

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY DUSHANBE  
Notice of Funding Opportunity (NOFO)**

**Section A.**

**Funding Opportunity Program Description**

<b>Announcement Type:</b>	Grant
<b>Funding Opportunity Title:</b>	Increasing Financial Integrity and Strengthening Financial Stability and Inclusion in Tajikistan
<b>Funding Opportunity Number:</b>	STI40020GR0025
<b>CFDA Number:</b>	19.900
<b>Funding Amount</b>	\$987,750 US Dollars
<b>Number of Awards:</b>	1
<b>Key Dates:</b>	<ol style="list-style-type: none"><li>1. Applications must be submitted by 11:59PM EDT on July 10, 2020.</li><li>2. Questions must be submitted by 11:59PM EDT on June 19, 2020.</li><li>3. Notification of project approval and award signing expected by September 2020.</li></ol>
<b>Eligibility Category:</b>	U.S. Non-profit/non-governmental organizations (NGOs) having a 501(c)(3) status with the IRS, or overseas-based non-profit/non-governmental organizations, U.S. or overseas private/state institutions of higher education.

**A.1. Program Description**

The U.S Embassy in Dushanbe, Tajikistan announces a Notice of Funding Opportunity (NOFO) to help the National Bank of Tajikistan (NBT) continue strengthening its financial oversight of anti-money laundering and combatting the finance of terrorism (AML/CFT) transactions. The program also aims to provide the NBT with the basic monetary tools it needs to promote economic growth and stability. Additionally, this project supports the NBT goal of reestablishing correspondent banking relationship with U.S. and European banks and diversifying Tajikistan's financial sector towards Western markets. A grant for up to \$987,750 U.S. Dollars in FY 2019 Assistance for Europe, Eurasia, and Central Asia (AEECA). The period of performance will be 24 months. Funding authority rests in the Foreign Assistance Act of 1961, as amended.

**Contact Person:** For questions on the application and technical content  
[DushanbePolEconGrant@state.gov](mailto:DushanbePolEconGrant@state.gov)

**A.2. Program Objectives**

The implementer will work directly with the National Bank of Tajikistan, a committed partner for reform in Tajikistan's banking sector, to deter money laundering, prevent terrorist financing, strengthen financial stability, and increase financial inclusion in Tajikistan. The NBT undertakes numerous donor-financed technical assistance programs, so the implementer would need to work in coordination with other donors to ensure no duplication of efforts.

Objective 1: Strengthen Financial Stability to Rebuild Public Trust in Tajikistan's Financial Sector through Improved Financial Inclusion (Continued)

Objective 2: Strengthen Capacity of Regulators and Private Sector to Detect and Report Suspicious Transactions to Law Enforcement and Strengthen Financial Stability (Continued)

### **Participants and Audiences:**

Activities should include both public and private beneficiaries in Tajikistan's financial sector. Technical trainings for the NBT and other Tajik government agencies should be combined with outreach and training for public financial institutions to promote financial inclusion.

### **A.3. Expected Results**

Expected Results include:

- Creation of capacity-building activities in the areas of financial integrity, banking stability, and risk management policies within the National Bank of Tajikistan and local government agencies, while expanding access to credit.
- Establish new anti-money laundering and fraud reporting mechanisms with the aim of combatting the finance of terrorism as a result of this project.
- Development of methodology for classification of assets and liabilities in accordance with IFRS 9 financial instruments; and provide training to accounting staff.
- Establish recommendations for improving enforcement policies and complete technical assistance trainings that can be implemented throughout Tajikistan's national banking sector.
- Promote financial products and recommendations on managing potential financial risk in consultation with the NBT.

### **A.4. Main Activities**

Activities under Objective 1 should include work with the Monetary Policy, Research and Development, Internal Audit, International Reserves Management and Exchange Rate Policy Departments of the NBT. The project should propose activities to strengthen internal practices at the NBT. Additionally, activities under Objective 1 should build upon and support existing financial inclusion work being conducted by other technical assistance programs. Work may include NBT priorities on financial inclusion issues based upon the NBT's National Financial Inclusion Strategy.

Activities under Objective 2 should focus on implementing international best practices in AML/CFT and building an effective and sustainable training center. The project should continue work with the National Bank of Tajikistan's Financial Monitoring Department and continue outreach to the private sector to ensure improved compliance.

Activity 1. Create a risk framework to define risk appetite and internal controls and authority limits for security trading in coordination with the Monetary Policy, Research and Development, Internal Audit, International Reserves Management and Exchange Rate Policy Departments of the NBT.

Activity 2. A weeklong active discussion with key personnel from the Monetary Policy, Research and Development, Internal Audit, International Reserves Management and Exchange Rate Policy Departments of the NBT to develop methodology for classification of assets and liabilities in accordance with IFRS 9 financial instruments.

Activity 3. Conduct trainings for accounting staff on applying IFRS 9 methodology to assess the impairment of financial instruments and calculate expected credit losses of financial assets focused on the following topics.

Each training should be a minimum of three days and include the following five topics:

1. Development and a detailed description of the methodology and procedures for classifying and evaluating financial assets/liabilities, accounting for impairment, measuring and calculating expected credit losses, and accounting for hedging in accordance with the IFRS 9 "Financial Instruments."
2. Development, implementation, and testing of the NBT's financial instrument models.
3. Development of instructions for the NBT on the assessment of financial instruments and the calculation of expected credit losses.
4. Calculation of expected credit losses based on historical data and other available information on the NBT's financial instruments.
5. Training NBT employees on the practical application of IFRS 9 "Financial Instruments."

Activity 4. Increase public financial awareness through public events on the availability and benefits of financial products, and how to manage potential financial risks.

Activity 5. Conduct capacity-building activities for financial institutions in product development and risk management, to maintain financial integrity and stability while expanding access to credit.

Capacity-building activities should include, but not be limited to the below:

- Exchange of best practices with international financial institutions;
  - Training staff to conduct extensive market research (local, regional and international)
  - Training staff to gather data on potential clients' financial needs;
  - Training staff to make projections based on detailed/extensive market research;
  - Training staff and managers to gather and use market research and product development data.

- On risk management:
  - Training on how to list risks during product development;
  - Training and implementation of appropriate risk models;
  - Training on tracking financial risks for Tajik financial institutions based on past and future risk assessments.

Activity 6. Establish and strengthen tracking of financial data collection and information exchanges through capacity-building activities for the Financial Monitoring Department and enforcement authorities to deter money laundering and prevent terrorist financing. This activity should significantly strengthen the quality of suspicious transaction reports (STRs) by Reporting Entities (REs).

Additional trainings under this activity could include:

- Engage REs and banks to track and improve STRs.
- Train law enforcement authorities on how to request and exchange information with the FMD to improve financial intelligence.
- Train the FMD to improve analytics that contribute to financial intelligence products.

Activity 7. Utilize financial data to make recommendations on improving enforcement policies and establish technical assistance trainings that can be implemented throughout Tajikistan’s national banking sector.

**A.5. Performance Indicators**

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Establish, where possible, performance baseline data and expected performance targets for each expected result, and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Indicators should also allow for disaggregation by key variables such as tracking the level of engagement of U.S. and international companies in all relevant indicators as well as gender disaggregation, as applicable. Indicators should reflect key project outputs or outcomes that reflect on the primary goals or objectives of the project and that the implementer can collect with high quality data.

Applicants must fill out this table and insert it into the proposal document (rows may be deleted for those indicators that do not pertain to the grant project). Additional non-DOS indicators may be added that are relevant to the project by adding rows to the chart.

All applicable indicators should be included in the proposal and subsequent to the award, routine, periodic reporting of all indicators will be required. The implementer will be responsible for quarterly reporting on each performance indicator included in the grant as well as analysis of progress or impediments to reach indicator targets.

**Indicators for this project must include:**

	<i>Outcome Indicators</i>	<i>Targets</i>
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<b>Output 1.</b>	Number of people in Tajikistan who received USG-funded anti-money laundering or financial crime prevention training.	150
	Number of men who received the training	90
	Number of women who received the training	60
<b>Output 2.</b>	Number of risk frameworks created for the National Bank of Tajikistan to define risk appetite and internal controls and authority limits for security trading.	1
<b>Output 3.</b>	Number of methodologies for classification of assets and liabilities in accordance with IFRS 9 financial instruments that were developed for the National Bank of Tajikistan.	1
<b>Output 4.</b>	Number of trainings for the National Bank of Tajikistan accounting staff on applying IFRS 9 methodology to assess the impairment of financial instruments and calculate expected credit losses of financial assets.	5
	Number of men who participated in the training	20
	Number of women who participated in the training	10
<b>Output 5.</b>	Number of public financial awareness events that promote the benefits of financial products and resources on managing potential financial risks.	4
	Number of people in Tajikistan who attended events	200
<b>Output 6.</b>	Number of capacity-building activities created for financial institutions in product development and risk management.	7
	Number of men who participated in the capacity-building activities.	90
	Number of women who participated in the capacity-building activities.	60
<b>Output 7.</b>	Number of capacity-building activities related to tracking of financial data collection and information exchanges to deter money laundering and prevent terrorist financing.	3
	Number of men who participated in the capacity-building activities.	90
	Number of women who participated in the capacity-building activities.	60
<b>Output 8.</b>	Number of recommendations formulated on how to utilize financial data to improve enforcement policies.	5
<b>Output 9.</b>	Number of technical assistance trainings on improving enforcement policies that can be implemented throughout Tajikistan's national banking sector.	1

The State Department takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

**Section B. Federal Award Information**

## B.1. Available Funding

Overall grant-making authority for this project is contained in the Foreign Assistance Act of 1961, as amended. The period of performance will be approximately 24 months. Depending on the quality of performance and other factors, additional supplemental funding may be considered to continue activities and extend the period of performance, if funds are available and the U.S. Embassy of Dushanbe and the Recipient mutually agree. Eligible competitive proposals may be considered for support if additional funds are made available.

### Summary of Award Information

Type of Award:	Grant
Period of Performance	24 months
Type of Funding	FY19 AEECA under the Foreign Assistance Act
Funding Amount:	\$ 987,750 US Dollars
Approximate Number of Awards:	1
Anticipated Award Date:	September 2020
Anticipated Project Completion Date:	September 2022

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

The Recipient must ensure that all funds are used in a manner consistent with U.S. Government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

## Section C. Eligibility Information

### C.1. Eligible Applicants

Eligibility is limited to U.S. Non-profit/non-governmental organizations (NGOs) having a 501(c)(3) status with the IRS, or overseas-based non-profit/non-governmental organizations, U.S. or overseas private/state institutions of higher education.

Additionally, applicants must:

- Demonstrate experience implementing projects similar to those addressed in this NOFO.
- Demonstrate experience in the area of building sound financial systems in emerging market countries, increasing financial inclusion, strengthening AML/CFT supervision and compliance; and building the capacity of central banks in the area of financial stability.

Technically eligible submissions are those which: 1) arrive electronically to [www.grants.gov](http://www.grants.gov) by the designated deadline; 2) have heeded all instructions contained in the Notice of Funding Opportunity (NOFO), including registrations and length and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document.

## **C.2. Cost Share**

There is no minimum or maximum percentage required for this competition.

Cost-sharing or matching is not an evaluation criteria of this NOFO.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, recipients must maintain written records to support all costs that are claimed as their contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB 2 CFR 200.306 - Cost Sharing and Matching.

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

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in [SAM.gov](http://SAM.gov).

## **Section D. Application and Submission Information**

NOTE: Applications that do not include all the required documentation described in this Section will not advance to the Technical Review stage. Further, applications that exceed the allowable page limits will not be reviewed by the review panel. Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.

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

Application forms required below are available at [grants.gov](http://grants.gov)

### **D.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.

#### **Application must have the following format:**

- 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 Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

**1. Mandatory application forms**

- **SF-424** (*Application for Federal Assistance – organizations*)
- **SF424A** (*Budget Information for Non-Construction programs*) **at**
- **SF424B** (*Assurances for Non-Construction programs*) **at**

**2. Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal (10 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. 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. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **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 time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**4. Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper 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
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required.
- Letter of Disclosure for proposed consultants/personnel (if applicable) of potential conflicts of interest, employment with a local/state/federal government; and
- Letter(s) of Institutional Support to indicate that your organization’s leadership is providing their support of the application.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov)
- Results Monitoring Plan  
A Results Monitoring Plan (RMP) describes the measures proposed by an applicant to capture and demonstrate progress toward achieving the objectives of the proposed project. Please see the “Measurement of Results” section above for further guidance. The quality and feasibility of the proposed RMP will be among the elements on which applications are evaluated. The RMP should be attached as a separate document and has no page limit.
- **Sustainability Plan**  
The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new services, and any tools or platforms must be sustainable and last beyond the initial investment. Sustainability Plans should be attached as separate document and may not exceed two pages.
- **Work Plans, Project Timeline, and/or Calendar of Activities**  
A work plan is a detailed list of proposed activities, milestones, and approximate dates. Applicants may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- Contingency plan. Due to the work disruptions and travel restrictions caused by COVID-19, the applicant must include a contingency plan outlining how to mitigate restrictions/interruptions to the project implementation during the period of performance. Contingency plans may include project implementation through remote or virtual training tools.

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) 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 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.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously).

DUNS 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>

NCAGE application: Application page here:

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

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA GE.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 getting 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.3. Submission Dates and Times**

Applications are due no later than 11:59PM EDT on July 10, 2020.

### **D.4. Funding Restrictions**

The following activities and costs are not covered under this announcement:

- Construction is not an allowable activity under this award.
- Activities that appear partisan or that support individual or party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy-back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.

- Payments for any partner government, military, or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to grant program), or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

## **D.5. Other Submission Requirements**

Applications may be submitted electronically through [www.Grants.gov](http://www.Grants.gov).

## **E. APPLICATION REVIEW INFORMATION**

### **E.1. Criteria**

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

#### *Achieved Results (25 points)*

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts:
- The applicant clearly explains how they will plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results and indicators as described in the program announcement.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- Analysis of applicant's selected indicators and how realistic/feasible are they to the project and what are the expected project results.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment.

#### *Project Design (25 points)*

- The applicant clearly describes how each proposed project activity will address the expected results outlined in the announcement.
- The applicant addresses how the project will design and promote financial products and managing potential financial risk.

- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- The applicant articulates potential challenges or delays to project implementation and proposes contingency plans and mitigation plans with a specific focus on COV-19 limitations.
- The application describes the division of labor among the applicant and any partners.
- The applicant clearly explains why the proposed project design is feasible.

*Organizational Capacity (25 points)*

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in the areas of anti-money laundering and preventing terrorist financing.
- The applicant demonstrates knowledge and experience working with the banking sector.
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous sub-award or grant).
- The applicant demonstrates a recent history of successful work in Eastern Europe or Tajikistan.
- The applicant demonstrates access to experts – individuals or organizations – that could be mobilized to meet the unique needs of the project.

*Staff and Position Specifications (10 points)*

- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge in successfully implementing anti-money laundering policies, financial stability, and preventing terrorist financing.
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.

*Budget (15 points)*

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country and includes costs dedicated to management, monitoring, and evaluation.
- Adequate travel costs are proposed using reasonable estimates of international and ground travel needs and costs.
- The budget demonstrates a reasonable cost per participant.

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

A Grants Review Committee will evaluate all eligible applications.

**E.3. Federal Awardee Performance & Integrity Information System (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 on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. 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 FAPIIS) (see 41 U.S.C. 2313);

ii. 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;

iii. 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 §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. Payment Method:**

Request for Payment via SF 270. Payments shall be disbursed via EFT upon receipt of a signed SF-270 form and required reporting.

### **F.3. 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 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.

### **F.4. Reporting**

#### **Reporting Requirements:**

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

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

#### **Progress Reporting**

At minimum, it is expected that progress reports include:

- Significant activities of the period and how activities reflect progress toward achieving goals;
- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the reporting period; and
- Supporting documentation or products related to project activities (such as surveys, travel, etc.).
- Performance indicator results and supporting documentation;
- As applicable, Project Spotlight highlighting a significant area of progress under the grant as well as photos of implementation.

#### **Final Report**

The final report will be due no later than 90 days after the end date of the award or termination of all project activities.

Additional guidance may be provided prior to the award end date.

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

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

## **H. 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 \$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. 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.

### **H.1. Conflict of Interest**

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

### **H2. Applicant Vetting**

Applicants are advised that proposals will be evaluated against the potential risk that federal funds may inadvertently be passed to the wrong hands and that funds may benefit terrorists groups or their supporters. Applicants may be asked to submit information required by DS Form 4184, Risk Analysis Information (attached to this solicitation), about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at: <https://ramportal.state.gov>, via Email to [RAM@state.gov](mailto:RAM@state.gov), or hardcopy to the Grants Officer.

Questions about the form may be emailed to [RAM@state.gov](mailto:RAM@state.gov). Failure to submit information when requested, or failure to pass vetting may be grounds for rejecting your proposal.

### **H3. Marking Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found on: <http://r.state.sbu/visiblyamerican/default.aspx>

### **H4. Evaluation Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: <http://www.state.gov/s/d/rm/rls/evaluation/2015/236970.htm>

### **H5. Monitoring Site Visits**

A monitoring site visit, at least once during the lifetime of a grant, is required by Department of State grant policy. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage funds, and share substantiating document for programmatic, indicator, and financial reporting. Specifically, the site visit will involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, data quality, etc.) as well as administrative and financial management and controls.