a typical cost due to leveraging other resources; when costs are inflated due to specific considerations; or when untypical costs are included due to special circumstances. Provide information on considerations such as translations, multi-media approaches as also described in the proposal narrative, procurement by local vendors or the need to import due to unavailability, specific needs of different audiences, costs related to country limitations, etc.
- Budget Documents for Foreign Public Entities/Public International Organizations: Entities and organizations **recognized as FFRDCs, FPEs or PIOs** are not required to submit detailed budget information according to the OMB cost categories. (1) A detailed budget, preferably as an excel document broken down by activity may be provided instead. Costs must be in U.S. dollars. (2) A budget narrative, preferably as an Excel workbook, an activity based detailed budget with information identifying lines associated with labor (inclusive of contractual or consultancy staff), participant support costs, travel, and

other activity related expenses as appropriate for each activity identified. While 2 CFR 200, Subpart E—Costs Principles does not apply to FPEs and PIOs, it should be used as a guide to assist in determining reasonableness. Budget narrative information, preferably as a Word document, should explain the methodology considerations for each activity and other cost considerations or special circumstances that are helpful in determining reasonableness.

- 12) **Program Monitoring and Evaluation Narrative and Plan/Tracker:** This is a two (2) component submission requirement.

(1) Monitoring and Evaluation Narrative: Preferably a one-page Word document, the narrative outlines how a project's M&E system will be carried out and by whom. It details how you will track your project's performance toward its objectives over time and provides a clear description of the approach and data collection strategies and tools to be employed (e.g., pre- and post-test surveys, interviews, focus groups). The description should include how the applicant will track and document whether activities occurred (outputs) and the results or changes caused by these activities (outcomes). If the project includes work with local partners or sub-partners, explain how M&E efforts will be coordinated amongst these organizations. Explain if an external evaluation will be included. Evaluations, internal or external, should be systematic studies that use research methods to address specific questions about project performance. They should provide a valuable supplement to ongoing monitoring activities. Evaluation activities generally include baseline assessments, mid-term and final evaluations.

(2) Monitoring and Evaluation Plan/Tracker - Preferably as an Excel workbook, the tracker contains the M&E plan that should draw on the objectives, activities and expected changes from the logic model, and link those areas to indicators. The M&E plan is generally structured as a table with output- and outcome-based indicators. It explains how data will be collected (data collection methods) to show that certain changes occurred. It outlines baselines (where your project is starting) and quarterly targets

(what you would like to achieve) for each indicator. Please see “Sample Monitoring Indicator Tracker” included as an attachment to the NOFO.

Note: If recommended for funding, the panel and/or bureau may negotiate the inclusion of additional Department of State Foreign Assistance indicators. These indicators assist the bureau in tying projects to larger bureau program objectives for Department’s Managing for Results framework. More information on this policy framework and access to the foreign assistance master indicator list is on the [Foreign Assistance Resource Library](#). After award issuance, the M&E plan will accompany performance reports to document progress on indicators.

- 13) **Key Personnel** (not to exceed two (2) pages, preferably as a Word document): Represents staff within your organization or outside of your organization (subgrantee, consultants, contractors), carrying out administrative and/or technical responsibilities, who are integral to the success of the program. Includes short bios that highlight relevant professional experience. Provides names, titles, roles and experience/qualifications of key personnel involved in the program. Given the limited space, inserting CVs are not recommended but may be submitted in as an attachment. Generally limited to 3-5 individuals.

Optional DEIA Plan

Summary

In furtherance of the policies set forth in Executive Orders 13985, 14020, and 14035, ISN/CTR invites FY25 applicants to supplement their applications with brief descriptions of how, to the extent feasible, their proposals would advance ISN/CTR’s diversity, equity, inclusion, and accessibility (DEIA) objectives, as described below. The submission of this supplemental information, referred to as a **DEIA Plan**, is a voluntary component of the proposal process.

ISN/CTR DEIA Lines of Effort/Objectives

DEIA Plans should address the following categories, the pursuit of which should not take precedence over a proposal’s core goals. See Section A for goal and objectives of this NOFO.

- *Support staff DEIA*: Consider a diverse pool of potential implementers and sub-implementers to engage as diverse and inclusive a population as is feasible.
- *SME DEIA*: To the extent possible, consider a diverse population of subject matter experts to deliver training, lead discussions, and present technical information. This may include engaging local and regional experts as trainers. (Note: applicants should not discuss proposals directly with local partners without the explicit approval of ISN/CTR.)
- *Audience DEIA*: Consider how to engage a diverse, representative cross-section of the target-audience population while taking into account the objectives of the engagement. This might include considering local representation disparities that are not immediately apparent to those from another culture.
- *Accessibility*: Consider how to actively reduce or eliminate obstacles that would impede participation by people with disabilities.

Plan contents and submission

Applicants may use DEIA Plans to describe how proposals will achieve one or more of the DEIA objectives identified above. Plans need not include specific performance targets, but they should outline any concrete steps or key partners the implementer would leverage to achieve the objectives. Plans may also include information about the applicant's past performance on DEIA-related metrics, both as an employer and as an implementer, and any country specific gender analysis to be conducted. Plans may consist of two separate elements as noted below; implementers can submit one or both elements as part of their proposal. The first element is the project-specific DEIA statement, and the second element is the standalone DEIA summary document.

The first element is project specific language to be integrated into their project proposal consistent with the objectives above. This could consist of actions to be completed as part of the project, demographic targets for participants, key partners that will assist with delivery/implementation, and outside any organization to be engaged if the project is funded. Integrated DEIA Plans should be no more 250 words per project. If the applicant chooses to integrate DEIA

Plans into their proposals, they should do so in accordance with the template provided as part of the Notice for Funding Opportunity.

The other element is a standalone document (one per proposal). The standalone DEIA Plan should identify proposal-wide actions, highlight past performance, highlight staffing information that will impact the performance of the projects, or articulate examples of previous steps taken consistent with the objectives above. Standalone document should be no longer than one page on standard letter paper with one-inch margins and 12-point Calibri font. The terms diversity, equity, inclusion are defined in EO 14035.

D.3. Unique Entity Identifier (UEI) and System for Award Management ([sam.gov](https://www.sam.gov))

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all federal awards. The federal government's primary database for complying with FFATA reporting requirements is www.sam.gov. OMB designated www.sam.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in [sam.gov](https://www.sam.gov) **before submitting an application**. ISN/CTR may not review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee.

Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible. Numerous errors require correction, such as an address mismatch, and can delay final registration. If the application is not corrected within 90 calendar days of original registration/or renewal submission, it will be automatically deleted and the organization will need to re-start the process.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). Also, a Commercial and Government Entity (CAGE) code and UEI number is required and issued through SAM.gov. Once received continue with the remainder of the SAM.gov registration.
- Organizations **based outside of the United States** and do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov. **Please note that as of November 2022 and February 2023 respectively, newly registering organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE).**

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

- NCAGE/CAGE code (if applicable)
- www.SAM.gov UEI and registration

If you are an organization based outside the U.S. and DO NOT plan to do business with the Department of Defense:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the registration. SAM registration must be renewed annually.

If you are an organization based outside the U.S. and plan to do business with the Department of Defense:

Step 1: Apply for an NCAGE number

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

<https://eportal.nspa.nato.int/Codification/CageTool/home>

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

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

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

Step 2: After receiving the NCAGE/CAGE Code, proceed to SAM.gov to obtain a UEI an complete registration.

All prime organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active federal award or application under consideration by a federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination will be used as a basis for making an award to another applicant.

Note: SAM.gov is not the same as MyGrants. It is free to register in both systems, but the registration processes are different.

Information is included on the SAM.gov website to help international registrations: Please note, guidance on SAM.gov and the guidance on GSA's website about requirement for registering in SAM.gov is subject to change and currently being updated. Applicants should review the website frequently for the most up-to-date guidance.

The attached "UEI and SAM.gov FAQ updated 013124" is a resource provided by the grants policy office. Any content shown from SAM.gov is not owned by the Department of State. This guidance and instruction are to the best of our knowledge at the time of posting this solicitation. Where guidance in this

attachment differs from the SAM.gov website, SAM.gov prevails and the applicant is encouraged to seek and document clarity provided by the SAM.gov helpdesk.

D.3.1 Exemptions

An exemption from the requirements listed above may be permitted under the following circumstances:

- For any applicant or recipient: if the federal awarding agency determines that it must protect information about the entity from disclosure if it is in the national security or foreign policy interests of the United States, or to avoid jeopardizing the personal safety of the applicant or recipient's staff or clients.
- For a foreign organization or foreign public entity applying for or receiving a federal award or subaward for a project or program performed outside the United States valued at less than \$25,000: if the federal awarding agency deems it to be impractical for the entity to comply with the requirement(s). This exemption must be determined by the federal awarding agency on a case-by-case basis while utilizing a risk-based approach and does not apply if subawards are anticipated.
- For an applicant: if the federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a federal award. In these instances, federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the federal award date.

Organizations requesting exemption from UEI or sam.gov requirements must email the point of contact listed in the NOFO at least **two weeks prior to the deadline in the NOFO and provide a justification of their request**. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

D.4. Submission Dates and Times

Applications are due no later than **11:59 PM Eastern Standard Time (EST)**, on **17 January 2025** on [grants.gov](https://www.grants.gov) under the announcement title **“Build Partner Capabilities to Counter Biological Threats”** funding opportunity number **“DFOP0016989”** .

Faxed, couriered, or emailed documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons.

It is the responsibility of the applicant to ensure that it has an active registration in [grants.gov](https://www.grants.gov) that an application has been received by the system in its entirety. Application submissions are automatically logged by date and time when made in [Grants.gov](https://www.Grants.gov), and the Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered. Applicants should not expect a notification upon ISN/CTR receiving their application.

ISN/CTR bears no responsibility for disqualification that results from applicants not being registered before the due date, for registration errors in either system, or other errors in the application process.

D.5. Funding Limitations, Restrictions, and Other Considerations

ISN/CTR will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Please refer to the link for Foreign Terrorist Organizations: <https://www.state.gov/foreign-terrorist-organizations/>. Consistent with Department guidance on State Funding and the Risks of Terrorist Financing for all State Department funded programs and requirements, Department bureaus must assess the likelihood that the funds or Department funded activities, goods, services, training, expert advice or assistance, or other benefits to be provided, could inadvertently or incidentally benefit terrorist organizations or their members or supporters, and must put in place appropriate risk mitigation measures to mitigate such risk. In accordance with 14 FAM 247, and consistent with 2 FAM 050,

Counterterrorism (CT) name-check vetting may be performed in countries and programs designated by the Department.

The Leahy Law prohibits Department foreign assistance funds from supporting foreign security force units if the Secretary of State has credible information that the unit has committed a gross violation of human rights. Per [22 USC §2378d\(a\) \(2017\)](#), “No assistance shall be furnished under this chapter or the Arms Export Control Act [22 U.S.C. 2751 et seq.] to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violation of human rights.” Restrictions may apply to any proposed assistance to police or other law enforcement. Among these, pursuant to section 620M of the Foreign Assistance Act of 1961, as amended (FAA), no assistance provided through this funding opportunity may be furnished to any unit of the security forces of a foreign country when there is credible information that such unit has committed a gross violation of human rights. In accordance with the requirements of section 620M of the FAA, also known as the Leahy law, project beneficiaries or participants from a foreign government’s security forces may need to be vetted by the Department before the provision of any assistance. If a proposed grant or cooperative agreement will provide assistance to foreign security forces or personnel, compliance with the Leahy Law is required.

U.S. foreign assistance for Burma or Burmese beneficiaries is subject to restrictions. This includes restrictions pursuant to section 7043(a)(3) of the Department of State, Foreign Operations, and Related Programs Appropriations Act, 2020 (Div. G, P.L. 116-94)(SFOAA), on funds appropriated under Title III of the Act for Assistance for Burma. Section 7043(a)(3) provides that such funds “may not be made available to any organization or entity controlled by the armed forces of Burma, or to any individual or organization that advocates violence against ethnic or religious groups or individuals in Burma, as determined by the Secretary of State.” In addition, funds cannot be made available to any individual or organization that has committed serious human rights abuse.

The Department has a legal requirement, established by section 861 of the National Defense Authorization Act for Fiscal Year 2008 and implemented through

subsequent regulations, to report and account for all contractors working under grants or cooperative agreements in contingency operations outside the United States that involve combat operations. The common database to collect this information, called the Synchronized Pre-deployment Operational Tracker (SPOT), is managed by the Department of Defense. A Department SPOT Program Manager, based in A/OPE/AQM/BOD (AQMops@state.gov) generally enters information provided by the recipients directly into the SPOT system. Currently the Department applies this requirement to awards operating in Iraq or Afghanistan.

The following activities and costs are not covered under this announcement (this list is NOT exhaustive):

- Projects intended primarily for the growth or institutional development of the applicant organization;
- Projects seeking funds for personal use;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval is received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities, and any associated costs, are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the Grants Officer.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds

made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.”

For the purposes of Section 7073, it is the Department of State’s policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the U.S. Government.

Organizations should be cognizant of the restrictions above when developing project proposals. Funding restrictions require appropriate due diligence of program beneficiaries and collaboration with ISN/CTR to ensure compliance. Program beneficiaries subject to due diligence vetting will include any individuals or entities that are beneficiaries of foreign assistance funding or support. Due diligence vetting will include a review of open-source materials.

D.6 Other Submission Requirements

Since MyGrants interface with sam.gov, it is required that applicants obtain a UEI and complete the registration process in sam.gov before proceeding with the application process. The sam.gov registration process can take 4-8 weeks. **START EARLY.**

Applicants are encouraged to **submit applications during normal business hours** (Monday – Friday, 9:00AM-5:00PM Eastern Standard Time (EST)). If an applicant experiences technical difficulties and has contacted the appropriate helpdesk but is not receiving timely assistance (e.g. if you have not received a response within 48 hours of contacting the helpdesk), you may contact the BUREAU point of contact listed in the NOFO in Section G. The point of contact may assist in contacting the appropriate helpdesk.

Note: The Grants Officer will determine technical eligibility of all applications.

Grants.gov Applications:

All application materials must be submitted through www.Grants.gov unless you are a U.S. Government entity applying for Inter-Agency Agreement (IAA) funding. If you are applying for an IAA please submit proposals to the program team identified in section G.1 and ISN-CTR-BUDGET@state.gov.

The individual registered in sam.gov as the EBiz POC must be the individual to create the grants.gov account using the same email address as used in sam.gov and add a profile with grants.gov using the UEI. The EBiz POC can then delegate administrative roles to other users. Read the Help article, [Manage Roles for Applicant](#), for instructions.

More information can be found at [Applicant Registration](#), which includes workspace overview, how to apply for grants, track my application and applicant training.

Note: Grants.gov recommends using Adobe Acrobat Reader for Windows or MAC OS. Adobe Reader version 9.x is no longer compatible for use with grants.gov workspace PDF forms.

Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Validation of an electronic submission via Grants.gov can take up to two business days. Applicants are strongly encouraged to take a screenshot of the checklist showing submission of all documents in case any document fails to upload successfully and as proof for the helpdesk.

Grants.gov Helpdesk:

For assistance with Grants.gov, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

See <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/> for a list of federal holidays.

SECTION E: APPLICATION REVIEW INFORMATION

E1. Proposal Review Criteria

ISN/CTR review panel will evaluate each application individually against the criteria listed below, in order of importance, and not against competing applications. Please use the below criteria as a reference, but **do not structure your application according to the sub-sections**.

Applications should contain the applicant's best terms from both cost and technical standpoints. The implementing partners (sub-recipients) of the primary recipient will be subject to Department of State approval.

Quality and Feasibility of Project Idea (30 points):

The program idea is well developed and responsive to the policy and program objective of the NOFO. The applicant describes the project's potential contribution to solving the problem addressed in the problem statement. The application clearly defines the problem; its' causes; stakeholders; and existing research/data; the approach taken to solve the problem; realistic milestones to indicate progress.

Organizational Capacity and Record of Performance (25 points):

The applicant demonstrates an institutional record of successful projects in the content area proposed. The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in the proposed country/territory/region. The organization has expertise in its stated field and has

adequate staffing to manage the proposed project. The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous grant or sub-award).

Program Planning/Ability to Achieve Objectives (15 points):

Goals and objectives are clearly stated, and project approach is likely to provide maximum impact in achieving the proposed results. The applicant proposes activities that are feasible, and are also practical, and/or experiential in nature to encourage innovation. The applicant addresses how the project will engage or obtain support from relevant stakeholders and/or identifies local partners. Program logic is sound showing plausible pathways to achieve project outcomes. Key assumptions and risks have been identified and their potential influences described. The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.

Financial Capacity and Cost Effectiveness (10 points):

The budget justification is detailed, accounting for all necessary expenses to achieve proposed activities. Costs are reasonable in relation to the proposed activities and anticipated results and provide detail of calculations, including estimation methods, quantities, unit costs, labor in-put and responsibilities, procurement practice and policy information, and other similar quantitative detail. Applications that maximize direct activity costs and minimize administrative costs are encouraged. **Final approval of the budget resides with the Grants Officer.**

Monitoring & Evaluation and Sustainability (10 points):

Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured and who will be responsible for them. The applicant clearly details how activities will result in benefits that will continue beyond the funding period.

Support of Equity and Underserved Communities (10 points):

Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

Optional DEIA Plan (up to 10 bonus points):

The DEIA Plan is an optional proposal document, evaluated separately from the overall project. Any points earned from the DEIA Plan will be added to the base evaluation as a bonus points. Each of the DEIA Plan elements will be evaluated independently and can receive a maximum of 5 additional points per element submission.

Reviewers will award points using the following scale:

0 Points: Plan is either not submitted or the reviewers deem it unlikely to achieve any of the targeted objectives.

1-3 Points: Reviewers assess that the submitted Plan has a moderate chance of achieving one or more of the targeted objectives.

4-5 Points: Reviewers assess that the submitted Plan has a high chance of achieving one or more of the objectives.

If an implementer submits both elements noted above, it may be possible for an implementer to receive a total of ten bonus that will be applied to the project score.

E.2. Review and Selection Process

The Department of State is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in section C and have submitted all required documents outlined in section D. Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

All applications that are deemed eligible will move forward to the Merit Review Panel consisting of U.S. government subject matter and/or country-specific experts and will be rated on a 100-point scale. ISN/CTR reserves the right to request the assistance of non-US government Subject Matter Experts (SMEs), if appropriate to the solicitation. Point values for individual elements of the application are presented in E.1, of this part. Panel Reviewers will determine scores based on the strengths and weaknesses of the aforementioned categories and for consistency with the program goals and objectives outlined in this NOFO. Panel Reviewers' ratings, and any resulting recommendations, are advisory. Panel Reviewers may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of US Government funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

ISN/CTR reserves the right to make an award based on the initial application received with or without discussion or negotiations. Therefore, applications should contain the Applicants' best terms from both cost and technical standpoints.

Final selection authority resides with ISN/CTR senior level official. Final award decisions will be influenced by whether the application meets the Department of State's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

E.3. Responsibility/Qualification Information in SAM.gov (formerly FAPIIS)

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

The applicant, at its option, may review information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.gov. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov.

The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

- Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organizations or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.
- U.S. Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.
- Applicants under DOS-funded projects are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for project participants.

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

ISN/CTR will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter with review panel conditions and recommendations. This **notification is not an authorization to begin activities** and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the review panel's conditions and recommendations; Congressional Notification requirements; registration in required systems; and completing and providing any additional documentation requested by ISN/CTR or the Department's warranted Grants Officer.

The Grants Officer is the U.S. Government official delegated with authority by the U.S. Department of State, Procurement Executive, to write, award, and administer grants and cooperative agreements. The notice of Federal award signed by the Grants Officers is the sole authorizing document. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If awarded, the notice of Federal award will be provided to the applicant's designated Authorizing Official via MyGrants to be electronically counter-signed in the system.

Additional information that successful applicants may be required to submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel and awarding bureau;
- Completion of the Department's Financial Management Survey, if receiving funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System (PMS) managed by the Department of Health and Human Services if receiving funding for the first time. PMS registration is bureau-specific;

- Other requested information or documents included in this funding opportunity or subsequent communications with the recommended applicant prior to issuance of a federal award.

Pursuant to 2 CFR 200.400(g), it is U.S. Department of State policy **not** to award profit under assistance instruments.

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) or by completing form SF-270—Request for Advance or Reimbursement and submitting the form. Final determination will be made in conjunction with the Grants Officer. Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis. Instructions for requesting payments via PMS are available at: <https://pms.psc.gov/>. Instructions for requesting payments via SF-270 are available at: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close to as is administratively feasible to the actual disbursements by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

2 CFR §200.501 requires domestic/US non-federal entities that expend \$1,000,000, or more, in federal assistance during the organization's fiscal year to have a single or program-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material noncompliance are reported on the SF-SAC.

To maximize the impact and sustainability of the award(s) that result from this NOFO, ISN/CTR retains the right to execute non-competitive continuation amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 54 months, or four and a

half years. Any non-competitive continuation is contingent on performance and **pending availability of funds**. A non-competitive continuation is not guaranteed, and the Department of State reserves the right to exercise or not to exercise this option.

F.2 Administrative and National Policy and Legal Requirements

ISN/CTR requires all recipients of federal assistance funding to comply with all applicable Department and Federal laws and regulations, including but not limited to the following:

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities. Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities. The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- The President’s September 2, 2020, memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Due to the determination made under the Trafficking Victims Protection Act (TVPA) for FY 2022, assistance that benefits the governments of the following countries may be subject to a restriction under the TVPA. The Department of State determines on a case-by-case basis what constitutes assistance to a government; the general principles listed below apply.

Assistance to the government includes:

- All branches of government (executive, legislative, judicial) at all levels (national, regional, local);
- Public schools, universities, hospitals, and state-owned enterprises, as well as government employees;
- Cash, training, equipment, services, or other assistance provided directly to the government, assistance provided to an NGO or other implementer for the benefit of the government, and assistance to government employees.

Subject to TVPA for funds obligated during FY 2025:

AF: Eritrea, Guinea-Bissau, South Sudan

EAP: Burma, China (PRC), Malaysia, North Korea

EUR: Belarus, Russia

NEA: Iran, Syria

SCA: Afghanistan

WHA: Cuba, Curacao, Nicaragua, Saint Maarten

Additional requirements may be included depending on the content of the program.

F.3 Reporting

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report submitted on a quarterly basis or as determined by the grants officer. Applicants should be aware that ISN/CTR awards will require that all reports (financial and progress) are uploaded to the grant file in MyGrant.

Financial Reports

The Recipient is required to submit financial reports throughout the project period, using Form SF-425, the Federal Financial Report (FFR) form, as well as forms suggested by the Grants Officer Representative. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The Recipient is also required to upload to MyGrants a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form FFR (SF-425) can be found on OMB's website forms tab:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>.

Program Reports

The Recipient will be required to submit quarterly narrative progress reports (unless stipulated otherwise in the final Agreement) throughout the project period to the award file in MyGrants.

Narrative progress reports should reflect continued focus on measuring the project's progress in achieving the overarching goal. Explain and evaluate how activities reflect progress toward expected outcomes and outcomes towards achieving objectives. In addition, attach the M&E Tracker, comparing the target and actual numbers for the indicators. Reports should also include an update on expenditures during the quarter. Where relevant, progress reports should also include the following:

- Relevant contextual information (limited);
- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the recipient is pursuing sustainability, including looking for sources of follow-on funding;
- Any problems/challenges in implementing the project and corrective action plan with an updated timeline of activities;
- Reasons why activities have not been conducted or deliverables were not met in accordance with the timeline;
- Proposed activities for the next quarter; and,
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

Final Reporting

A final financial and progress report is due no later than 120 calendar days after the expiration date of the award. The Final Progress Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project addresses gender issues and marginalized communities, how the project will be sustained. Additional guidance may be provided prior to the award end date.

NOTE: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds. ISN/CTR reserves the right to request any additional

programmatic and/or financial project information during the award period of performance.

It is the Department of State's policy that English is the official language of all award documents. If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version. The controlling currency is the US dollar. Financial reports must be submitted in U.S. dollars.

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

Foreign Assistance Data Review (FADR):

As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Geographical and program area information is now coded within the subaccount/award number. Recipients will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases where more than one FADR Data Element has been identified, typically program or sector and/or regions or country, the Recipient will be required to maintain separate accounting records and request expenses to each account separately.

SECTION G: FEDERAL AWARDING AGENCY CONTACT

G.1. Contacts

For technical submission questions related to this NOFO, please contact BEP@state.gov.

For assistance with MyGrants accounts and technical issues related to the system, please contact the ILMS help desk by phone at +1 (888) 313-4567 (toll charges apply for international callers) or through the Self-Service online portal that can be accessed from <https://afsism.servicenowservices.com/ilms/home>. Customer support is available 24/7.

For assistance with Grants.gov accounts and technical issues related to using the system, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

For a list of federal holidays visit:

<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

Except for technical submission questions, during the NOFO period U.S. Department of State staff in Washington and overseas shall not discuss this competition with applicants until the entire proposal review process has been completed and rejection and approval letters have been transmitted.

G.2. Question Submission Deadline

To maintain fairness and transparency in competition, ISN/CTR will not answer questions related to proposal concept or design. All questions must be submitted via email to contact listed in G.1. by 11:59 PM EST on 10 January 2025. ISN/CTR will create a document of submitted questions with answers and post it in grants.gov. Questions and answers will be posted every week the NOFO is open. Prospective applicants are advised to regularly review the announcement page in grants.gov for any updates.

Explanatory information provided by any ISN/CTR representative that contradicts this NOFO will not be binding.

SECTION H: OTHER INFORMATION

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

H.1. Conflict of Interest

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity.

H.2. Freedom of Information Act

Applicants should be aware that ISN/CTR understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that ISN/CTR cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

H.3. Marking Policy (Not applicable to Foreign Public Organizations or Public International Organizations)

Applicants are advised that recipients and sub-recipients of federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found in Section N of the [Department of State Standard Terms and Conditions](#).

H.4. Evaluation Policy

Applicants are advised that recipients and sub-recipients of federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: [Department of State Managing for Results](#).

H.5. Monitoring Site Visits

A monitoring site visit, at least once during the lifetime of an award, may be conducted by Department of State personnel. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage DOS funds and share substantiating documents for programmatic and financial reporting. Specifically, the site visit may involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, etc.) as well as administrative and financial management controls.

H.6. Privacy Disclosure

DOS understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that DOS cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

H.7. Mandatory disclosures (2 CFR 200.113) (Not applicable to Foreign Public Organizations or Public International Organizations)

Non-federal entity, applicant or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a federal award including the terms and conditions outlined in Appendix XII of the 2 CFR 200—Award Terms and Conditions for Recipient Integrity and Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to www.sam.gov. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

H.8. Background Information on the ISN Bureau

The Department of State's Bureau of International Security and Nonproliferation, Office of Cooperative Threat Reduction (ISN/CTR) is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO). ISN/CTR sponsors foreign assistance activities funded by the Nonproliferation, Antiterrorism, Demining and Related Programs (NADR) and other accounts to prevent proliferator states and non-state actors from developing or using Weapons of Mass Destruction (WMD), ballistic missiles, advanced conventional weapons, and advanced and emerging technologies with WMD-applicability against the United States and our allies. An underlying aim of all ISN/CTR's efforts is long-term sustainability to maximize programmatic impact while minimizing the need for foreign partners to rely on outside financial or technical assistance.

Additional background information on the ISN Bureau and its efforts can be found on <https://www.state.gov/bureaus-offices/under-secretary-for-arms-control-and-international-security-affairs/bureau-of-international-security-and-nonproliferation/>.