

Notice of Funding Opportunity (NOFO)

Young Pacific Leaders Conference and Regional Workshops

EAP/Mission New Zealand, Department of State

Opportunity number: PDS-NEWZEALAND-2025-02

Application deadline: Thursday, August 15, 2025, 11:30 p.m. New
Zealand Time

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**U.S. DEPARTMENT OF STATE
EAP/Mission New Zealand
Notice of Funding Opportunity**

A. Basic Information

1. Overview

Funding Opportunity Title	Young Pacific Leaders Conference and Regional Workshops
Funding Opportunity Number	PDS-NEWZEALAND-2025-02
Announcement Type	Initial Announcement
Deadline for Applications	Thursday, August 15, 2025, 11:30 p.m. New Zealand Time
Assistance Listing Number	19.040
Length of performance period	12 to 36 months
Number of awards anticipated	4 awards
Award amounts	awards may range up to maximum of \$100,000 USD (approximately)
Total available funding	\$400,000 USD pending availability of funds
Type of Funding	FY24/25 Smith Mundt Public Diplomacy Funds
Anticipated project start date	October 2025

Funding Instrument Type: Cooperative agreement.

Project Performance Period: Proposed projects should be completed in 36 months or less.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis 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.

This notice is subject to availability of funding.

2. Executive Summary

Priority Region: Australia, the Cook Islands, Fiji, the Federated States of Micronesia, the Islands of French Polynesia, Kiribati, the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Norfolk Island, Palau, Papua New Guinea, Pitcairn Islands, Rapa Nui, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna, and U.S. partners from the American-affiliated Pacific including American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and Hawaii.

Executive Summary

The U.S. Embassy New Zealand Public Diplomacy Section (PDS) of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to develop and implement 1-4 of the following Young Pacific Leaders (YPL) Conference and Regional Workshops on each of the following topics:

1. YPL Annual Conference in **New Caledonia or a Melanesian country** for about \$100,000, focusing on multilateral policy discussions that bolster U.S. security alliances with the Pacific contributing to a safer, stronger and more prosperous Pacific region.
2. YPL Regional Workshop on **Security of Food Supply in Kiribati or a YPL country** for about \$100,000, focusing on commercial fishing, land and ocean-based resource management, and maritime domain awareness contributing to a stronger Pacific region.
3. YPL Regional Workshop on **Digital Media Technology in Australia or New Zealand** for about \$100,000, focusing on digital reporting skills, exploring storytelling formats, building news revenue models, and growing digital reporting skills contributing to a safer Pacific region.
4. YPL Regional Workshop on **Health Security in a YPL country** for about \$100,000, focusing on protecting national security and public safety interests contributing to a safer Pacific region.

All YPL conference and regional workshops support at least one key pillar of the Young Pacific Leaders, a regional youth initiative that creates space for young leaders to make meaningful contributions to Pacific regional policy discussions that bolster U.S. security alliances with 24 Pacific nations, contributing to a safer, stronger, and more prosperous Indo-Pacific region.

Each YPL Conference and Regional Workshop should happen sometime between April 2026-October 2027 to provide emerging Pacific leaders with the skills and knowledge they need to become leaders, pending the availability of funding.

The YPL Conference and Regional Workshops should preferably take part in the countries listed above but may be hosted in other Pacific locations pending logistics and costs.

The proposed conference and workshops will focus on building local capacity within Pacific nations to help participants develop the abovementioned skills. Workshop sessions should be designed to introduce and operationalize best practices in this space to elevate Pacific regionalism and promote peace, security, and sovereignty in areas such as maritime, digital media, and business.

This workshop will bring together practitioners from all levels of society and administration including government, civil society, business leaders, and experts to discuss challenges, develop action plans, and leverage opportunities for regional collaboration.

B. Eligibility

1. Eligible Applicants

The following U.S. and Foreign organizations are eligible to apply: Not-for-profit organizations, including think tanks and civil society/non-governmental organizations, Public and private educational institutions and Public International Organizations and Governmental institutions

2. Cost sharing

Providing cost sharing is a requirement for this NOFO.

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. A valid Unique Entity Identified (UEI) number, and an active SAM.gov registration will need to be obtained before an organization is able to submit a full application. This requirement replaces the previous requirement for a DUNS

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)(www.sam.gov) 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 listed on the Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included.

No entity listed on the Excluded Parties List System in the System for Award Management (SAM) is eligible for any assistance or can participate in any activities under an 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.”

C. Program Description

1. Goals and Objectives

The U.S. Embassy New Zealand Public Diplomacy Section (PDS) of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to develop and implement Young Pacific Leaders (YPL) Conference and Regional Workshops on:

1. YPL Annual Conference in **New Caledonia or a Melanesian country** for about \$100,000, focusing on multilateral policy discussions that bolster U.S. security alliances with the Pacific contributing to a safer, stronger and more prosperous Pacific region.

2. YPL Regional Workshop on **Security of Food Supply in Kiribati or a YPL country** for about \$100,000, focusing on commercial fishing, land and ocean-based resource management, and maritime domain awareness contributing to a stronger Pacific region.
3. YPL Regional Workshop on **Digital Media Technology in Australia or New Zealand** for about \$100,000, focusing on digital reporting skills, exploring storytelling formats, building news revenue models, and growing digital reporting skills contributing to a safer Pacific region.
4. YPL Regional Workshop on **Health Security in a YPL country** for about \$100,000, focusing on protecting national security and public safety interests contributing to a safer Pacific region.

Each YPL Conference or Regional Workshop should happen sometime between April 2026-October 2027 to provide emerging Pacific leaders with the skills and knowledge they need to become leaders, pending the availability of funding.

The YPL Conference Regional Workshops should preferably take part in the countries listed above, but may be hosted in other Pacific locations pending logistics and costs.

The proposed conference and workshops will focus on building local capacity within Pacific nations to help participants develop the abovementioned skills. Workshop sessions should be designed to introduce and operationalize best practices in this space to elevate Pacific regionalism and promote peace, security, and sovereignty in areas such as maritime, digital media, and business.

This workshop will bring together practitioners from all levels of society and administration including government, civil society, and experts to discuss challenges, develop action plans, and leverage opportunities for regional collaboration.

Priority Region: Australia, the Cook Islands, Fiji, the Federated States of Micronesia, the Islands of French Polynesia, Kiribati, the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna, and U.S. partners from the American-affiliated Pacific including American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and Hawaii.

YPL is the U.S. government's signature initiative to engage with emerging leaders in the Pacific region. The program aims to create a network of young Pacific leaders who work across national borders and the four pillars of YPL – education, environment and resource management, civic engagement, and economic and social development – to solve common problems. Through a variety of programs and engagements, YPL seeks to build the leadership capabilities of youth in the region, strengthen ties between the United States and Pacific, and nurture a community of leaders who work across borders to solve shared issues.

YPL is open to young leaders ages 25-40 who are both citizens and residents of the following countries: Australia, the Cook Islands, Fiji, the Federated States of Micronesia,

the Islands of French Polynesia, Kiribati, the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna, and U.S. partners from the American-affiliated Pacific including American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and Hawaii.

The proposal should include workshop lead up and follow-on activities such as virtual collaborative work, projects funded through small seed grants, or ongoing mentorship that goes beyond the workshop's program dates. The workshop will include group activities, site visits, community service and mentoring sessions inspired by American methods and skills support all under the YPL umbrella. The follow-on activity should be included in the monitoring and evaluation plan, which is also required in the proposal.

The proposal should include a pre- and post-workshop survey to measure the overall effectiveness of the workshop as well as any changes to the participants' knowledge of the workshop topic.

The concepts of leadership, giving back, and strengthening a YPL identity based on shared values and shared challenges should be integrated into the program.

Workshop speakers/facilitators/mentors should be citizens of the United States or a Pacific country. The proposal should include, but are not limited to, realistic suggestions for speakers/facilitators/site visits, based on the organization's previous experience or relationships.

Participants and Audiences:

Participants will be emerging leaders ages 25-40 from Pacific nations (listed above). Participants should also be registered YPL members (before or during application via <https://nz.usembassy.gov/young-pacific-leaders/>) who have demonstrable interest in issues relating to the workshop topic whether through paid employment, volunteer work, unpaid internships or coursework, and who show promise in becoming socially active in effecting positive change and have firm plans to champion the workshop topic efforts in their communities. They may have attended YPL events and some may be familiar with collaboration on projects across borders.

The grant recipient will create an online application process and coordinate with the U.S. Embassy in New Zealand and other U.S. Embassies in the Pacific region to recruit and select participants from Pacific nations. All participants must be proficient in written and spoken English. Participants must be citizens and resident of a Pacific country (listed above).

The proposal should include significant cost-sharing plans.

The recipient will be responsible for arranging and using cooperative agreement funds to cover elements related to participant travel including international and domestic flights, visas, travel to and from airports, visas, accommodations, per diem, meals during the program, and insurance.

The proposal should include a pre and post workshop survey to measure the overall effectiveness of the workshop as well as any changes to the participants knowledge of the workshop topic.

The concepts of leadership, giving back, and strengthening Pacific identity based on shared values and shared challenges should be integrated into the program.

Workshop speakers/facilitators/mentors should be citizens of the United States or a Pacific country.

The recipient is expected to develop syllabus materials and an event program with participant and speaker biographies, as well as design banners, backdrops, and other printed materials. The recipient is expected to design a digital engagement strategy for workshop participants and social media audiences, including live video or live online engagement during the program.

The recipient is expected to have experience working with and in the Pacific region in a culturally appropriate and responsive manner.

2. Substantial Involvement

1. U.S. Embassy New Zealand anticipates awarding a cooperative agreement and expects to be substantially involved in its implementation. Examples of substantial involvement can include:
2. Approval of the Recipient's work plans, including: program dates, delegate selection, planned activities, travel plans, conference agenda, proposed speakers, planned expenditures, event planning, media and social media, and changes to any activity to be carried out under the cooperative agreement;
3. Approval of sub-award Recipients if applicable, concurrence on the substantive provisions of the sub-awards, and coordination with other cooperating agencies;
4. Coordination with other U.S. Embassies in the Pacific
5. Coordination with Young Pacific Leader alumni
6. Other approvals that will be included in the award agreement.

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.

1. Content and Form of Application Submission

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 documents are 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 A4 paper; and,
- All documents are single-spaced, 12-point Calibri font, with a minimum of 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.

Complete applications must include the following:

1. Completed and signed SF-424, SF-424A, and SF-424B, as directed on Grants.gov; completed and signed SF-LLL, "Disclosure of Lobbying Activities" (if applicable) (which can be found with the solicitation on Grants.gov); and your organization's most recent audit (single program audit, if applicable, or standard audit).
2. Table of Contents (not to exceed one [1] page in Microsoft Word) that includes a page numbered contents page, including any attachments.
3. Executive Summary (not to exceed two [2] pages in Microsoft Word) that includes:
4. Name and contact information for the project's main point of contact;
5. The total amount of funding requested and project length;
6. A statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results; and,
7. A brief statement on how the project is innovative and will have a demonstrated impact.
8. Proposal Narrative (not to exceed ten [10] pages in Microsoft Word). Please note the ten- page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative in one file).
9. Detailed Line-Item Budget (in Microsoft Excel) that includes three [3] columns including the request to U.S. Embassy New Zealand, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424A as a sample). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the Excel workbook.
10. Budget Narrative (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, U.S. Embassy New Zealand recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification of the roles and responsibilities of key staff, base salary, and percentage of time

devoted to the project. The budget narrative should provide additional information that might not be readily apparent in the detailed-line-item budget, not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel.

Attachments:

- Information about the team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's organization and in the team
- Monitoring and Evaluation Plan.
- Timeline of the overall proposal. Components should include activities, evaluation efforts, and project closeout.
- Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. Letters of support and MOUs must be specific to the project's implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.

If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a .pdf file. This document will not be reviewed by the panellists but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves subawards to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file. If your organization does not have a NICRA per 2 CFR 200. 414(f) the organization can elect to charge the de minimis rate of 10% of the modified total direct costs as defined in 2 CFR 200.68. The budget narrative should indicate what costs will be covered using the 10% de minimis rate.

Please note: U.S. Embassy New Zealand retains the right to ask for additional documents not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the U.S. Embassy New Zealand Review Panel will review the first page of the requested section up to the page limit and no further.

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

1. Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel;
2. Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award.

E. Submission Dates and Times

1. Address to Request Application Package

Applicants can find application forms, kits, or other materials needed to apply on www.grants.gov under the announcement title “Young Pacific Leaders Conference and Regional Workshops” funding opportunity number PDS-NEWZEALAND-2025-02. Please contact the point of contact listed in section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

2. Department of State Contacts

If you have questions about the grants application process, please contact: HosodaMK@state.gov

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

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.

1. 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.
2. 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.
3. **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://ncage.nato.int)

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 **Thursday, August 15, 2025, 11:30 p.m. New Zealand Time** by email to publicaffairsusnz@state.gov with the subject line “Young Pacific Leaders Regional Workshop - [Topic] - [Location]”, funding opportunity number PDS-NEWZEALAND-2025-02.

Submission via email will automatically log the date and time an application submission is made, and the U.S. Embassy New Zealand will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered unless the U.S. Embassy New Zealand point of contact listed in section G is contacted prior to the deadline and is provided with evidence of system errors outside of

the applicants' control and is the sole reason for a late submission. Applicants should not expect a notification upon U.S. Embassy New Zealand receiving their application.

If ultimately provided with a notification of intent to make a Federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

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. **Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border:**
None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

- iii. **Certification Regarding Compliance with applicable Federal anti-discrimination laws:**
None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

By signing the SF-424 or SF-424I Application for Federal Assistance, the Applicant certifies the following:

- 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.

U.S. Embassy New Zealand will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Federal awards generally will not allow reimbursement of pre-Federal award costs; however, the grants officer may approve pre awards cost on a case by case basis. Generally, construction costs are not allowed under U.S. Embassy New Zealand awards.

5. Other

All application submissions must be emailed to publicaffairsusnz@state.gov.

It is the responsibility of the applicant to ensure that an application has been received in its entirety. U.S. Embassy New Zealand bears no responsibility for applications not received before the due date or for data errors resulting from transmission.

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

Applicants must follow all formatting instructions in the applicable solicitation and these instructions.

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

ii. Responsibility/Qualification Information in SAM.gov

The Federal awarding agency, 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313)

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

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 via email.

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:

- o 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),
 - o 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),
 - o 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
 - o 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.

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.

3. 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.

I. Contact Information

For technical submission questions related to this solicitation, please contact Mara Hosoda, HosodaMK@state.gov.

J. Other Information

Applicants should be aware that U.S. Embassy New Zealand 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 U.S. Embassy New Zealand cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any U.S. Embassy New Zealand representative. Explanatory information provided by U.S. Embassy New Zealand that contradicts this language will not be binding. Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. U.S. Embassy New Zealand reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

This NOFO will appear on www.grants.gov and the U.S. Mission New Zealand [website](#).