

**United States Department of State  
U.S. Consulate General Ho Chi Minh City  
Notice of Funding Opportunity**

**Program Office:** Public Affairs Section, HCMC U.S. Consulate General  
**Funding Opportunity Title:** 2020 Young Southeast Asian Leaders Initiative (YSEALI) Summit  
**Funding instrument type:** Cooperative Agreement  
**Funding Opportunity Number:** SVM700-20-PAS-010  
**Deadline for Applications:** April 10, 2020 (11:59 p.m.)  
**CFDA Number:** 19.040 - Public Diplomacy Programs

**CONTACT INFORMATION**

For assistance with the requirements of this solicitation, contact [HMCGrants@state.gov](mailto:HMCGrants@state.gov).

**SUMMARY**

U.S. Mission to Vietnam is seeking proposal submissions for a cooperative agreement to design, implement, and oversee the 2020 Young Southeast Asian Leaders Initiative Summit (YSEALI Summit), pending the availability of FY 2020 funds. The three-day Summit (exclusive of arrival and departure dates) will gather 150 participants aged 18-35. The award recipient should design a youth-focused, high-energy, and dynamic YSEALI Summit to give the next generation of Southeast Asian leaders the opportunity to develop solutions, partnerships, and ideas around the 2020 Association of Southeast Asian Nations (ASEAN) theme, “Cohesive and Responsive.”

Started in 2013, YSEALI (<https://asean.usmission.gov/yseali/>) is the U.S. government’s signature initiative to engage with emerging leaders in Southeast Asia. The program aims to create a network of young leaders in the 10 ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam) and Timor-Leste who work across national borders to solve common problems and strengthen the U.S.-ASEAN partnership. YSEALI includes more than 2,400 young leaders who have participated in an academic or professional exchange in the United States or a reciprocal exchange in Southeast Asia, more than 3,200 who have participated in a regional workshop, and more than 145,000 who are members of the YSEALI Network. YSEALI focuses on four pillars – economic growth, sustainable development, education, and civic engagement.

The 2020 YSEALI Summit will focus specifically on the education pillar. The Summit will enable participants to study and observe the latest challenges and opportunities in education sectors throughout Southeast Asia and learn about innovative educational approaches and cutting-edge technology to empower the economic development of the region and beyond. Presentations, case studies, site visits, and interactive activities focused on STEAM (Science, Technology, Engineering, Art and Mathematics) and Industry 4.0 (a focus on interconnectivity, automation, machine learning, and real-time data) will enable participants to build international connections and implement short- and long-term solutions to address cross-border/shared



problems and develop high-skilled human capital in the region.

## **A. PRIORITY REGION**

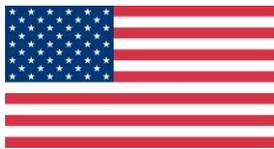
ASEAN and Timor-Leste

## **B. PROGRAM OBJECTIVE**

The award recipient will be responsible for planning and administering all components and aspects of a youth focused YSEALI Summit to take place in Ho Chi Minh City, Vietnam between October and December 2020, based on scheduling availability. The three-day YSEALI Summit will gather 150 YSEALI alumni aged 18-35. The award recipient should schedule the Summit event in coordination with the U.S. Mission to Vietnam at a mutually agreed upon date (tentatively proposed for October 4-8, 2020) and location in Ho Chi Minh City; design the YSEALI Summit application materials; develop an outreach and recruitment plan; receive and screen applications in collaboration with the U.S. Department of State; identify and secure speakers; plan YSEALI Summit events and workshops; develop the agenda in cooperation with the U.S. Mission to Vietnam; oversee travel logistics, and manage follow-on activities. The YSEALI Summit budget should be inclusive of all travel costs, accommodations, and meal arrangements for YSEALI Summit participants and non-U.S. government speakers. All U.S. government employees will cover their own travel costs. The award recipient should generate content for traditional and social media distribution, and measure program results. The budget should include limited costs for materials to promote the YSEALI program such as t-shirts, bags, and pens, as well as program and promotional material.

Participants will convene for the YSEALI Summit to forge connections with one another and leaders from the private, public, and non-profit sectors in the United States and across Southeast Asia and Timor-Leste, setting the stage for long-term engagement and connectivity. The YSEALI Summit should include the following aspects:

- Interaction among YSEALI participants and senior U.S. government officials, U.S. business and civic leaders, and dynamic young leaders from the ASEAN region and Timor-Leste;
- Inspirational speeches from emerging and prominent leaders in the region;
- Integration of YSEALI and alumni of U.S. government exchange programs to serve as speakers, panelists, or activity leads;
- Opportunities for YSEALI participants to engage with each other and put into practice what they have learned through the YSEALI pillars;
- Experiential learning activities to hone relevant leadership skills;
- An emphasis on building ties across ASEAN and Southeast Asia and well as with the United States. Discussions on the importance of cross-border ties to advance human capital development;
- In addition, the YSEALI Summit's content should include elements of cultural exchange and be demographically appropriate, relevant, and original in presentation as well as in the choice of speakers, venues, and partner institutions. Proposals will be evaluated based on creativity, innovation, connectivity, originality, inclusivity, and logical continuity. Proposals will be also evaluated based on direct links between the proposed



activities and the YSEALI Summit's theme and YSEALI pillars. Proposals should include a high level of involvement by YSEALI alumni and members in the Summit's schedule as speakers and facilitators in order to be considered.

The award recipient shall seek robust private sector and non-governmental organization partnerships of the highest caliber from the United States and the 10 ASEAN countries and Timor-Leste that can provide expert presentations, mentors, training, site visits, and potential internship offers to the YSEALI Summit participants. Selected private sector partners and institutions should be cutting edge, have a strong reputation for innovation, and take part in or support corporate social responsibility (CSR) programs that correspond to YSEALI pillars, values, and interests. All partnerships will be subject to approval by the U.S. Department of State.

Proposals should include a small grants competition for participants to develop regional projects around the theme of education. The award recipient should provide concrete plans for continued monitoring of winning projects and follow-on activities to ensure that U.S. Department of State-supported programs are not isolated events. Proposed follow-on activities for alumni should include innovative ideas and must reflect the goals and objectives of the program. The proposal should include an outline of follow-on alumni programming (including a timeline), information on how it will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained.

Content of the YSEALI Summit may include:

- Best practices in developing human capital through innovative educational approaches and cutting-edge economic methodologies
- Small-group skill building workshops on relevant topics (i.e. public speaking, design thinking, data visualization, storytelling, etc.)
- The role of public private partnerships and corporate social responsibility (CSR) in spurring innovative educational and economic reforms
- Site visits to innovative social enterprises
- Leadership skills and community development skills
- Strategies for personal growth and development
- Community service
- Networking events
- Publications, program materials, and all other online programs, including social media and websites, should explain YSEALI's mission and emphasize the U.S. Department of State's role as the program's sponsor. As such, all materials should note: "The Young Southeast Asian Leaders Initiative is a program of the U.S. Department of State and the 2020 Young Southeast Asian Leaders Initiative Summit is implemented by the [Award Recipient.]" All program branding must be approved by the State Department. Program branding should include YSEALI and U.S. Mission to Vietnam logos, as well as the American Flag. The award recipient's logo can be included and should be preceded by "implemented by."



### **Participation and Target Audience**

The YSEALI Summit will bring together 150 YSEALI alumni, including the U.S.-based Professional and Academic Fellows programs, YSEALI Generation Regional Workshops, and the Seeds for the Future Competition winners.

The award recipient will coordinate with the U.S. Department of State to recruit YSEALI alumni between the ages of 18-35 as participants of the YSEALI Summit. The application to participate in the YSEALI Summit will be open on a competitive basis to the aforementioned categories of alumni between the ages of 18-35. To be selected, applicants must meet the requirements to participate in the YSEALI program and demonstrate their substantial involvement in projects that have had a considerable impact in their communities, countries, or the region. Priority will be given to applicants specializing in the education sector or relevant fields. Projects that demonstrate active regional engagement or strengthen partnerships between the United States and ASEAN will be given special consideration.

The award recipient will coordinate with the U.S. Department of State to select 5-10 American alumni of YSEALI reverse exchanges on a competitive basis to serve as speakers, moderators, and mentors as well as speakers from the United States and YSEALI countries. Selected applicants must demonstrate a commitment to YSEALI, to the ASEAN region, and to enhancing U.S.-ASEAN.

The award recipient will create an online application process for the different participant categories. Selection of final participants will be made by the award recipient in consultation with the U.S. Department of State.

### **Diversity Guidelines**

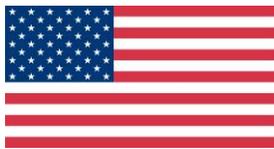
Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. In compliance with the Americans with Disabilities Act (ADA), the award recipient will be responsible to provide reasonable accommodations for all participants with disabilities. Any inquiries regarding ADA compliance may be addressed to U.S. Mission to Vietnam.

### **Communication**

The YSEALI Summit will be conducted in English.

### **Travel**

Proposals should include travel costs associated with each activity. Proposals should include management of travel and lodging logistics. Proposals must show how grant funds will be used to cover the cost of transportation, visas, travel insurance, lodging, and meals or per diem for eligible participants. All travel funded under the grant agreement should be economy class and must comply with Fly America Act requirements.



### **C. FEDERAL AWARD INFORMATION**

Number of awards anticipated: 1 award (dependent on amounts)

Award amounts: Awards may range from a minimum of \$500,000 to a maximum of \$600,000

Total possible funding level, contingent on funds availability: \$600,000

Type of Funding: Public Diplomacy Funds

Anticipated program start date: Award start date June 2020, program start date early October 2020

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Cooperative Agreement – Initial

**Program Performance Period:** Proposed programs should be completed in *18 months* or less.

The Department of State, through U.S. Mission to Vietnam, anticipates committing up to \$600,000 in fiscal year 2020 Public Diplomacy funds to support one successful application submitted in response to this NOFO, subject to the availability of funding.

The U.S. Department of State may issue one or more awards resulting from this NOFO to the applicant(s) whose application(s) conforming to this NOFO are the most responsive to the objectives set forth in this NOFO. The U.S. government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The U.S. government may make award(s) based on initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

Applications should request no more than \$600,000. Applicants should include an anticipated award start date on or about June 3, 2020 and the period of performance should not exceed 18 (eighteen) months.

The U.S. Department of State anticipates awarding a cooperative agreement.

#### **C.1 Eligible Applicants**

**The following organizations are eligible to apply:**

- U.S. and foreign Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- U.S. and foreign Public and private not for profit educational institutions



**The following organizations are *not* eligible to apply:**

- Federally Funded Research and Development Centers
- For-profit entities

**C.2 Cost Sharing or Matching**

No cost sharing is required.

**D. APPLICATION AND SUBMISSION INFORMATION**

**D.1 Address to Request Application Package**

Applicants can find application forms, kits, or other materials needed to apply on [www.Grants.gov](http://www.Grants.gov) as well as the U.S. Mission to Vietnam website at <https://vn.usembassy.gov/education-culture/grants-and-scholarship-opportunities/> under the announcement title 2020 Young Southeast Asian Leaders Initiative Summit, funding opportunity number SVM700-20-PAS-010. 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.

**D.2 Content and Form of Application Submission**

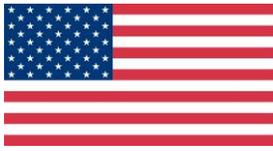
Follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the state requirements may be ineligible for funding.

**For all application documents, please ensure:**

1. The proposal clearly addresses the goals and objectives of this funding opportunity;
2. All documents are in English. 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);
3. All costs are in U.S. dollars;
4. All pages are numbered, including budgets and attachments;
5. All documents are formatted to 8 ½ x 11 paper; and,
6. All documents are single-spaced, 12-point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10-point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1-page width.

**The following documents are *required* elements of a complete application package:**

1. **Mandatory application forms**, which can be found on [Grants.gov](http://Grants.gov):
  - Completed and signed SF-424 (Application for Federal Assistance – organizations)
  - Completed and signed SF-424A (Budget Information for Non-Construction programs)
2. **Table of Contents:** not to exceed one (1) page that includes a numbered contents page, including any attachments.



3. **Summary Page:** This is a cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end dates, and a brief statement of the program's purpose.
  
4. **Proposal:** The proposal shall not to exceed twelve (12) pages and include:
  - a) **Proposal Summary** (do not confuse this with the Summary Page): The proposal summary shall not exceed two (2) pages and include: i) the target country/countries and thematic area(s) on which the project will focus; ii) the name and contact information for the project's main point of contact; iii) the total amount of funding requested; iv) a synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results; and v) a brief statement on how the project is innovative and will have a demonstrated effect.
  - b) **Introduction to the Organization or the Individual Applying:** A description of past and present operation showing the applicant's ability to successfully carry out the project, including information on all previous grants from U.S. government agencies.
  - c) **Problem Statement:** Provide a clear, concise, and well-supported statement of the problem to be addressed and why the proposed project is necessary.
  - d) **Project goals and objectives:** The goals describe what the project is intended to achieve. The "objectives" refer to the intermediate accomplishments required to achieve the projects goals. Goals and objectives should be specific, measurable, achievable, relevant, and time bound.
  - e) **Project Activities:** Describe the project activities and how they will help the applicant achieve the project's objectives.
  - f) **Project Methods and Design:** Provide a description of how the project is expected to work to address the problem statement and achieve the project's goal(s). Include a logical framework as appropriate.
  - g) **Proposed Project Schedule and Timeline:** The proposal shall include a timeline for the project's activities, evaluations, and project closeout. Include also the projected dates, times, and location of planned activities and/or events, as applicable.
  - h) **Key Personnel.** Provide the names, titles, roles, and experience/qualifications of key personnel who would be involved in the project. Include also the anticipated proportion of their time that would be spent in support of the project, should the applicant receive an award. This requirement is independent of the requirement to provide CVs or résumés of key personnel.
  - i) **Program Partners:** List the names and character of involvement of key partner organizations and sub-recipients.
  - j) **Future Funding/ Sustainability:** Applicants should plan for project continuation beyond the award performance period, or for availability of additional resources, if applicable.

The proposal's twelve-page limit does not include the Table of Contents, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants



are encouraged to submit multiple documents in one file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative as one page-numbered file). Applicants may use their own proposal format.

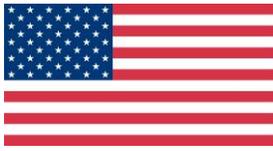
**Budget Justification Narrative:** In addition to submitting a completed and signed SF-424A (see above), also provide a detailed narrative description of the project's budget. See *Section H. Other Information: Guidelines for Budget Submissions*, below, for further information. For ease of review, applicants may order the budget justification narrative in the manner presented in their 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.

**Detailed Line-Item Budget:** Provide a detailed line item budget that includes three (3) columns representing (1) the applicant's request to the U.S. Department of State, (2) any cost sharing contribution, and (3) total budget per row/line. See *Section H. Other Information: Guidelines for Budget Submissions*, below, for further information regarding the contents of the detailed line-item budget. Include detailed line-item budgets for any sub-awardees. Costs must be in U.S. dollars. Note: this detailed line-item budget is required in addition to SF-424A.

Attachments should include the following:

1. One-page CVs or résumés of key personnel proposed for the project.
2. Project Monitoring and Evaluation (M&E) Plan: Proposals must include an M&E plan. M&E plans are vital parts of successful awards. Describe how, throughout the time-frame of the award, the activities would be monitored to ensure they are occurring in a timely manner, and how the project would be evaluated against the goals and objectives of the award.
3. Negotiated Indirect Cost Rate Agreement (NICRA): If an applicant has a NICRA and includes NICRA charges its budget, the applicant's latest NICRA should be included as a .pdf file. This document will not be reviewed by the panelists, 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 percent 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 percent de minimis rate.
4. Official permission letters, if required for project activities
5. Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding (MOUs) / agreement, etc. Letters of support and MOUs must be specific to the projects implementation (e.g., from proposed partners or sub-award recipients) and will not count towards the page limit.

Please note: the U.S. Department of State retains the right to ask for additional documents



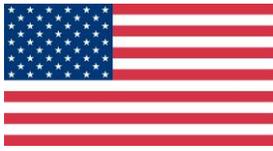
not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the U.S. State Department Review Panel will review the first page of the requested section up to the page limit and no further. Additional information that successful applicants must submit after notification 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.

### **D.3 Unique Entity Identifier and System for Award Management (SAM) Required**

**Registrations:** Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) ([www.Sam.gov](http://www.Sam.gov)) is not eligible to apply for an assistance award in accordance with 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 EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included in an application. All organizations applying for awards must obtain the following registrations in advance of submitting their application, all of which are free of charge:

- UEI from Dun & Bradstreet (DUNS number)
- Commercial and Government Entity (CAGE) code (U.S. entities) / NATO CAGE (NCAGE) code (non-U.S. entities)
- [www.SAM.gov](http://www.SAM.gov) registration
  - Step 1: Apply for a DUNS number and a CAGE/NCAGE number (these can be completed simultaneously) UEI application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>
  - Completing a CAGE/NCAGE application:
  - Application page URL: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
  - NCAGE application instructions page URL: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20N SPA%20NCAGE.pdf>
  - For NCAGE help from within the U.S., call 1-888-227-2423. For NCAGE help from outside the U.S., call 1-269-961-7766.
  - Email [NCAGE@dliis.dla.mil](mailto:NCAGE@dliis.dla.mil) for any problems in obtaining an NCAGE code.
  - Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

**D.4 Submission Dates and Times:** Applications are due no later than 11:59 p.m. Eastern Standard Time (EST) on April 10, 2020 via [email to HCMCGrants@state.gov](mailto:HCMCGrants@state.gov) with the subject line: [YSEALI Summit 2020/Name of Organization](#). Submission will automatically log the date and time an application submission is made, and the U.S. Department of State 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. Department of State 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 the U.S. Department of State receiving their application.

**D.5 Funding Restrictions:** The U.S. Department of State will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. 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. Department of State awards.

**D.6 Other:** All application submissions must be submitted via email to [HCMCGrants@state.gov](mailto:HCMCGrants@state.gov). It is the responsibility of the applicant to ensure that an application has been received in its entirety. The U.S. Department of State bears no responsibility for applications not received before the due date or for data errors resulting from transmission. Faxed, couriered, or emailed documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons. Applicants must follow all instructions in the applicable solicitation and these instructions.

## **E. APPLICATION REVIEW INFORMATION**

**E.1 Criteria:** Each application will be evaluated and rated based on the evaluation criteria provided below. Each application will be evaluated on its own merits and not against other applications received for the same award.

**Quality of Project Idea:** Applications should be responsive to the NOFO, appropriate in the regional context, and should exhibit originality, substance, precision, and relevance to the stated mission.

**Project Planning/Ability to Achieve Objectives:** A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. A comprehensive monthly work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable results-focused and achievable in a reasonable time frame. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, the U.S. Department of State strongly encourages applicants to submit letters of support from proposed in-country partners. Additionally, applicants should describe the division of labor among the direct applicant and any local partners. If applicable, applications should identify target areas for activities, target participant groups or selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details. In particularly challenging operating environments, applications should include contingency plans for overcoming potential difficulties in executing the original work plan and address any operational or programmatic security concerns and how they will be addressed.



**Institution’s Record and Capacity:** The U.S. Department of State will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project’s objectives.

**Cost Effectiveness:** The U.S. Department of State strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, cost-sharing or other examples of leveraging other resources are not required and do not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives. Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient’s budget, the U.S. Department of State’s contribution may be reduced in proportion to the recipient’s contribution.

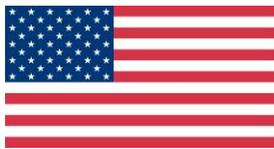
**Project Monitoring and Evaluation:** Complete applications will include a detailed plan of how the project’s progress and effect will be monitored and evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and results (intended and unintended) of a project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities. The quality of the M&E plan will be judged on the narrative explaining how both monitoring and evaluation will be carried out, as well as who will be responsible for those related activities. 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.

## **E.2 Review and Selection Process**

A technical evaluation panel will evaluate all eligible applications.

## **E.3 Federal Awardee Performance & Integrity Information System (FAPIS)**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold [\$150,000] for any Federal award under a notice of funding opportunity over the period of performance (see 2 CFR 200.88 Simplified Acquisition Threshold), this section must also information applicants: 1. That 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 designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. §2313); 2. That an applicant, at its option, may review information in the designated integrity and performance



systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM; 3. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2. CFR 200.205 (Federal awarding agency review of risk posed by applicants).

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1 Federal 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 signature by email. 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 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.

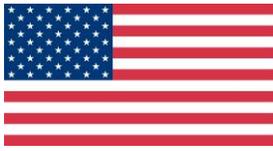
### **F.2 Administrative and National Policy Requirements Terms and Conditions:**

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions, all of which are available at URL <https://www.state.gov/m/a/ope/index.htm>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

### **F.3 Reporting**

Applicants should be aware that the U.S. Department of State awards will require regular financial and progress reporting. These reports must be received quarterly, and fully reflect the performance of the grant toward its goals and objectives and its financial status. Narrative progress reports should reflect the focus on measuring the project's effect on the overarching goals and objectives and should be compiled according to the goals, objectives, outcomes, and outputs as outlined in the award's terms and in the Monitoring and Evaluation (M&E) Statement. An assessment of the project's overall progress toward goals should be included in each progress report. Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited);
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;



- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- Reasons why established goals were not met;
- Project Indicators or other mutually agreed upon format approved by the Grants Officer;
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable. A final narrative and financial report must also be submitted within 90 days after the expiration of the award. Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's ability to receive future U.S. government funds. The U.S. Department of State reserves the right to request any additional programmatic and/or financial project information during the award period.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

### **G.1 Contact Information**

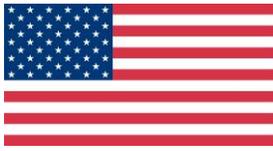
For technical submission questions related to this solicitation, please contact

[HMCGrants@state.gov](mailto:HMCGrants@state.gov) with the subject line as follows Request for information regarding YSEALI Summit 2020 from [Name of organization]. For a list of federal holidays visit the following URL: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>

## **H. OTHER INFORMATION**

### **H.1 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 \$5,000 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 \$5,000 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 10 percent of the modified total direct costs as defined in 2 CFR 200.68.
- **“Cost Sharing”** refers to contributions from the organization or other entities other than the U.S. government. 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.