



Annual Program Statement



Transatlantic Partnership Program

DOS-DEU-PD-APST-25002



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Basic Information

Agency Name	Department of State, U.S. Embassy Berlin
Funding Opportunity Title	Transatlantic Partnership Program
Funding Opportunity Number	DOS-DEU-PD-APST-25002
Announcement Type	Annual Program Statement
Announcement Date	November 13, 2024
Funding Instrument Type	Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in program implementation of the project. An FAA can also include substantial involvement.
Key Dates	Programs starting June 1, 2025: Submit by 03/23/2025 Programs starting August 1, 2025: Submit by 06/01/2025 The Embassy will host three merit review panels through the cycle of this funding opportunity. Submission deadlines for the three panels are January 1, 2025, March 23, 2025, and June 1, 2025, respectively. The Embassy is offering a Teams Meeting for all interested parties on February 25, 2025 at 4pm Central European Time. Please sign up via Grants Navigator to request an invite.
Length of performance period	Up to 24 months with options for non-competitive continuation (NCC) subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.
Eligibility Requirements	Applicant must be a German non-profit or public entity or a third country non-profit entity with a German partner institution. Applicants must have a valid SAM.gov registration. Proposed activities must benefit the German public and feature U.S. elements, such as U.S. speakers and facilitators and themes relevant to the transatlantic relationship. Please see detailed eligibility requirements in the respective section.
Number of awards anticipated	~5, depending on availability of funding
Award amounts	\$10,000 – \$50,000
Total available funding	N/A
Type of funding	FY 2025 Smith-Mundt PD Funds
Assistance Listing	19.040, Public Diplomacy Programs
Program	N/A
Agency Contacts	PD Grants Navigator Germany PD Grants Guidance Supplemental Documents on Grants.gov (Tab Related Documents)

Submission Instructions	Applicants must submit proposals electronically after completing the PD Grants Navigator form. No other venues of submission are accepted. Applicants submitted through grants.gov or MyGrants will not be considered.
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This notice is subject to availability of funding.

Executive Summary

The Public Diplomacy Section at the U.S. Mission to Germany is offering funding through the Transatlantic Partnership Program. This program aims to strengthen transatlantic relationships by promoting mutual understanding and collaboration between the United States and Germany. The program focuses on three main objectives:

- Sustaining and Expanding Transatlantic Networks.
- Fostering Democratic Civil Societies.
- Building Equitable and Sustainable Economies.

Eligible projects must feature U.S. elements, have a clear audience focus, and include a strategic implementation plan. They should enhance target audience awareness, inform attitudes, or improve skills, and include a monitoring and evaluation plan.

The program emphasizes diversity, equity, and inclusion, ensuring that all activities are accessible and representative of the diverse political, social, and cultural life in the U.S. and abroad. Proposals should demonstrate how they will engage diverse and underserved communities and maintain a non-political character.

Eligibility Information

The following types of programs are not eligible for funding

- Social welfare projects, charitable or development activities; fund-raising campaigns;
- One-time study trips for youth, school, and university classes, travel to student conferences such as MUN;
- Any activities that appear partisan or that support individual or party electoral campaigns;
- Lobbying for specific legislation or programs;
- Construction programs;
- Scientific or medical research and studies;
- Production of media such as films, art, literature, music, and podcasts;
- Programs intended primarily for the growth or institutional development of the organization;
- Duplications of existing programs;
- Completion of activities begun with other funds (however, new activities that build from lessons learned as the result of an earlier project are acceptable).

Exhibits and cultural performances, while technically being eligible, must have clear links to objective areas to be eligible for consideration.

Eligible Applicants

The Public Diplomacy Section will consider proposals from **Germany-based applicants**, including:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with a presence in Germany;
- Non-profit or governmental educational institutions;
- Governmental institutions and other public entities.

Non-German organizations are required to partner with a German institution. We will not entertain applications from U.S. or third-country organizations that cannot show evidence of a German partner institution.

Cost Sharing or Matching

Applicants are not required to include third-party funding in their project proposals, but applications with cost-sharing will be given special consideration during merit review.

Other Eligibility Requirements

To be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [SAM.gov](https://sam.gov), as well as a valid registration on that platform. **Applications from organizations without a UEI and SAM.gov application will not be considered. Please plan for at least 4-6 weeks to obtain the SAM.gov registration for which we cannot provide any support.**

Program Description

The Public Diplomacy Section at the U.S. Mission to Germany is pleased to announce the availability of funding through the Transatlantic Partnership Program. This Annual Program Statement outlines our [funding priorities, strategic themes, and procedures](#) for submitting funding requests. Please carefully follow all instructions provided below.

All proposed activities must incorporate a U.S. perspective, societal or cultural element, and/or connections with U.S. experts, organizations, or institutions. These connections should promote an increased understanding of U.S. policy and the viewpoints of American citizens. Additionally, programs must include public outreach components, such as livestreaming, traditional media, digital outreach, or public events.

Special consideration will be given to proposals targeting underrepresented audiences with little exposure to the United States. Implementers may facilitate projects in German and/or English but must be capable of engaging target audiences in Germany. They must also demonstrate a successful track record of engagement on the project subjects and with the targeted audiences. Applicants can request Embassy participation. Proposals must be related to the [objective areas](#) outlined below.

Program Objective Areas

Partner to Sustain, Expand, and Diversify Transatlantic Networks: Build networks and foster long-term relationships between emerging leaders¹, educational institutions, and civil society stakeholders in the United States and Germany to collaborate on transnational challenges -- such as responding to the PRC, countering Russian malign influence, combating antisemitism and all forms of hatred -- and promote shared values through outreach activities and/or professional, educational, youth, and cultural exchanges.

Partner to Foster Vibrant and Resilient Democratic Civil Societies: Build consensus among stakeholders to counter challenges to secure infrastructure, supply chains, and support for Ukraine, and/or deliver digital and media literacy tools to combat disinformation in vulnerable communities. Foster proactive approaches to counter discrimination, terrorism, anti-Semitism, anti-Muslim prejudice, homo- and transphobia, and extremism that threaten shared values and political stability.

Partner to Build more Equitable, Innovative, and Sustainable Economies: Promote green innovation and energy transformation technologies to support sustainable growth and transatlantic security. Foster entrepreneurship, economic prosperity, transatlantic innovation, the digital economy, and workforce development.

Further Requirements

Proposals should include meaningful U.S. elements that reflect transatlantic relations. This could involve inviting U.S. experts as speakers, using U.S.-based case studies, or drawing on lessons from U.S. programs in areas like entrepreneurship or digital literacy.

Projects must include a clear and achievable monitoring and evaluation plan. For example, if your project involves workshops, consider using pre- and post-event surveys to measure knowledge gains among participants. Additionally, define milestones (e.g., number of events held, attendance figures) to track progress and assess impact.

Sample Projects which could be eligible for funding:

- Workshops for experts/practitioners/educators and youth audiences (high school through university students and young professionals) focused on countering malign influence, countering extremism, or media literacy.
- Trainings or activities to empower advocacy for shared democratic values.

¹ Young Germans who can influence debates and attitudes by using networks and digital tools, as opposed to prominent protocol positions, or who are on a trajectory of assuming leadership positions in the near- to medium-term future.

- Youth leadership and civic engagement programs.
- Green innovation and energy transformation hackathons for German students.
- Digital economy and innovation summits bringing together young innovators, policymakers, and business leaders from the United States and Germany.

Target audiences:

- Youth, including students at Mittel-, Real-, and Fachoberschulen, Stadtteilschulen, Gesamtschulen, and Gymnasien and Hochschulen.
- Youth and community organizations.
- Journalists and social media influencers, as well as student journalists.
- Sub-national political and economic leaders.
- Staffers at NGOs focusing on human rights, social justice, democracy, countering extremism, fighting disinformation, new tech, AI education etc.
- Entrepreneurs, founders, innovators, and business leaders.
- Law enforcement officials and students, e.g. police officials and police academy students

Diversity, Equity, and Inclusion Guidelines:

Programs, speakers, and participants should be representative of the diversity of political, social, and cultural life in the United States and abroad. “Diversity” should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation, or gender identity. Proposals should demonstrate how diversity will enhance the program’s goals and objectives. All program activities must be accessible for individuals with disabilities.

Proposals should demonstrate how the program will further engage diverse and underserved communities. Programs must maintain a non-political character and should be balanced and representative of the diversity of political, social, and cultural life in the United States and abroad. Please refer to the “Support of DEIA” review criterion of this document for more information on how this will be reviewed as a part of any application. Please also refer to the “Diversity, Equity, Inclusion, and Accessibility” section in the “Proposal Submission Instructions” document for specific suggestions on incorporating DEIA into the proposal.

Application Contents and Format

Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible. Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

Content of Application:

Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All documents are in English.
- All budgets are in U.S. dollars.
- All pages are numbered.

The following documents are required:

Mandatory application forms

- [SF-424](#) (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals).
- [SF424A](#) (Budget Information for Non-Construction programs).
- [SF424B](#) (Assurances for Non-Construction programs). *The SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov).*

Summary Page

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

Proposal (10 pages maximum)

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

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual Applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. What aspect of the relationship between the U.S. and XXX will be improved? The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal will outline in detail how the proposal's activities will advance the program's goals and objectives (listed above). A strong proposal will include:
 - i. Any outcomes the grantee expects to occur because of their program. Outcomes could include: change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.)
For example: If the program expects that a teacher-training program will improve the skills of a teacher, a proposal may explain the skills the teacher would gain and plan to perform a pre and post survey that would show a change in understanding due to the program.
 - ii. A schedule of when grant activities will occur (such as participant selection, workshops, travel, lectures, trainings, etc.), and when the grantee will check the grant's progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.
 - iii. A plan to include the grantee's reflection of how their program contributed to the program's goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail.

Attachments

Please submit them in English; suggested examples:

- One-page CV or resume of key personnel who are proposed for the program;
- Letters of support from program partners describing the roles and responsibilities of each partner;
- Official permission letters, if required for program activities;
- A brief project description summarizing goals, objectives outcomes, performance indicators, beneficiaries, and proposed timeline and how they relate to the goals and objectives outlined in this document;

- A clear statement of the applicant's organizational capacity to carry out the proposed activity and manage U.S. Government funds;
- The anticipated total budget amount (in U.S. dollars).

Submission Requirements and Deadlines

Address to Request Application Package

Application forms required above are available at de.usembassy.gov/pd-grants and grants.gov.

Department of State Contacts

If you have any questions about the grant application process, please refer to de.usembassy.gov/pd-grants and the [PD Grants Navigator](#).

The [FAQ](#) will be updated to respond to applicant questions. The Embassy is offering a Teams Meeting for all interested parties on February 25, 2024 at 4pm Central European Time. Please sign up via [Grants Navigator](#) to request an invite.

Applicants must submit proposals electronically by completing the [PD Grants Navigator](#) form. No other venues of submission are accepted. Applicants must not submit their applications through Grants.gov or MyGrants.

Unique Entity Identifier and System for Award Management (SAM.gov)

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A 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. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. [Please begin your registration as early as possible.](#)

- 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) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **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 Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

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

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

[NCAGE Homepage](#)

[NCAGE Code Request Tool \(NCRT\)](#)

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See 2 CFR 25.110 for a full list of exemptions.

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 providing 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.

Submission Dates and Times

The Embassy will host three merit review panels through the cycle of this funding opportunity. Submission deadlines for the three panels are January 1, 2025, March 23, 2025, and June 1, 2025, respectively. Consideration of proposals is contingent on the availability of funding.

Funding Restrictions

Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

Application Review Information

Review Process

The Embassy will check that all proposals meet the technical requirements in this solicitation. Proposals that do not meet the guidelines will be ineligible for further review. All eligible proposals will be reviewed by an Embassy grant panel or other State Department offices, as appropriate. All reviewers, including the Embassy grant panels will review any eligible proposals based on the criteria below.

Recommended proposals will be reviewed for compliance with Federal and Bureau regulations and guidelines and assessed for risk. Final funding decisions are made by the Minister Counselor for Public Affairs. Only a Public Diplomacy Grant Officer has the final authority to issue assistance awards.

Criteria

An Embassy grants panel will competitively evaluate all technically eligible applications according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation.

Technically eligible applications will be competitively reviewed according to the criteria stated below.

Quality and Feasibility of the Program Idea

The program idea is well developed, relates to our funding priorities, and contains details about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Support of DEIA

The program idea is well developed, relates to our funding priorities, and contains details about how program activities will be carried out. The proposal includes a reasonable implementation timeline. Proposals should show how the program and your institution supports the U.S. Embassy's policy on diversity. Proposals should have a clear DEIA plan that is integrated into all aspects of program administration, design, content, and implementation. Proposals should demonstrate how DEIA will enhance the program's goals, objectives, and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities. It is important that proposals have a clearly articulated DEIA plan and not simply express general support for the concept of DEIA.

Applicant's Record/Ability

Proposals should demonstrate an institutional record of successful programs and responsible fiscal management. The Embassy will consider the past performance of prior recipients, including the timely submission of reports, and the demonstrated potential of new applicants.

Budget

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

Proposals should keep the overhead components of the proposal, including salaries and honoraria, as low as possible. All costs should be necessary and appropriate. Proposals should maximize cost share through other private sector support and institutional direct funding contributions.

Performance Monitoring and Evaluation (M&E)

Proposals should have a fully developed M&E plan that includes goals, objectives, and indicators. The plan should be feasible and aligned with the M&E section of this solicitation. Proposals should include a realistic learning plan that outlines how your organization plans to review, understand, and incorporate M&E data into programmatic decisions and practices. All submitted M&E plans will be reviewed to ensure the applicant has provided at least the required information outlined in the M&E section of this solicitation and demonstrated the applicant's capacity to carry out the M&E plan.

Sustainability

Program activities should continue to have positive impact after the end of the program.

Review and Selection Process

All eligible applications will be reviewed against the criteria listed above. Applications are reviewed individually against the criteria and not against competing proposals. For a balanced review, all panelists will review the application up to the page limit and no further. The panel may provide conditions and/or recommendations on applications to enhance the proposed program.

Successful applicants will be notified in writing informing the applicant about the conditional selection for funding pending the Grant Officer's review and evaluation of risk and pending the availability of Federal funds. The Public Diplomacy Section may request a revised application or budget but may not request any changes that would fall outside of the scope of the original Annual Program Statement.

Risk Review

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- Financial stability
- Management systems and standards
- History of performance
- Audit reports and findings
- Ability to effectively implement requirements

If there are any program specific risk factors that will be considered, describe them here.

Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and counter-signature. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this Annual Program Statement 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.

Interested parties can browse USAspending.gov for information on funded projects. Projects funded by the Embassy can be seen by filtering as follows: Fiscal Year: FY 2025 (optional); Award Type: Grants; Agency: Department of State; Country: Germany.

Unsuccessful applicants

The Public Diplomacy Section will inform unsuccessful applicants after the funding decision has been made. Applicants deemed ineligible will be informed as soon as the initial screening is complete. Upon request, unsuccessful applicants will be given a verbal-debrief explanation for the reason(s) for disapproval of the application. There is no appeal process for unsuccessful applicants. The unsuccessful applications will be maintained with the Department's official records disposition schedule.

Payment Method

Recipients will receive funds via electronic funds transfer (EFT). These funds cannot be used to pay for alcoholic beverages. Any questions concerning the propriety of any particular expenditure from these grant funds should be referred to the grants officer (GO).

Post-Award Requirements and Administration

Administrative and National Policy Requirements

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.

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: NOTE:

Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:

- Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial 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 pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

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

Reporting

Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.

Disclaimer

Issuance of this Request for Proposals does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

Other Information

Guidelines for Budget Justification

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

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

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

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

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

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

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

Additional SAM.gov Guidance

- You will need a [Login.gov](#) account. Setting up this account is only the first step.
 - You will need a phone or similar device for the login two-factor authentication (2FA).
 - For SAM registrations, do not use group emails.
- The registration has two steps: **entity validation** and **registration**.
 - The UEI is received after validation, but that does not mean that your entity has a valid registration yet.
 - You will need to provide several translated and certified documents for the validation process.
 - Remember that overseas applicants can self-translate and self-certify! No notaries necessary.
 - Translation dates should be within 30 days of submission.

- In the address/name matching process during entity validation, you should either pick the **exact** match or **no match**. You should not select a close match, as it will lead to problems with the validation.
- When registering, you must select **Financial Assistance**, not **All Awards** or else the registration process will be a lot more complex.
 - International Registrants applying for Financial Assistance only do **not** need to provide:
 - an NCAGE code
 - a Taxpayer ID Number (TIN)
 - EFT banking information
- You should check on the status of your submission every few days during validation and registration.
 - If validation takes more than 14 days, you should submit a helpdesk ticket at fsd.gov.
 - If the helpdesk reaches out for additional information, it is very important to be responsive.
 - Tickets are closed after five days of not replying.
- Registrations must be renewed every year. Renewals are free.
 - Active registrations are prioritized in tickets.
 - Renewals take up to ten days.
- You must update information if necessary as soon as possible, not upon renewal.
- When receiving correspondence related to SAM, you should always check the sender email - official correspondence will always be sent from a .gov address, never a .com or .net address. You should be cautious when encountering email addresses that are trying to look like Government email addresses, e.g. sam-registration-gov@gsasam.com. Opting out of public data view will prevent most of these spam emails.
- No government staff will call or message registrants requesting money to be eligible for an award

Entity Validation

Entity validation confirms an entity's existence, location, and uniqueness. The uniqueness of an entity is based on it being a separate legal entity with a separate physical address. Until April 2022, the U.S. government used the Dun and Bradstreet database (DUNS). The new entity validation process is via SAM directly, at the end of which the registrant obtains a Unique Entity Identifier (UEI).

Entity Validation is the process during which SAM.gov verifies that the organization registering is a valid organization. Entity validation is the first step of the SAM.gov registration process. If the organization's correct entity name and address do not match what is displayed in SAM.gov, or there is no address at all, the organization should select "Create Incident" on the SAM.gov page.

The entity should attach documents that identifies their information and fully describes that there was no match for the organization in the provided text box. SAM.gov will automatically create an entity validation ticket for the entity. This is the only way to create a ticket for entity matching issues. See these knowledge base article for follow steps:

- [Validation with no EXACT match](#)
- [Validation with no results](#)

Required Documents

→ [Which Documents do I need to validate my Entity?](#)

Your documents must show your entity information exactly as you entered it in the Enter Entity Information screen on SAM.gov. with an asterisk (*) must be 5 years old or less.

Self-Certification

Overseas registrants may self-translate and self-certify entity information documents. Please use the following language to self-certify:

Certification by Translator

I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].

[Signature]

[Typed Name]

[Address]

[Certification Date]

Entity Registration

Entity registration is the process of providing information about the organization so the government can verify they are a legitimate entity that can apply for government contracts or assistance. SAM.gov verifies that individuals and organizations are not fraudulent and that they have a physical location where they live or conduct business.

The entity registration area of SAM.gov is where the federal government manages information on potential government business partners or federal financial assistance recipients. Registrants register their entity to do business with the U.S. federal government by completing the entity registration process at SAM.gov. Their active registration in SAM.gov provides the entity the ability to apply for federal grants or loans or bid on government contracts.

Entity Registration in SAM.gov is required by federal procurement policy and financial assistance policy if the entity is applying for, or has received, federal prime awards. Federal policy requires direct (i.e. first-tier) subcontractors and subrecipients to have a Unique Entity ID. Federal policy does not require those subcontractors or subrecipients to complete a SAM.gov entity registration.

Purpose of Registration

- What type of entity are you registering: Business or Organization.
- Why are you registering this entity to do business with the U.S. government?
 - Financial Assistance only.

Core Data

- **Legal Business Name:** Enter as recorded in SAM.
- **Physical Address:** pre-filled or must match the previously validated data exactly.
- **Business Start Date:** Enter as recorded in SAM.
- **Fiscal Year:** Beginning of your *Geschäftsjahr*
- **URL:** Link to your website
- **Congressional District:** Leave blank
- **Mailing Address:** Enter as recorded in SAM.
- **Country of Incorporation**
- **State of Incorporation**
- **Security Level**
- **Business or Organization types:** this is mostly for U.S. entities and will likely stay blank for German registrants.
- **Department of Transportation Disadvantaged Business Enterprise:** No.
- **Federally Recognized Native American entity types:** skip.
- **Organization factors:** Foreign Owned or Not Applicable.
- **IRS definition:** for overseas registrants "Other".
- **Profit structure:** Nonprofit Organization or Other Not for Profit Organization
- **Socio-economic categories:** ignore, U.S. only.
- **Financial Information:** do not enter banking or contact information, please just enter your organization's address!
- **Executive Compensation:** No.
- **Proceedings:** No, No, hopefully No.

- **SAM Search Authorization:** Deselect **Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners** to avoid receiving spam from SAM.gov renewal services.

Representations and Certifications

- **Wish to apply for a Federal financial assistance project or program?** Yes.

Once you review certifications and representations, you will need to select the checkbox to attest to the accuracy of your entity registration. The checkbox is mandatory if you select **Yes** to the initial question. Select **Save** and Continue to navigate to the **POC Details** page.

Troubleshooting

NCAGE is required

If the NCAGE is required despite you only signing up for Financial Assistance, you must submit an FSD ticket/contact the chat and state the following:

I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.

Taxpayer Identification Number (TIN) is required

Only organizations paying U.S. taxes need a TIN. International entities not paying US taxes do not need to enter a TIN. Registrants should delete the current registration and start over.

→ **Assigning a new entity administrator**

Complete the FSD ticket as follows:

System: System for Award Management (SAM)

Issue Type: Other Business

Type: (Choose the appropriate value for your entity)

UEI: Enter the UEI number for your Entity

Subject: Letter Designating Entity Administrator - New Registration

Question: Please review the attached letter designating our Entity Administrator

→ **Deleting a Work in Progress Registration**