

**U.S. DEPARTMENT OF STATE  
U.S. CONSULATE GENERAL HO CHI MINH CITY, PUBLIC AFFAIRS SECTION  
Annual Program Statement (APS)**

<b>Funding Opportunity Title:</b>	U.S. Consulate General HCMC Public Affairs Section Annual Program Statement
<b>Funding Opportunity Number:</b>	PAS-SVM700-23-001
<b>Deadline for Applications:</b>	11:59 p.m., June 15, 2023 (Vietnam time)
<b>CFDA Number:</b>	19.040 – Public Diplomacy Programs
<b>Total Amount Available:</b>	\$75,000
<b>Maximum for Each Award:</b>	\$5,000 for U.S. Higher Education Institution (HEI) Alumni Grants \$10,000 for U.S. Government Exchange Alumni Grants \$15,000 for Grants for Organizations

**Contents**

**A. PROGRAM DESCRIPTION ..... 3**

- 1. Types of grants ..... 3**
  - 1.1. U.S. Higher Education Institution (HEI) Alumni Grants ..... 3**
  - 1.2. U.S. Government (USG) Alumni Grants ..... 5**
  - 1.3. Grants for Organizations..... 7**
- 2. General Regulation on Award Amount ..... 8**

**B. FEDERAL AWARD INFORMATION ..... 8**

**C. ELIGIBILITY INFORMATION ..... 9**

- 1. Eligible Applicants ..... 9**
- 2. Cost Sharing or Matching ..... 9**
- 3. Other Eligibility Requirements ..... 9**

**D. APPLICATION AND SUBMISSION INFORMATION ..... 10**

- 1. Address to Request Application Package ..... 10**
- 2. Content and Form of Application Submission ..... 10**
- 3. Unique Entity Identifier and System for Award Management (SAM.gov) ..... 12**
- 4. Submission Dates and Times ..... 14**
- 5. Funding Restrictions..... 14**
- 6. Other Submission Requirements ..... 15**

**E. APPLICATION REVIEW INFORMATION ..... 15**

- 1. Criteria ..... 15**
- 2. Review and Selection Process..... 16**
- 3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS) ..... 16**
- 4. Anticipated Announcement and Federal Award Dates ..... 16**

**F. FEDERAL AWARD ADMINISTRATION INFORMATION ..... 17**

- 1. Federal Award Notices ..... 17**
- 2. Administrative and National Policy Requirements..... 17**
- 3. Reporting ..... 18**

**G. FEDERAL AWARDED AGENCY CONTACTS..... 18**

**H. OTHER INFORMATION ..... 18**

## **A. PROGRAM DESCRIPTION**

The U.S. Consulate General Ho Chi Minh City Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through the Public Diplomacy Federal Assistance Awards. This Annual Program Statement solicits proposals for projects that further the U.S. Mission's public diplomacy goals of fostering people-to-people ties between Vietnam and the United States and building and strengthening local partners. Activities should take place in provinces from Thua Thien Hue to the south of Vietnam. In-person programs are encouraged; however, virtual programs are permitted, provided they are the best format to meet project objectives.

Applicants should pay close attention to the Public Affairs Section's goals for each funding opportunity. Successful proposals must include an element of public outreach to meet the criteria for use of Public Diplomacy funds. **Public diplomacy funds may only be given to non-profit organizations or individuals and may not be used to support the activities of for-profit enterprises.** Funding authority rests in the Smith-Mundt. The source of funding is FY2023 Public Diplomacy Funding.

### **1. Types of grants**

This year, the Annual Program Statement includes the following funding opportunities: U.S. higher education institution alumni grants, U.S. government exchange alumni grants, and grants for organizations.

#### **1.1. U.S. Higher Education Institution (HEI) Alumni Grants**

The education ties between Vietnam and the United States are strong and growing. Vietnamese students currently rank 5<sup>th</sup> worldwide in the percentage of international students studying in the United States and 2<sup>nd</sup> worldwide among international students at U.S. community colleges. There are hundreds of thousands of graduates of U.S. universities who have now returned to Vietnam to work and live. This U.S. HEI Alumni Small Grants Program seeks to encourage alumni of U.S. universities to network, connect with each other socially and professionally, and promote ties between U.S. and Vietnamese universities.

#### **Eligibility:**

Vietnamese individuals who graduated from an accredited U.S. university or college with a minimum of one year of time spent on a U.S. campus (including individuals who participated in 2+2 programs, provided they meet the residency requirement).

Alumni must form a **team of at least two members**, with at least one alumni member residing in Vietnam during the period of grant implementation. At least one of the alumni should be designated as the team lead. At least one team member must be resident in Vietnam at the

time of grant implementation. Alumni who are seeking funding to support activities conducted by for-profit enterprises will not be considered.

Along with the name and program information, please describe in your proposal the role each team member will have in the project and their experience, qualifications, and ability to carry out that role. Please indicate what proportion of their time will be used in support of the project voluntarily. Please submit a photocopy of your degree along with your application.

**Themes:**

For this funding opportunity, we would like to encourage projects that support the following themes:

- i. Strengthen the Network of U.S University Alumni through activities that connect members of the community personally and professionally, building cooperation on key initiatives. Sample activities include, but are not limited to:**
  - Organizing professional and social events and activities to connect alumni from various U.S. universities, including through discussions and trainings.
  - Organizing an alumni summit on a Mission strategic priority topic.
  - Promoting community involvement by alumni through service projects, volunteerism, and civic engagement.
  - Career development, mentoring, and coaching to build new skills for alumni, especially younger alumni or those who recently returned from U.S. universities.
  - Leveraging media and social media channels to amplify information about U.S. universities and highlight the achievements of U.S. HEI alumni.
  - Promoting and amplifying the 10<sup>th</sup> anniversary of the Comprehensive Partnership between the United States and Vietnam.
  - Promoting awareness of, encouraging action, and developing solutions to tackle climate change, especially focusing on the Mekong River delta area.
  
- ii. Promote Education Cooperation Between the United States and Vietnam. Sample activities include, but are not limited to:**
  - Encouraging research cooperation and the formation of higher education institution partnerships.
  - Promoting broader understanding of study in the United States among Vietnamese youth.  
Organizing joint initiatives with U.S. universities and colleges, including trainings, virtual discussions, and projects of mutual benefit.
  
- iii. Encourage prospective students and share best practices in applying to U.S. HEIs. Sample activities include, but are not limited to:**
  - Organizing training series on different aspects of the application process.
  - Providing information on U.S. HEI perspectives regarding extra-curricular activities, building soft skills, and portfolio development.

**Award Amount:**

Up to \$5,000 (Please see General Regulation on Award Amount in point 2).

**1.2. U.S. Government (USG) Alumni Grants**

Over the past 30 plus years, the United States Government has invested significantly in scholarship and exchange program opportunities for more than 7,000 Vietnamese individuals. This U.S. Government Alumni Small Grants Program seeks to empower alumni to pursue leadership, connect with each other, and build capacity to address issues in their own communities.

**Eligibility:**

Vietnamese individuals who participated in a U.S. government exchange program and are registered as alumni. Please note that to be eligible, alumni must form a team of **at least two alumni members** who have participated in one of the following U.S. Government-sponsored programs, including (but not limited to):

- Fulbright Programs (including Fulbright Economics Teaching Program - FETP)
- Vietnam Education Foundation (VEF)
- Hubert Humphrey Fellowship Program
- International Visitor Leadership Program (IVLP)
- International Visitor Program on Demand (former Voluntary Visitor Program)
- Programs under the United States Agency for International Development (USAID), e.g.: ASEAN Youth Volunteer Program (AYVP); the United States Department of Agriculture (USDA), e.g.: Borlaug
- Eisenhower Fellowship Program
- Global Undergraduate Exchange Program (UGRAD) and Studies of the U.S. Institute (SUSI)
- English Language Programs (English Access Micro-scholarships, AE-Teachers, Brunei-U.S. Partnership)
- Teacher Excellence Awards
- Young Southeast Asian Leaders Initiative (YSEALI) programs (Professional and Academic Fellows, Regional Exchanges, Seeds for the Future Grant Competition)
- American Council for Young Political Leaders (ACYPL)
- Southeast Asia Youth Leadership Program (SEAYLP)
- TechGirls
- Tech Camp
- Congressional Office for International Leadership (COIL)
- International Writing Program (IWP)

Along with name and program information, please describe in your proposal the role each team member will have in the project and their experience, qualifications, and ability to carry out that role. Indicate what proportion of their time will be used in support of the project voluntarily. At least one of the alumni should be designated as the team lead. (Please check with our office if you are not sure whether the program you participated in qualifies you as an exchange program alumni). At least one team member must be resident in Vietnam at the time of grant implementation.

**Themes:**

For this funding opportunity, we would like to encourage projects that support the following themes:

- i. Strengthen the Network of U.S Exchange Program Alumni through activities that connect members of the community personally and professionally, building cooperation on key initiatives. Sample activities include, but are not limited to:**
  - Organizing professional and social events and activities to connect alumni from various exchange programs.
  - Organizing an alumni summit on a Mission strategic priority topic.
  - Promoting community involvement by alumni through service projects, volunteerism, and civic engagement.
  - Career development, mentoring, and coaching to build new skills for alumni, especially younger alumni or those who have newly returned from exchange programs.
  - Leveraging media and social media channels to amplify information about U.S. exchange program opportunities and share stories of alumni and program achievements.
  - Developing alumni capacity to implement projects connected to their local communities.
  - Engaging with local alumni from provinces, especially those that are in mountainous or hard-to-reach areas.
  - Promoting awareness of, encouraging action, and developing solutions to tackle climate change, especially focusing on the Mekong River delta area.
  
- ii. Strengthen U.S.-Vietnam Relations through building linkages between the people of the United States and the people of Vietnam. Sample activities include, but are not limited to:**
  - Organizing joint initiatives with alumni of U.S. Government exchange programs to promote alumni cooperation.
  - Promoting connections with U.S. individuals, experts, universities, non-profit organizations, and community organizations that advance collaboration between the two countries.
  - Conducting follow-on activities upon returning from a U.S. exchange program to carry out projects related to the program goals.

- Promoting and amplifying the 10<sup>th</sup> anniversary of the Comprehensive Partnership between the United States and Vietnam.

**Award amount:**

Awards in this category will be made up to \$10,000 (Please see General Regulation on Award Amount in point 2).

**1.3. Grants for Organizations**

U.S. and Vietnamese non-profit organizations play an essential role in promoting cooperation between our two countries and advancing programming that addresses key issues of mutual interest. This Organization Grants Program seeks to encourage U.S. and Vietnamese organizations to strengthen ties between the United States and Vietnam by highlighting shared values and promoting bilateral cooperation. Grant proposals must convey an American cultural element, support a priority program area (see below), or include a connection with an American expert, organization, or institution in a specific field that will promote increased understanding of U.S. policy, culture, and values.

**Eligibility to Apply:**

**U.S. and Vietnam** entities registered either in the United States or in Vietnam with relevant programming experience. This experience should be documented in the proposal. Eligible entities include:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience.
- Non-profit or governmental educational institutions.
- Governmental institutions.

**For-profit entities are not allowed to apply. Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply.** It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

**Priority Program Areas and Themes:**

Proposals must explicitly address one or more of the priority objectives related to the following themes:

- i. **Equity and Inclusion: Projects in this area will promote equity, inclusion, and accessibility for all people.** Sample activities include, but are not limited to:
  - Promotion of women's rights and women's empowerment
  - Advancing access and legal reform for vulnerable communities, including but not limited to:
    - Persons with disabilities

- Underrepresented and marginalized groups
  - LGBTQI+ communities
  - Ethnic/religious minorities
  - Strengthening civil society
- ii. **Fundamental Freedoms: Projects in this area will promote awareness of and respect for fundamental freedoms.** Sample activities include, but are not limited to:
- Supporting good governance.
  - Promotion of freedom of expression and the press.
  - Promotion of freedom of association for groups and freedom of religion.
- iii. **Arts and Culture: Projects in this area will support a long-term investment in U.S.-Vietnam ties through educational, cultural, professional, and other engagements between our two countries.** Sample activities include, but are not limited to:
- Academic and professional lectures, seminars, and speaker programs.
  - Artistic and cultural workshops, joint performances, and exhibitions.
  - Entrepreneurship and innovation in STEAM fields.
  - Educational programs on U.S. foreign policy priorities.
  - Sports-related programming.
  - Cultural heritage conservation and preservation programs.
  - Organizing an alumni summit on a Mission strategic topic.
  - Promoting and amplifying the 10<sup>th</sup> anniversary of the Comprehensive Partnership between the United States and Vietnam.
- iv. **Climate Change: Projects in this area will promote awareness of, encourage action, and develop solutions to tackle climate change.** Sample activities include but are not limited to initiatives in the Mekong River delta area.

**Award Amount:**

Up to \$15,000 (Please see General Regulation on Award Amount in point 2)

**2. General Regulation on Award Amount**

Proposals over the set award amount for each type of grant will be considered only with a cost share and on a case-by-case basis. Proposals which include a cost share are strongly encouraged and have a higher likelihood of being funded. The Public Affairs Section of the U.S. Consulate General in Ho Chi Minh City reserves the right to award less or more than the amount of funds described in the absence of worthy applications or under such other circumstances as they may deem to be in the best interest of the U.S. government.

**B. FEDERAL AWARD INFORMATION**

- **Length of performance period:** Projects generally must be completed in one year but can be longer in certain circumstances. The Public Affairs Section will entertain



applications for continuation grants funded under these awards 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.

- **Number of awards anticipated:** maximum 10 awards in total (dependent on amounts)
- **Award amounts:** awards may range from a minimum of \$1,000 to a maximum of \$15,000 (please see each type of grants for information).
- **Total available funding:** \$75,000
- **Type of Funding:** Fiscal Year 2023 Public Diplomacy Funding.
- **Anticipated program start date:** before September 30, 2023.

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

**Funding Instrument Type:** Grant, Fixed Amount Award (FAAs), or Cooperative agreement. Cooperative agreements and some FAAs are different from grants in that Public Affairs Section staff are more actively involved in the grant implementation (“Substantial Involvement”).

**Program Performance Period:** Proposed programs should be completed but can be longer in certain circumstances. PAS 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.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Subject to the grants that the applicants apply, the eligibility may be different. Please see Section A for information.

### **2. Cost Sharing or Matching**

Cost sharing is not required.

### **3. Other Eligibility Requirements**

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.

To be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

Application forms required below are available at shared links.

### 2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

#### **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 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. SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)
2. SF424A (*Budget Information for Non-Construction programs*)
3. SF424B (*Assurances for Non-Construction programs*)
4. Budget Justification Narrative. Link: [Budget Narrative Template](#)
5. Proposal (5 pages maximum). Link: [Grant Proposal Template](#)
6. 1-page CV or resume of key personnel who are proposed for the program
7. Letters of support from program partners describing the roles and responsibilities of each partner
8. Official permission letters, if required for program activities
9. 1-page CV or resume of key personnel who are proposed for the program.
10. Letters of support from program partners describing the roles and responsibilities of each partner
11. Proof of entity

Please see below description and requirements for each template/ form:

#### **1. Mandatory application forms**

- [SF-424 \(Application for Federal Assistance – organizations\)](#) or [SF-424-I \(Application for Federal Assistance individuals\)](#)
  - [SF424A \(Budget Information for Non-Construction programs\)](#)
  - [SF424B \(Assurances for Non-Construction programs\) for organizations](#) or [SF424B for individuals](#)
2. **Summary Cover sheet:** 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 (5 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
  - **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Consulate General HCMC and/or U.S. government agencies.
  - **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
  - **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and XXX will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
  - **Program Activities:** Describe the program activities and how they will help achieve the objectives.
  - **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
  - **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
  - **Key Personnel:** Names, titles, roles, and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
  - **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
  - **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe 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 *H. Other Information: Guidelines for Budget Submissions* below for further information.

**5. Attachments**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- Official permission letters, if required for program activities
- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner
- Proof of entity:
  - For Higher Education Institution Alumni grants only, a photocopy of the U.S. university diploma and paragraph attesting to residence in the United States for a minimum of one academic year.
  - For U.S. Exchange Program Alumni grants only, a copy of the alumni certificate.
  - For non-government and non-profit organizations, a copy of your registration certificate.

**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 with the 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.

***Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.***

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

***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 number 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 number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, 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 or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or 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](http://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 a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

**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):

**Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique

entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO 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**

Submit your complete package to [HCMCGrants@state.gov](mailto:HCMCGrants@state.gov) by 11:59 p.m., June 15, 2023 (Vietnam time).

DO NOT WinZar or WinZip your application otherwise it may not be reviewed.

DO include “Application for PAS-SVM700 23 PAS001\_Project Name” in the subject of your email.

If you have any questions about the grant application process, please contact: [HCMCGrants@state.gov](mailto:HCMCGrants@state.gov) with subject “INQUIRIES – APS2023”.

#### **5. Funding Restrictions**

**The following types of programs are not eligible for funding:**

Activities and expenses that are generally not funded include, but are not limited to:

- the purchase or long-term lease of space or buildings in support of program activities;
- support personal business;
- construction projects;
- research projects and publications;
- individual travel to conferences;
- scholarships to support educational opportunities or study for individuals;
- funding ongoing projects, which would otherwise be funded through other means;
- financial support for fundraising or fund development projects;
- projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
- political party and lobbying activities;
- projects that support specific religious activities;
- cash prizes for competitions;
- networking events;
- business-class travel;
- development projects without a clear public diplomacy component
- translations;

- alcoholic beverages.
- book publishing or documentary making unless it represents small portions of the total grant.

## 6. Other Submission Requirement

All application materials must be submitted by email to [HCMCGrants@state.gov](mailto:HCMCGrants@state.gov).

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

Each application will be evaluated and rated based on the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

**Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

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

**Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Priorities:** Applicant has clearly described how stated goals are related to and support U.S. Consulate General HCMC's priority areas or target audiences.

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

**Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide 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:** Program activities will continue to have positive impact after the end of the program.

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

U.S Consulate General HCMC strives to ensure that each application receives a balanced evaluation by a Review Panel. An U.S Consulate General HCMC Grants Officer will determine eligibility of each submitted proposal. All technically eligible applications for a given NOFO are reviewed against the same seven criteria, which include quality of project idea, project planning/ability to achieve objectives, institutional record and capacity, inclusive programming, cost effectiveness, multiplier effect/sustainability, and project monitoring and evaluation.

Additionally, the Review Panel will evaluate how the application addresses the NOFO request, U.S. foreign policy goals, and the overall priority needs of the U.S Consulate General HCMC.

The Review Panel may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of the funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

## **3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)**

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 over the period of performance (see §200.01 Simplified Acquisition Threshold), this section must also inform applicants that:

- i. 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);
- ii. An applicant, at its option, may review and comment on any information about itself in the designated integrity and performance systems accessible through SAM that a Federal awarding agency previously entered;
- iii. 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 §200.205 Federal awarding agency review of risk posed by applicants.

## **4. Anticipated Announcement and Federal Award Dates**



Applications will be received and evaluated after the deadline of June 15, 2023 at 11.59 pm (Vietnam time).

Unsuccessful applicants will be notified on July 31, 2023. Applicants should submit their applications at least three months prior to the proposed project's start date. Please note we do not accept ongoing projects.

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

### **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.

**Payment Method:** Payments will be made in at least two installments, as needed to carry out the program activities.

Organizations whose applications will not be funded will also be notified *via email*.

### **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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

In accordance with the Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation,

and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

### **3. Reporting**

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The award document will specify how often these reports must be submitted and what information the narrative report should contain.

The U.S. Consulate General HCMC reserves the right to request any additional programmatic and/or financial project information during the award period.

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.

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

If you have any questions about the grant application process, please contact [HCMCGrants@state.gov](mailto:HCMCGrants@state.gov).

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel:** 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. 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% 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. Mission. 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.