

Notice of Funding Opportunity (NOFO)

Advancing American Prosperity Through Jordanian Student Mobility to the United States

EducationUSA Fair and College Counseling Workshop

NEA/Amman, U.S. Department of State

Opportunity number: PAS-JOR-FY25-002

Application deadline: June 15, 2025

Contents

A. Basic Information	3
B. Eligibility	3
C. Program Description	5
D. Application Contents and Format	11
E. Submission Requirements and Deadlines.....	14
F. Application Review Information	17
G. Award Notices.....	19
H. Post-Award Requirements and Administration	19
I. Other Information.....	22

U.S Department of State
NEA/ Jordan
Notice of Funding Opportunity

A. Basic Information

1. Overview

Funding Opportunity Title	EducationUSA Fair 2025
Funding Opportunity Number	PAS-JOR-FY25-002
Announcement Type	(whether the funding opportunity is the initial announcement or a modification of a previously announced opportunity).
Deadline for Applications	June 15, 2025 12:00p.m.GMT +3:00
Assistance Listing Number	19.040
Length of performance period	9 to 12 months
Number of awards anticipated	1 award
Award amounts	\$250,000 (approximately)
Total available funding	\$250,000 pending availability of funds
Type of Funding	FY25 Smith Mundt Public Diplomacy Funds.
Anticipated project start date	July 20 , 2025

Funding Instrument Type: Cooperative agreement.

Project Performance Period: Proposed projects should be completed in 12 months or less.

This notice is subject to availability of funding.

2. Executive Summary

Priority Region: Jordan

Executive Summary

Project Overview: The U.S. Embassy in Amman is announcing an open competition for not-for-profit organizations registered in Jordan or the United States to promote in Jordan the United States as the premier destination for higher education. The organization should arrange a two-

day EducationUSA Fair in October 2025. This fair will serve as a premier higher education event, connecting Jordanian students, parents, and high school counselors with representatives from 25-30 accredited U.S. universities. The organization will also develop and produce a digital campaign to foster interest in U.S. higher-education opportunities.

Strategic Importance: According to the latest Open Doors Report, Jordanian student enrollment at U.S. universities is at its highest level in 30 years. This milestone underscores the strong bilateral relationship between the United States and Jordan, the increasing demand for U.S. higher education, and the vital role of strengthening academic partnerships between the two countries. The United States recognizes the importance of Jordanian students choosing the United States as the country to pursue higher education, which accounts for \$115 million dollars in revenue annually to the U.S. economy, making the United States more prosperous.

Key Objectives

Facilitate Educational Connections: Enable Jordanian students to engage directly with accredited U.S. universities, which will help them gain insights into the variety of American higher-education institutions, admissions requirements and processes, scholarships, and the U.S. student-visa process.

Promote a Broad Range of U.S. Higher-Education Opportunities: Ensure participating institutions represent a broad range of geographic and academic landscapes, which offer vocational, undergraduate, graduate, and doctoral programs.

Strengthen U.S.-Jordan Relations: Enhance mutual understanding and long-term collaboration between U.S. and Jordanian higher-ed institutions.

Support Post-Fair Engagement & Recruitment Efforts: Encourage continued engagement between Jordanian students and U.S. universities through follow-up advising, outreach activities, and virtual sessions.

B. Eligibility

1. Eligible Applicants

The following organizations from the U.S. and Jordan are eligible to apply:

- *Not-for-profit organizations, including think tanks and civil society/non-governmental organizations*
- *Public and private educational institutions*

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

C. Program Description

1. Goals and Objectives

Phase 1: Outreach to U.S. Higher Education Institutions

- Develop a targeted outreach campaign to recruit U.S. institutions, highlighting Jordan as a key market for international student recruitment. Reach out to U.S. university admissions offices, international program coordinators, and relevant departments through a direct email marketing campaign. Provide reports on outreach efforts.
- Work with Fulbright Jordan, NAFSA, and U.S. university alumni networks to ensure a diverse range of institutional participation, including universities who participated in previous EducationUSA fairs in Jordan, as well as new institutions.

- Collaborate with the U.S. Embassy EducationUSA team to streamline application process and curate a final list of participating universities using the EducationUSA portal.
- Maintain a consistent flow of updates and reminders to participating U.S. higher education institutions regarding the fair, application deadlines, and any pertinent details.

Phase 2: Outreach to Jordanian Schools, Universities, Parents, and Education Stakeholders

- Launch a media and digital campaign across print, radio, and social media to promote the education fair.
- Obtain official approval from Jordan's Ministry of Higher Education at least 60 days before the fair.
- Implement a user-friendly online registration system, encouraging early sign-ups for both the fair and breakout sessions.
- Partner with schools and universities for seamless integration of fair promotions into their communication channels.
- Establish a press and media engagement plan, working in tandem with the U.S. Embassy for maximum event coverage, including press releases and captivating social media content.
- Recognize parental influence and conduct targeted outreach, including informational sessions and/or webinars.

Phase 2A: Influencer-Led Digital Engagement EducationUSA Storytelling Campaign

To enhance EducationUSA outreach efforts, the grantee must develop and implement a year-round digital storytelling campaign promoting U.S. higher education opportunities utilizing influencers and content creators. This initiative will leverage Jordanian current students and alumni of U.S. universities, influencers, and U.S. government exchange program alumni to create compelling content that resonates with target audiences.

- Produce 50 one-minute videos featuring Jordanian current students, parents and alumni of U.S. universities, influencers, and U.S. government exchange program alumni.

- Each video should focus on a key aspect of studying in the United States, such as choosing a university, navigating admissions, discussing U.S. educational opportunities with parents and family members, securing scholarships, adapting to campus life, and leveraging a U.S. degree in Jordan.
- Videos should be engaging, professionally edited, and optimized for Instagram, Facebook, and YouTube Shorts.
- Selected influencers and content creators must be approved by the U.S. Embassy.
- Video content must be approved by the U.S. Embassy.
- Invite other Jordanian students in the United States to contribute videos following a specified format who can attribute personally to their positive experiences studying in the United States, with content to be approved by the U.S. Embassy.
- Develop a plan to disseminate these videos to media outlets in Jordan for widespread distribution.
- The program should incorporate thematic branding that highlights the 250th anniversary of American independence.

Phase 3: Accommodation & Pre-Fair Orientation

- Cover hotel reservations and payments for three nights for one university representative per institution.
- Cover meals and incidentals for one representative per university for three days (two fair days and one pre-fair day).

** If a university chooses to send additional representatives beyond the covered one, or chooses to stay additional days, expenses must be borne by the university.*

- Arrange airport transfers for university representatives.
- Host a virtual pre-departure orientation covering Jordan's education landscape, Jordanian visa requirements, travel insurance, logistics, and cultural expectations.
- Organize, host and send out invitations for a networking reception with Jordanian and U.S. university officials, education stakeholders, high school college counselors, U.S. Embassy representatives, and Ministry of Education officials.

Phase 4: Fair Day Operations

- Oversee venue selection, booth setup, branding, and event logistics.
- The grantee is responsible for covering all associated costs associated with the fair including the venue, audio and video setup, backdrops and screens as well as all parking and valet services.
- Design and produce professional booths for U.S. universities, ensuring an organized and visually appealing fair experiences.
- Spearhead the recruitment and coordination of a dedicated team of volunteers for both pre-fair and day-of-fair activities. Assign specific roles to volunteers and staff members, such as guiding attendees, assisting university representatives, and handling logistical challenges.
- Oversee all logistical elements, including venue selection, booth setup, backdrops, audio/visual setup, decorations, floor mapping, branding compliance, breakout session planning, refreshment arrangements, and on-site staff support.
- Implement student registration process upon arrival at the fair, considering elements such as personalized sessions with college recruiters, information kits with detailed schedule and university profiles. If applicable, create QR codes and display prominently at the EducationUSA fair, so that attendees can scan with their smartphones to access the fair schedule and content.
- Collaborate with the EducationUSA Adviser to curate a lineup of speakers for the breakout sessions. Breakout sessions include focus specifically on U.S. graduate programming, standardized testing offices, and scholarships.
- The grantee should work closely with college representatives' sessions focusing on scholarship opportunities specifically tailored for Jordanian students, interviews, visas, application procedures, and standardized testing requirements.
- Coordinate with universities to ensure smooth setup of materials and electronic devices at their booths. Provide technical support for any issues that may arise during the fair, ensuring a seamless presentation for university representatives.
- The grantee should secure a photographer/videographer to document the EducationUSA fair, capturing key moments and obtaining testimonials from program participants.

- Develop an electronic guide of all participating universities to share with students. The guide MUST include university summary, contact info, location, degrees and majors offered and scholarships.
- Grantee must share the contact info of all students signed up for the fair with U.S. Embassy officials.
- Ensure accessibility considerations, including wheelchair access and disability accommodations.
- Coordinate student registration and provide digital access to fair materials via QR codes.
- Recruit and manage volunteers to assist university representatives.

Phase 5: Post-Fair Engagement & Reporting

- Implement a feedback collection system from both university representatives and students, ensuring continuous improvement.
- Utilize surveys and feedback forms to gather insights on the fair's effectiveness, areas for improvement and overall satisfaction.
- Explore virtual platforms to keep participants informed about opportunities, updates, and information beyond the fair.
- Develop a systematic way to determine whether Jordanian students who attended the fair or saw a promotional video actually applied to a U.S. university and successfully attended.

Phase 6: College Counselor's Workshop (Spring 2026)

As a follow-on to the EducationUSA college fair, in alignment with State Department priorities to make the United States more prosperous, the grantee will organize a two-day, in-person professional development workshop in Amman. The workshop will target 40 high-school counselors and education advisors. The workshop will be facilitated by a U.S.-based college counseling expert(s), preferably affiliated with a reputable higher-education institution, and will focus on strengthening the capacity of Jordanian counselors to advise students on U.S. higher education and the college admissions process. The workshop will address identified gaps in counseling expertise, promoting accurate information dissemination, and reducing reliance on fee-based agents. The grantee will work in coordination with the EducationUSA adviser and U.S. Embassy Amman to ensure participant selection, content alignment, and logistics meet mission standards.

Workshop Objectives

By the end of this intensive training, participants will be able to:

- Articulate the U.S. higher education system structure, types of institutions, and application pathways.
- Guide students and parents through the U.S. college admissions process, including standardized testing, timelines, and requirements.
- Provide personalized advice to applicants and families, mindful of cultural and systemic challenges facing international students.
- Assist students in crafting competitive personal statements and essays for college applications.
- Identify, evaluate, and share available scholarship and financial aid opportunities for international students.

Workshop Components

- Core modules on the U.S. higher education system, college admissions strategies, counselor tools and resources, scholarship navigation, and essay writing.
- Interactive case studies, role-playing, breakout sessions, and pre-/post-assessments to track learning outcomes.
- Digital access to workshop content and resources for two months post-training.
- Certificate of completion issued by the U.S.-based institution.

Grantee Responsibilities

- Contract and coordinate with qualified U.S. college counseling expert(s) (preferably with international advising experience and institutional affiliation).
- Work with expert(s) to develop and submit a two-day agenda aligned with EducationUSA priorities.
- Reserve and pay for a centrally located, fully equipped hotel conference space in Amman for two full days.
- Coordinate counselor invitations in collaboration with the EducationUSA adviser, ensuring representation from both urban and underserved areas.
- Provide all workshop materials, printed resources, name badges, and a secure sign-in system.

- Cover all costs for venue, presenter travel and lodging, local transportation, workshop materials, and participant hospitality (e.g., lunch, coffee breaks).
- Administer pre- and post-assessments to evaluate baseline knowledge and learning impact.
- Develop and produce the accompanying digital campaign to measurably increase interest in U.S. higher-education opportunities, awareness of the campaign, and track increases in student-visa applicants over last year, as well as admittances to U.S. universities.

2. Substantial Involvement

This award will be a cooperative agreement. The U.S. Embassy in Amman Grants team will be substantially involved in the following:

- Approve the dates and venue for the fair and workshops.
- Approving the selection of participating accredited U.S. universities and colleges.
- Providing branding guidelines for promotional materials and marketing.
- Announcing the fair on the EducationUSA portal and keeping relevant State Department officials aware of the event details.
- Approving the fair venue, lodging, and event logistics, including coordination with the embassy's security office.
- Approving the marketing strategy, video content, and workshop topics.
- Selecting and approving speakers for breakout sessions.
- Approve the EducationUSA marketing agency as well as the list of content creators and social media influencers
- Approve the college counseling organization and the material for the 2-day workshop.

D. Application Contents and Format

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.

Content of Application

Please ensure:

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

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) at Grants.gov
- SF-424A (Budget Information for Non-Construction programs) at Grants.gov
- SF-424B (Assurances for Non-Construction programs) at Grants.gov (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

2. Summary Page (optional)

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.

3. Proposal (15 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 project, including project 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 State Department 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 Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** 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?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments

- 1-page Curriculum Vitae (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

- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities.
- Non-profit Registration Certificate: applicants who fail to submit non-profit registration certificate will not be eligible.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at Grants.gov

2. Department of State Contacts

If you have any questions about the grant application process, please contact: AmmanGrants@state.gov.

3. Unique entity identifier and System for Award Management (SAM.gov)

Required Registrations

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:

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

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx)

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.

4. *Submission Dates and Times*

Applications are due no later than June 15, 2025 12:00p.m.GMT +3:00.

5. *Funding Restrictions*

- i. 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).

- ii. Certification Regarding Compliance with applicable Federal anti-discrimination laws

If the place of performance or delivery of any award made under this NOFO will be **within the United States**, applicants are advised that they will be required to certify the following at the time of award:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A

program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

- 1) Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

6. Other Submission Requirements

All application materials must be submitted by email to AmmanGrants@state.gov

F. Application Review Information

1. Review Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 30 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place

to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: 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.

Monitoring and evaluation plan – 15 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.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Risk Review

i. Risk factors

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:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

G. Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The 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 project expenses beginning on the start date shown on the award document signed by the Grants Officer.

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

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

Unsuccessful applicants: Unsuccessful applicants will be notified by September 30, 2025

Payment Method:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

H. Post-Award Requirements and Administration

1. 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.

These include:

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](#)

- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

2. Reporting

Reporting Requirements: 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.

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.

Recipients will, at a minimum, be required to submit Quarterly Performance Reports (QPR) and a Quarterly Financial Report (QFR). The QPRs will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. The QFRs provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report ***immediately*** when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the Grants Officer.

Recipients are required to report program and beneficiary achievements on a quarterly basis (or provide written confirmation that there is no related news for the given quarter) beginning with second quarter's program report.

Foreign Assistance Data Review: 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). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically

program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

I. 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.