

Department of State – Embassy of the United States, Cotonou, Benin

**PAS COTONOU SMALL GRANTS PROGRAM FOR ALL AUDIENCES
ANNUAL PROGRAM STATEMENT (APS) -- PAS-SGP-FY20-001**

AWARD INFORMATION

Federal Awarding Agency name: Public Affairs Section, U.S. Embassy, Cotonou, Benin
Funding Opportunity Title: PAS Cotonou Annual Small Grants Program for All Audiences
Announcement Type: Grant or Cooperative Agreement
Anticipated Award Type: Individual Award, Fixed Amount Award, Grant or Cooperative Agreement
Funding Opportunity Number: PAS-SGP-FY20-001
Opening/Deadline of Submissions: On a rolling basis. The Merit Panel Review will meet twice (February and June 2020) during the funding cycle to review the applications submitted. This annual program statement ends on June 30, 2020 (11:59 p.m. U.S. Eastern time)
CFDA Number: 19.040 - Public Diplomacy Programs
Statutory Authority: Smith-Mundt or Fulbright-Hays Act
Total Amount Available: Approximately \$90,000.00 anticipated, subject to availability of funds
Number of Awards Anticipated: 1 to 10
Anticipated Award Amount: Generally, up to a maximum of \$20,000. Minimum of \$7,500.
Anticipated Award Period: 12 months
Anticipated Start Date: Allow ample time for the Merit Panel Review to select qualifying projects and for the Public Affairs Section to draft the award paperwork.
Anticipated Completion Date: 12 months

CONTACT INFORMATION

*For questions about the requirements of this solicitation, contact Mr. Romaric Mouftaou, Program Support, Public Affairs Section, U.S. Embassy Cotonou, by email: CotonouPASGrants@state.gov
More information is available on: <https://bj.usembassy.gov/education-culture/apply-grant-us-embassy-cotonou/>*

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I - AWARD SUMMARY

The U.S. Embassy in Cotonou, Benin, through this Annual Program Statement (APS), is pleased to announce an open competition for assistance awards. The Public Affairs Section (PAS) of the Embassy invites all eligible applicants to submit a proposal. PAS intends to issue an award for a period of twelve (12) months. This Annual Program Statement (APS) is soliciting applications for the specific purpose of advancing the priority programs outlined below. Applications for renewal or supplementation of existing projects will not be considered under this Annual Program Statement (APS). The closing date to apply is June 30, 2020.

Priority Program Areas

Project proposals submitted through this APS should address one of the following Priority Program Areas:

- Media Literacy and Professional Journalism: activities that promote media literacy and critical thinking, or support the development of professional journalism, especially through community radio.
- Mentorship for Entrepreneurs: activities that provide sustained mentorship, based on American business practices and values, to entrepreneurs, and especially those that expand economic opportunities for women and underserved populations.
- Central and Northern Benin: activities that focus on or include an element of American cultural exchange or provide English language learning opportunities in the Collines, Donga, Atacora, Borgou, Alibori, and other areas without an established American Center or American Corner.

Priority Program Objectives and Target Audiences

Public diplomacy programming strengthens cultural ties between the U.S. and Benin through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

Proposals must explicitly address one or more of the Public Diplomacy Section's priority objectives listed below:

- Entrepreneurship: Provide training to support and promote entrepreneurship, especially through sustained mentorship activities for women and youth, or to mentor entrepreneurs about how to identify additional training, funding, and programmatic opportunities to build the skills of young Beninese entrepreneurs; encourage entrepreneurship and enhance essential business skills, soft skills, and professional English skills among Beninese youth and underprivileged or marginalized groups. Support and expand access to and use of information technology.

- Women and underserved communities: non-profit activities, based on American culture and values or educational methods, to help prepare Beninese youth for competitive selection into U.S. government exchange programs and educational opportunities, including academic pursuits as well as extracurricular activities such as English clubs, leadership training, public speaking, problem solving, soft skills, critical thinking, computer literacy, and STEM. Promote American values such as religious freedom, inclusiveness and support for women and girls, people with disabilities, LGBT rights, ethnic minorities, victims of human trafficking, or underprivileged youth. Promote the leadership capabilities, professional development, educational opportunities, mentoring and economic prosperity of women.
- Media Literacy and Professional Journalism: activities that promote media literacy and critical thinking, or support the development of professional journalism, especially through community radio. Promoting freedom of expression, press, association, and religion through public dialogue and events.
- Alumni: strengthening of connections and cooperation among exchange program alumni, building public awareness of alumni efforts to support Benin achievement of the country's sustainable development goals using skills developed directly as a result of their exchange program in the United States, recruiting new Beninese participants for U.S. government educational and cultural exchange programs.

Participants and Audiences

PAS Cotonou requests that all applicants for awards stipulate who their target audience is (age/gender/geographic break down) and estimate the expected audience reach through direct contact and if possible, through indirect contact (via social media or traditional media).

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

- the purchase or long-term lease of space or buildings in support of program activities;
- construction projects;
- for-profit activities;
- 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, including for charity;
- projects that are inherently political in nature or that contain the appearance of partisanship/support with an individual or single party in electoral campaigns;
- political party and lobbying activities;
- projects that support specific religious activities;
- projects that are inherently development in nature, or that primarily consist of procuring equipment or goods that will be given to an organization or individual;
- microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable;

- cash prizes for competitions;
- alcohol;
- business-class travel;

Length of performance period

Projects generally must be completed in one year and include a credible plan for completion within twelve (12) months but can be extended in certain circumstances if additional time is required. The Public Diplomacy 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.

Award Amount

Award amounts will vary between \$7,500 and \$20,000. Applicants requesting more than \$12,000 must undertake activities in a minimum of two different departments/regions. Such applications are encouraged to include competitively selected sub-grants of between \$500-\$1000 to develop the capacity of local implementing partners who have not previously directly benefitted from U.S. Embassy grant programs. The Public Affairs Section of the U.S. Embassy in Cotonou reserves the right to award less or more than the amount of funds described in the absence of qualifying applications or under such other circumstances as they may deem to be in the best interest of the U.S. government.

Priority Region

Activities will only be funded within Benin. Geographic diversity within Benin may be considered in the merit review to break ties among applications with equivalent scores after evaluation against all other factors, with preference given to projects that focus the majority of activities outside of Cotonou.

II- ELIGIBILITY INFORMATION

1. Eligibility is open to all individuals; non-profits, and non-governmental organizations who have at least one year of experience working on programs directly impacting Beninese populations. Organizations may sub-contract with other entities, but only one non-profit or non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. U.S.-based organizations should submit a copy of their IRS determination letter. Benin-based organizations should submit a copy of their certificate of registration from the appropriate government organization.
2. For-profit entities are **not eligible** to be the prime recipient of an award under this APS.
3. Cost Sharing: Inclusion of cost share is encouraged but is not a requirement of this opportunity.

4. Previous federal award recipients who are not/were not in compliance with the terms of the award, including the financial and program reporting requirements, are not eligible for an award under the APS. It is the applicant's responsibility to ensure she or he is following all applicable terms, conditions, and Office of Management and Budget (OMB) guidance and requirements.

III- REQUIREMENTS BEFORE APPLYING

Any entity or individual wishing to apply for a grant with the U.S. Government needs to satisfy certain requirements before applying. Registration at several different sites is necessary to be able to use www.grants.gov. Please begin the DUNS, NCAGE, and SAM registration processes immediately to ensure completion well in advance of the deadline for applications. Note that the DUNS and NCAGE applications can be completed simultaneously. The entire registration process can require up to four weeks.

- To apply for a Data Universal Numbering System (DUNS) number, please visit the following link: <http://fedgov.dnb.com/webform>
- To apply for an NATO Commercial and Government Entity (NCAGE) number, please visit the following link: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
 - For help from within the U.S., call 1-888-227-2423
 - For help from outside the U.S., call 1-269-961-7766
- Once DUNS and NCAGE are obtained, continue to System for Award Management (SAM) registration using the following link <https://www.sam.gov>. SAM registration must be renewed annually. Given the volume of applications, review may take up to 90 days.
- For registration as an Authorized Organization Representative (AOR) please visit the following link: <https://apply07.grants.gov/apply/OrcRegister>
- For questions relating to registration on Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or email them at support@grants.gov

Please note that the U.S. Embassy in Cotonou is unable to assist with technical questions or problems applicants experience with Grants.gov, DUNS or SAM registrations. Please refer to the contact information for these organizations/processes listed in this APS.

IV- APPLICATION AND SUBMISSION INFORMATION

All application materials must be submitted electronically to CotonouPASGrants@state.gov

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or send them an email on support@grants.gov. Embassy Cotonou is unable to assist you with such questions. For assistance with the requirements of this solicitation, please email the Grant Team at CotonouPASGrants@state.gov.

Application packages containing all the information listed in this section can be scanned into pdf format and sent as a single file to the following E-mail address: CotonouPASGrants@state.gov

Files should not exceed 10 MB or they may be rejected by the Embassy's server. Paper applications mailed to the Embassy will not be accepted for this vacancy announcement.

Please follow all instructions below carefully. Applications that fail to furnish all required information or comply with stated requirements will not be considered. Applicants must set forth accurate and complete information as required by this APS. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Applicants must ensure:

- All documents are in English.
- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All budgets are in U.S. dollars.
- All pages are numbered and should not exceed ten (10) pages.
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

SECTION 1 – SUMMARY PAGE (01 page maximum)

The coversheet is limited to one page in length. It must provide the title of the project, an executive summary that outlines the proposed project, including project objectives and anticipated impact, the applicant's name and organization, the expected timeline, program period proposed start and end date, and the cost of the project.

SECTION 2 – TECHNICAL PROPOSAL (08 pages maximum)

The proposal should contain sufficient information that anyone unfamiliar 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 (03 pages maximum):

- **Project Justification / Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed.
- **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to reaching the goals. These should be achievable and measurable.
- **American Element:** How will the project promote a better understanding of United States culture and values or enhance cultural ties between the U.S. and Benin through programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.
- **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.

- **Key Personnel:** Names, titles, roles, and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Future Funding or Sustainability** Applicant's plan for continuing the project beyond the grant period, or the availability of other resources, if applicable.
- **Project 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 project be evaluated to make sure it is meeting the goals of the grant?

The Monitoring and Evaluation component of the proposal will outline in detail how the proposal's activities will advance the program's goals and objectives (listed above). A strong proposal will include any outcomes the grantee expects to occur because of their program. Outcomes could include change in knowledge, awareness, and attitudes; increased capacity at a school or within a group, measurable improvement in skills or organizational capacity; etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.)

- ✓ For example: If the program expects that a teacher-training program will improve the skills of a teacher, a proposal may explain the skills the teacher would gain and plan to perform a pre and post-program survey that would show a change in understanding due to the program.
- ✓ A schedule of when grant activities will occur (such as participant selection, workshops, travel, lectures, trainings, etc.), and when the grantee will check the grant's progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.
- ✓ A plan to include the grantee's reflection of how their program, as a whole, contributed to the goals outlined. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained.

SECTION 3 – BUDGET DETAILS AND NARRATIVE (budget narrative on 01 page)

The budget details should be in an Excel format. The budget narrative should be on a Word document and should not exceed one page.

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets (in Microsoft Excel or similar spreadsheet format) will include detailed line-items outlining specific cost requirements for proposed activities, delineating funds requested from the Embassy and cost-sharing. Applicants must adhere to the regulations found in [2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#). Costs must be in U.S. Dollars. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories described below.

The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project

objectives and accomplish the project goals. The budget narrative is a tool to help the Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's Implementation Plan. The description provided on the budget spreadsheets should be very brief.

The following provides a description of the types of costs to be included in each budget category.

a. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$)

b. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

c. Travel - Staff and any participant travel.

1) International airfare

2) In-country travel

3) Domestic travel in the U.S., if any

4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: http://aoprals.state.gov/web920/per_diem.asp. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must comply with the Fly America Act.

d. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

e. Supplies – The specifications and cost of each type of supply proposed (e.g., desktop computer with pre-installed software) must be included in this section. List items separately using unit costs (and the percentage of each unit cost being charged to the award) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

f. Contractual -

- **Sub-grants and sub-contracts.** For each sub-grant/contract please provide a detailed line item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, fringe benefits, and indirect costs as required of the direct applicant.

- **Consultant Fees.** For example, lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$100/day x 2 days). Translation and accounting costs are accepted in this category if the grantee requires the services of a translation company or an accounting firm to help with the paperwork.

g. Construction – For this solicitation, construction costs are not applicable.

h. Other Direct Costs - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

i. Indirect Costs - Organizations claiming indirect costs should have an established Negotiated Indirect Cost Rate Agreement (NICRA). A copy of the NICRA should be provided with the proposal package. If sub-grantees are claiming indirect costs, they should have an established NICRA should also submitted with the proposal package. **If an organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.**

SECTION 4 - APPLICATION FOR FEDERAL ASSISTANCE (SF-424 and SF-424I)

The SF-424 or SF-424I is the standard cover sheet for applications.

Mandatory application forms: Standard Forms 424 and 424I are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family.”

- a. **SF-424 (Application for Federal Assistance – Organizations)**
- or**
- b. **SF-424I (Application for Federal Assistance - Individuals)**
- c. **SF-424A (Budget Information for Non-Construction programs)**
- d. **SF-424B (Assurances for Non-Construction programs)**

SECTION 5 – KEY PERSONNEL RESUMES

A resume, not to exceed one (01) page in length, must be included for the proposed key staff, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description identifying the qualifications and skills required for that position in lieu of a resume.

SUBMISSION DATES AND TIMES

The Public Affairs Section will accept proposals throughout the year as detailed below and will review proposals according to the following schedule. Please note that while the deadlines for submission of applications are firm, all the review and response dates are approximate and are subject to change, based on availability of funds. **All funding decisions are subject to availability of funds.** Any application submitted after June 30, 2020, will need to be resubmitted in the new financial year starting in October 2020 if not selected for funding with Fiscal Year 2020 funds.

- **Cycle A:** Proposals received from the date when the APS is published on the Embassy web site to **January 31st, 2020 at 22:00 Cotonou time**, will be reviewed by **February 27, 2020**, with responses going out by **March 31st, 2020**.
- **Cycle B:** Proposals received from **February 1st, 2020**, to **May 31st, 2020, at 22:00 Cotonou time**, will be reviewed by **June 30, 2020**, with responses going out by **July 31st, 2020**.

Generally, the Embassy recommends that applicants submit proposals 3-6 months in advance of the intended project start date.

5. Other Submission Requirements

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

Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Funding Restrictions

1. **Construction:** This award does not allow for construction activities or costs.
2. **Indirect Charges:** An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%. Information on how to obtain a NICRA rate.
3. **Pre-award Costs:** Any costs incurred prior to the award start date in the Federal Notice of Award are incurred at the recipient's own risk. Approval of these costs require authorization of the Grants Officer to be considered allowable, will only be considered on a case-by-case basis, and will only be authorized in extraordinary circumstances. Applicants should assume that any costs incurred before the start date on the Federal Notice of Award will not be authorized.
4. Award funds cannot be used to purchase alcoholic beverages or to engage in for-profit activities.

V- APPLICATION REVIEW INFORMATION

Selection Criteria

Eligible applications submitted under this opportunity will be evaluated and rated on the basis of the criteria detailed below. The criteria are designed to assess the quality of the proposed project plan/approach, and to determine the likelihood of its success. 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. Proposals will be selected for funding based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of the Embassy. Past performance on grants awarded by the U.S. Department of State, other United States government entities, or international donor agencies may also be considered. The Embassy reviews all proposals for eligibility. Eligible proposals will be subject to compliance of federal regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with the Department's Grants Division. Selection criteria for this notice of funding opportunity will include:

1. Quality of the program idea and program planning (20 points): The proposed project plan should be well developed, respond to the design outlined in the solicitation, and demonstrate originality. The project should have clear goals and objectives and metrics for determining whether the project goals were met. It should be clearly and accurately written, substantive, and contain sufficient detail. The program plan should adhere to the program overview and guidelines described above and should reference the applicant's capacity to meet all needs specified in the APS.

2. Ability to achieve program objectives (20 points): Objectives should be reasonable and feasible. Applications should clearly demonstrate how the institution will meet the program's objectives and plan. Proposed personnel, institutional resources, and partner organizations should be adequate and appropriate to achieve the program goals.

3. Applicant's record and capacity in serving the community (10 points): The application should demonstrate a record, including successful programming, of responsible fiscal management involving complex budgets and compliance with reporting requirements, especially for U.S. Government grants. The application should demonstrate experience in human resources and personnel management.

4. Sustainability (20 points): Proposed project should address the applicant's strategy for ensuring that the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the award. Applicant should clearly address a feasible approach to the Sustainability Plan.

5. Monitoring and Evaluation (20 points): Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes. The applicant should describe its plan for monitoring and reporting project outcomes.

6. Cost-effectiveness (10 points): The overhead and administrative components of the proposal, including salaries and supplies, should be consistent with prevailing market rates in Benin. All

other items should be necessary, appropriate, and directly relatable to the project's goals and objectives. Cost sharing is not required.

B- Winning Applications

After selection, the Public Affairs Section will contact the promoters of the projects and encourage them to submit further components of the application. Selection does not guarantee funding.

Anticipated Time to Award: Applicants should expect to be notified if their proposal has been selected for award within 90 days of the submission deadline. The Embassy will provide information at the point of notification about any modification to the proposal or plan of work that will be required to finalize the award.

VI- FEDERAL AWARD ADMINISTRATION INFORMATION

A- Federal Award Notices

As described above, the successful applicant will be notified via email that their proposal has been selected to move forward in the review process; this email **IS NOT** an authorization to begin spending funds. The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient through email. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. See Section E for more information on pre-award costs. Organizations whose applications are not selected for funding will also be notified via email. Please refer to the anticipated time to award information in Section E.

B- Terms and Conditions

Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated as high risk.

2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards: All applicants must adhere to the regulations found in [2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#).

C- Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc., must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater

than) any other logo or identity. Remarks, media interviews, and all public communications about program activities must acknowledge U.S. Embassy support for the project.

Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

D- Evaluation

In line with the Department of State's Evaluation Policy, the U.S. Embassy Cotonou may include this award in its program evaluation efforts. When applicable and feasible, the recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

E- Reporting Requirements

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress (SF-PPR, narrative) and financial reports (SF-424 and a detailed financial expenditure report) are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period. All reports are to be submitted electronically.

VII- FEDERAL AWARDING AGENCY CONTACTS

- For questions on the requirements of this solicitation or to inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement, please contact Mr. Romaric Mouftaou by email on CotonouPASGrants@state.gov.
- For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or email them at support@grants.gov.

VIII- OTHER INFORMATION

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this APS 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the

period of performance is at the total discretion of the Department of State. This APS is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in Cotonou by Department of State central budget authorities.

Applicants should be familiar with the U.S. Department of State's guidance on travel to Benin available at <http://travel.state.gov>.