

**United States Department of State**  
**Bureau of Global Talent Management**  
**Notice of Funding Opportunity (NOFO): Nancy Pelosi Fellowship Program**  
**Funding Opportunity Number: DFOP0016559**

**Assistance Listing Number:** 19.020

**Solicitation Type:** Open Competition

**Award Type:** Cooperative Agreement

**Funding Floor:** \$ 1,642,510

**Funding Ceiling:** \$1,642,510

**Funding Authority:** DOS Basic Authorities

**Cost Sharing:** Not Required

**Number of Awards:** One (1) award

**Period of Performance:** 15 months

**Application Deadline:** July 8, 2024, 11:59 pm EST

**Question Submission Deadline:** By June 28, 2024, 11:59 pm EST

**Notification of Recommendation for Funding:** Approximately within 4-5 weeks from the application deadline.

**Application Submission:** Electronic

**Eligible Applicants:** U.S.-based non-profit/non-governmental organizations with or without 501(c) (3) status of the U.S. tax code; U.S.-based private, public, and state institutions of higher education

**Number of Applications:** One (1) per applicant organization.

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## SECTION A: FUNDING OPPORTUNITY DESCRIPTION

### *A.1. Background*

The U.S. Department of State, Bureau of Global Talent Management's Talent Acquisition Directorate (GTM/TAC) announces an open competition for eligible organizations to support programmatic, financial, and administrative activities for the new Nancy Pelosi Fellowship Program.

A cooperative agreement for up to \$1,642,510 U.S. Dollars (USD) in FY 2024 Diplomatic Program Funds will be awarded, pending availability of funds, for work that will support activities for 2025-26 Nancy Pelosi Fellowship Program student cohort. In support of the Department's goal of cultivating a workforce that reflects the diversity of the United States, the program develops a diverse cadre of future national security professionals and diplomats who are dedicated to representing America's interests abroad.

The Nancy Pelosi Fellowship Program encourages applications from members of groups historically underrepresented in the Foreign and Civil Service, women, and those with financial need. The program directly supports FY22-26 State-USAID Joint Strategic Plan's Strategic Objective 4.1: Build and equip a diverse, inclusive resilient and dynamic workforce and supports GTM's Functional Bureau Strategic Objective 1.1: Recruit and hire a highly qualified workforce from all segments of society.

### *A.2. Program Description*

Established under the Consolidated Appropriations Act, 2023, The Nancy Pelosi Fellowship Program is a new program intended to enable undergraduate students to leverage professional experience gained through paid Fellowship opportunities at the Department of State and at think tanks, foundations, or other non-education institutions dedicated to global service and engagement to prepare to

pursue a career in the Department of State's Foreign or Civil Service. The program recruits and builds diverse future talent sources in support of the Department's strategic workplace planning priorities to hire a highly qualified workforce from all segments of society.

The Department invests in participants by providing financial assistance for undergraduate students to complete paid domestic internships over the course of up to two consecutive summer cycles, the first at a D.C.-based think tank, foundation, or other non-education institution dedicated to global engagement and public service. Approximately one year after, students will be encouraged and favorably considered to complete a second paid internship with an office of the Department of State, managed directly through the Department's well-established Student Internship Program. Though placement in the second paid internship at the Department is not guaranteed, successful completion of the first summer Pelosi Fellowship will be a positive factor in consideration for the Department's Student Internship Program. Fellows are provided with professional development, mentoring, and complementary learning activities throughout the duration of the program. Through an integrated program, Fellows forge lasting connections and develop skills to prepare for future work as national security professionals and diplomats.

This award will provide for the selection of approximately 20-25 Fellows and will cover approved costs for the program period. Recipient will be advised of the final number of Fellows prior to the selection cycle.

### *A.3. Project Goals*

- Develop future talent for the Department of State's Foreign and Civil Service, starting at the undergraduate level.
- Increase opportunities and pathways for undergraduate students to engage in public service to prepare for careers within the Department of State advancing national security and foreign policy interests.

#### *A.4. Program Objectives*

- Equip future talent with direct insight and foreign policy-related work experience through a program of professional development and practical internship experience.
- Develop network of participating D.C.-based national security think tanks, foundations, or non-education institutions for Fellowship participants to gain direct professional experience with non-governmental foreign affairs entities dedicated to global service and engagement.
- Enable participants to benefit from paid internship experience with participating think tank, foundation, or non-education institution.
- Provide Fellowship cohort with professional development, mentoring, and complementary learning enrichment activities to prepare them for future work as foreign affairs professionals.
- Provide Fellows with information and direct insight on the service elements, benefits, challenges, and requirements of a Foreign Affairs career and understanding of entry pathways to Foreign and Civil Service careers.
- Establish and administer the program in a strategic and efficient way that produces the intended results.

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

The Nancy Pelosi Fellowship Program provides financial assistance towards internship stipends, travel, and temporary housing expenses. The current model

allocates: 1) Recruitment and marketing expenses for internship program, selection of intern cohort, and establishment of network of participating external internship hosts. 2) Up to approximately \$18,000 for each intern to cover related costs for summer internship placement, including a stipend and full support for travel and temporary housing expenses for a domestic summer internship hosted by a foreign affairs think tank, foundation, or non-education institution. 3) Expenses up to \$7,000 annually for each intern to cover an in-person program orientation or seminar; professional local enrichment engagements, including visits to foreign affairs organizations; and professional development and mentoring from a senior foreign service-level officer. 4) Expenses to cover a program evaluation conducted by a third-party evaluator. Fellows who successfully complete the first internship rotation are encouraged to apply for a second paid internship through the Department of State's Student Internship Program (SIP) during the subsequent summer cycle following completion of the first summer Pelosi summer internship.

### **Intern Applicant Criteria**

The Nancy Pelosi Fellowship Program requirements include: 1) proof of U.S. citizenship at time of application and ability to obtain and maintain a Secret security clearance; 2) undergraduate enrollment in a bachelor degree-seeking program and must be a rising sophomore at the start of the first Fellowship rotation; 3) minimum 3.2 undergraduate grade point average or higher on a 4.0 scale; and 4) in addition to outstanding leadership and academic achievement, demonstration of financial need; 5) interest in completing up to two paid internship rotations approximately one-year apart, subject to availability of funds.

### **Programmatic Responsibilities**

The Recipient will need to demonstrate dedication and commitment in pursuing the goals of the programs as well as the ability to engage and work closely with GTM/TAC in meeting all requirements. The Recipient must have sufficient staff

with relevant qualification to administer the program and liaise with GTM/TAC on all aspects of the programs.

**The recipient organization's responsibilities will include but are not limited to:**

### **I. Outreach and Recruitment**

The recipient organization will identify and develop a network of Washington D.C.-based think tanks, foundations, or non-education institutions that represent a diversity of views to serve as possible internship hosts for the 2025-26 Nancy Pelosi Fellowship cohort during their first internship rotation, anticipated to take place during the summer 2025 cycle. In coordination with GTM/TAC the recipient organization is expected to reach outstanding students who inclusively represent U.S. society, including ethnic, gender, social and geographic diversity, and have an interest in pursuing a Foreign Affairs career in the U.S. Department of State. Recipient organization outreach and recruitment plans should include strategies to reach underserved communities and are encouraged to create or expand partnerships with Minority Serving Institutions (MSIs), public universities and colleges, community colleges, and community organizations.

- a. Producing Recruitment Materials:** With the State Department's approval, Recipient organization will prepare promotional and recruitment program materials. These materials should also conform to GSA section 508 guidelines to ensure equal access to users with disabilities and be compatible with appropriate assistive technology.
- b. Designing Website:** Recipient organization will establish and maintain a program website to include up-to-date program descriptions, including eligibility requirements. The program website should be accessible to users with disabilities and compatible with assistive technology by conforming to GSA section 508 guidelines.
- c. Promotion through Social Media and Online Recruitment Tools:** Recipient organization will work closely with GTM/TAC to develop an online recruitment and social media outreach plan, including online information sessions, webinars, workshops, and Q&A sessions. The

elements of this outreach plan should be accessible to users with disabilities and compatible with assistive technology by conforming to GSA section 508 standards. Recipient will obtain GTM/TAC approval for all content to be posted online regarding the program.

**d. Maintaining Contact with Diplomats in Residence (DIR) Recruiters:**

Recipient organization will be expected to provide promotional materials directly to Department of State recruiters, including each regional DIR (Department of State Foreign Service Officers assigned to universities throughout the United States for recruitment purposes) and notify them of applicant profiles, selected finalists, and visits to their respective areas.

**II. Screening and Selection Process:** In collaboration with GTM/TAC, Recipient organization will develop and organize the screening and selection process.

The Recipient organization will be responsible for the following selection tasks in collaboration with GTM/TAC:

- Develop final application materials and detailed selection criteria based upon general program requirements for the Nancy Pelosi Fellowship program in coordination with GTM/TAC.
- Develop outreach plan for establishing network of Washington, D.C.-based think tanks, foundations, or non-education institutions that represent a diversity of views to serve as possible internship hosts for intern cohort.
- Conduct initial screening of candidates' applications for adherence to eligibility criteria and completeness.
- Submit to GTM/TAC, in a timely fashion, the names and biographies of proposed panel members. GTM/TAC will provide the criteria for selection of panel members.
- Keep GTM/TAC informed of all instructions and information provided to panelists with regards to the selection process.

- Provide panelists with electronic access to finalist applications and scoring sheets for selection of finalists. Copying and distributing hard copies of application packets, if asked.
- Coordinate administrative functions associated with the selection process, to include but not limited to:
  - Processing honoraria for designated panelists. Honoraria may be provided only to those panelists who do not receive a full time U.S. Government salary.
  - Preparing a user guide for panelists.
  - Notifying in writing those finalists selected for the internship, securing written acceptances from selected Fellows, and forwarding final list of Fellows to GTM/TAC.
  - Notifying in writing those applicants not selected.

### **III. Orientation**

In collaboration with GTM/TAC, Recipient will organize a comprehensive orientation or seminar for new intern cohort with substantive content to enhance Fellows understanding of the offices within the Department of State as well as other foreign affairs entities within the Washington, D.C. area. The orientation program should include an in-person component in Washington, D.C. In organizing the orientation program, the Recipient will be expected to:

- Provide organizational and logistical functions for the orientation to include securing location, developing content, and arranging speakers.
- Ensure Fellows are provided with information on program requirements and codes of conduct.
- In consultation with GTM/TAC, organize briefing sessions and networking events to discuss issues related to the broad array of work in Foreign Service and Civil Service of the Department of State.
- Perform other related orientation activities as needed by GTM/TAC.

#### **IV. Management of First Internship Rotation**

The recipient will be responsible for the following activities during the first internship rotation for participants hosted by a think tank, foundation or non-education institution:

- Develop paid compensation procedures and policies for participating cohort, in consultation with GTM/TAC.
- Manage disbursement and coordination of paid compensation components, including stipend for internship, payment to cover roundtrip airfare or ground transportation costs to the Washington, D.C. area, and support for temporary housing expenses.
- Oversee coordination and communication with host organizations prior, during, and directly following internship rotation.
- Deliver orientation for participating host organizations.
- Develop and manage offboarding procedures at conclusion of first internship and facilitate post program application materials and training on successfully fulfilling application criteria for potential second internship rotation within the Department's Student Internship Program and public service entry paths, including within the Department of State.

#### **V. Professional Development and Mentoring**

The program is designed to provide Fellows with structured engagement with a diverse spectrum of national security and foreign affairs entities; direct mentoring conversations provided by members or individuals with experience in the Department of State's senior foreign service; and other enrichment activities designed to strengthen professional skills and understanding of paths to Foreign Service and Civil service careers. In collaboration with GTM/TAC, the recipient will be expected to:

- Organize a schedule of virtual touchpoints outside of the internship rotation cycles.
- Facilitate engagement with program mentor.
- Organize schedule of professional development and enrichment engagements during internship rotation.
- Provide information and general program requirements for Pelosi Fellows to prepare to apply for a potential second paid internship through the Department of State's Student Internship Program.

## **VI. Tracking and Monitoring**

- Maintain Institutional records for recruitment tracking purposes and continued engagement with program participants.
- Manage a comprehensive evaluation plan to measure and elicit feedback on effectiveness of program components and inform future program design.
- Furnish regular progress reports, a summative program evaluation, and lessons learned to GTM/TAC.

### *A.5. Expected Outcomes*

- Attract and build diverse pipelines into public service that inclusively represent the cultural, social, ethnic, racial, gender, and geographic diversity of the United States to pursue a career in national security and diplomacy.
- Equip future talent with direct professional development and understanding of foreign policy and advancing U.S. diplomacy firsthand.
- Provide participants with a deeper appreciation of current issues and trends in international affairs, a greater understanding of career opportunities in international affairs, particularly the Foreign and Civil Services of the U.S. Department of State, and the enhanced knowledge and skills to pursue these career paths.

#### *A.6. Performance Indicators*

- Data analysis representing how diverse candidates are represented in outreach, selection, and program cohort.
- Number of outreach engagements to diverse and wide-ranging think tanks, foundations, and non-education institutions to develop participating network of internship hosts.
- Qualitative measurement of host organization satisfaction with recipient communication, training, and overall participation experience.
- Number of Fellows completing program requirements with successful performance rating by host organization and Fellows indicating successful to fully successful performance ratings on delivery of program elements.
- Number of development and professional enrichment activities incorporated during program.
- Data analysis and other qualitative measurements representing development and learning outcomes in preparation for pursuing national security and diplomacy career.

#### *A.7. Key Considerations*

There is a preference for key program staff to have familiarity with the Department's Foreign Service and Civil Service career systems. The Recipient is advised to designate sufficient staff to liaise with GTM/TAC and the Grants Office on all aspects of the program.

#### *A.8. Substantial Involvement*

The Bureau of Global Talent Management anticipates awarding a cooperative agreement. The distinction between grants and cooperative agreements revolves around the existence of "substantial involvement." Cooperative agreements require greater awarding bureau's participation in the project. GTM/TAC will

undertake reasonable and programmatically necessary substantial involvement. Substantial involvement areas can include, but are not limited to:

- Active participation or collaboration with the recipient on certain aspects of award implementation.
- Review and approval of one stage of work before another can begin.
- Collaboration on selection and/or review of project beneficiaries.

Specific areas of substantial involvement will be outlined in the final Agreement.

## SECTION B: FEDERAL AWARD INFORMATION

### *B.1. Available Funding*

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

Overall grant making authority for this program is contained in the Foreign Relations Authorization Act FY1990 and 1991, Public Law 101-246, 101st Congress, 104 STAT.42 Section 47 (February 16, 1990). It states, “The Secretary of State may make grants to post-secondary educational institutions or students for the purpose of increasing the level of knowledge and awareness of, and interest in employment with the Foreign Service, consistent with section 105 of the Foreign Service Act of 1980. To the extent possible, the Secretary shall give special emphasis to promoting such knowledge and awareness of, and interest in employment with the Foreign Service among students.”

Applicants can submit one application in response to the NOFO. If more than one application is submitted by an organization, only the first application received and time-stamped by grants.gov will be reviewed for technical eligibility.

The Department of State reserves the right to (a) fund any or none of the applications received; (b) reserves the right to reduce, revise, or increase the budget in accordance with bureau proprieties and the availability of funds.

The U.S. government may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint.

### *B.2. Award Management*

The successful applicant will need to routinely collaborate with GTM/TAC through regular meetings and conference calls to discuss progress, challenges, emerging topics, etc. The successful applicant must ensure that all funds are used in a manner consistent with any applicable restrictions on funding. See D5 below for funding restrictions.

## SECTION C. ELIGIBILITY INFORMATION

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

Please see Page 1, Eligibility.

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

The non-Federal share of costs, frequently called “cost share” or “matching costs”, refers to that portion of the project or program costs not borne by the Federal Government. This may include cash and third-party in-kind contributions. These costs must reflect the realistic capacity of the applicants and any third-party contributors.

Providing cost sharing, matching, or cost participation, is not an eligibility factor or requirement for this NOFO and will not result in a more favorable competitive ranking. Per 2 CFR §200.306, items that are proposed for cost share must be allowable per 2 CFR §200, Subpart E—Costs Principles.

### *C.3. Other Eligibility Criteria*

Applicants must have existing, or the capacity to develop, active partnerships, relevant stakeholders and have demonstrable experience in administering successful and preferably similar projects.

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(www.sam.gov\)](https://www.sam.gov) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in sam.gov to ensure that no ineligible entity is included.

## **SECTION D: APPLICATION AND SUBMISSION INFORMATION**

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

Applicants can find application forms, kits, or other materials needed to apply on [grants.gov](https://grants.gov) and under the announcement title “Nancy Pelosi Fellowship Program”, “Funding Opportunity Number.” Please contact the Bureau of Global Talent Management point of contact listed in Section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note that reasonable accommodations do not include deadline extensions.

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

**Proposal packages must adhere to the attached Proposal Submission Instructions (PSI). Proposal submissions that do not meet all the requirements outlined in this NOFO and the PSI will be deemed technically ineligible. To ensure that all applications receive a balanced evaluation, the review panel**

**will review from the first page of each section up to the page limit and no further.**

Complete applications must include the following: Please follow the attached Proposal Submission Instructions (PSI)

1. Completed and signed SF-424, SF-424A, and SF-424B forms (OPTIONAL but strongly encourage for FPE/PIOs)
2. Organizations that engage in lobbying the U.S. government, including Congress, or pay for another entity to lobby on their behalf, are also required to complete the SF-LLL “Disclosure of Lobbying Activities” form (only if applicable).
3. Cover Page/Executive Summary
4. Proposal Narrative
5. Budget Documents (two (2): Detailed Budget and Corresponding Budget Narrative)
6. Program Monitoring and Evaluation Narrative and Plan
7. Key Personnel – Roles and Responsibilities under the subject award
8. Timelines

*D.3. Unique entity identifier (UEI) and System for Award Management*  
[www.sam.gov](http://www.sam.gov)

The Unique Entity Identifier (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. [www.sam.gov](http://www.sam.gov) is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated [www.sam.gov](http://www.sam.gov) as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in [sam.gov](http://sam.gov) **before submitting an application.** Bureau of Global Talent Management

may **not** review applications from or make awards to applicants that have not completed all applicable UEI and sam.gov requirements.

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

UEI is assigned by [sam.gov](https://sam.gov) assigned to organizations that have to register/or renew their [sam.gov](https://sam.gov) registration.

***Note: The process of obtaining a [sam.gov](https://sam.gov) registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.*** Numerous errors require correction, such as an address mismatch, and can delay final registration. If the application is not corrected within 90 calendar days of original registration/or renewal submission, it will be automatically deleted and the organization will need to re-start the process.

All prime organizations must continue to maintain active sam.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. Sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in sam.gov. It is the responsibility of the applicant to ensure it has an active registration in sam.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant.

Please note, guidance on sam.gov and the guidance on GSA's website about requirement for registering in sam.gov is subject to change. Applicants should review the website frequently for the most up-to-date guidance.

The attached “UEI and sam.gov FAQ updated 021623” is a resource provided by the grants policy office. Any content shown from sam.gov is not owned by the Department of State. This guidance and instruction are to the best of our knowledge based at the time of posting this solicitation. **Where guidance in this NOFO differs from the sam.gov website, sam.gov prevails and the applicant is encouraged to seek and document clarity provided by the sam.gov helpdesk.**

### *D.3.1 Exemptions*

An exemption from these requirements may be permitted under the following circumstances:

- Recipient is a *foreign organization* receiving an award that will be performed outside the United States valued at less than \$25,000, if the Grants Officer deems it to be impractical for the entity to obtain a UEI or register in sam.gov.
- The recipient is an *overseas school* and does not currently have a UEI number.
- The award relates to a *classified or national security* matter.
- The recipient’s *identity must be protected* due to possible endangerment of their mission, their organization’s status, their employees, or the beneficiary being served by the recipient.
- There are *exigent circumstances* that prohibit the recipient from receiving a UEI and completing SAM registration prior to receiving the award. These circumstances are identified in the justification below and the recipient will be required to register within 30 days of the award date in accordance with 2 CFR 25.

Organizations requesting exemption from UEI or [sam.gov](https://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.

#### *D.4. Submission Dates and Times*

**Applications are due no later than 11:59 PM Eastern Standard Time (EST), on (see page 1 for application deadline) on [grants.gov](https://grants.gov) under the announcement title “Nancy Pelosi Fellowship”, “Funding Opportunity Number.”**

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

It is the responsibility of the applicant to ensure that it has an active registration in [grants.gov](https://grants.gov) that an application has been received by the system in its entirety. [Grants.gov](https://grants.gov) will automatically log the date and time an application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered. Applicants should not expect a notification upon GTM/TAC receiving their application.

GTM/TAC bears no responsibility for disqualification that results from applicants not being registered before the due date, for registrations errors in either system, or other errors in the application process.

#### *D.5. Funding Limitations, Restrictions, and Other Considerations*

GTM/TAC will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization.

Please refer the link for Foreign Terrorist

Organizations: <https://www.state.gov/foreign-terrorist-organizations/>.

The following activities and costs are not covered under this announcement (this list is NOT exhaustive):

- Construction or renovations is not an allowable activity under this award;
- Projects intended primarily for the growth or institutional development of the applicant organization;

- Projects seeking funds for personal use;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval is received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities, and any associated costs, are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized with prior written approval of the Grants Officer.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.”

For the purposes of Section 7073, it is the Department of State's policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the U.S. Government.

Organizations should be cognizant of these restrictions when developing project proposals. Funding restrictions will require appropriate due diligence of the recipient organization and collaboration with GTM/TAC to ensure compliance with these restrictions. Program beneficiaries subject to due diligence vetting will include any individuals or entities that are beneficiaries of foreign assistance funding or support. Due diligence vetting will include a review of open-source materials.

## SECTION E: APPLICATION REVIEW INFORMATION

### *E1. Proposal Review Criteria*

Independent review panel will evaluate each application individually against the following criteria, listed below in order of importance, and not against competing applications. Please use the below criteria as a reference, but **do not structure your application according to the sub-sections.**

Applications should contain the applicant's best terms from both cost and technical standpoints. The implementing partners (sub-recipients) of the primary Recipient will be subject to Department of State approval.

#### **1. Quality and Feasibility of Project Idea (20 points)**

- The program idea is well developed and responsive to the policy and program objective of the NOFO.
- The applicant provides details about how program activities will be carried out and includes a reasonable implementation timeline with the proposal.

**2. Organizational Capacity and Record of Performance (20 points):**

- The applicant demonstrates an institutional record of successfully implemented projects of comparable complexity and size.
- The applicant details the necessary personnel and institution resources to achieve the goals and objectives outlined in the NOFO.

**3. Program Planning/Ability to Achieve Objectives (20 points)**

- The proposal is original, well-defined and relevant to the goals of the Nancy Pelosi Fellowship Program.
- The proposal clearly demonstrates how the applicant will meet the program's objectives.
- The applicant proposes activities that are feasible, and also practical, and/or experiential in nature to encourage innovation within the proposal.
- The applicant addresses how the program will engage or obtain support from relevant stakeholders. The applicant includes program logic that is sound, demonstrating plausible pathways to achieve program outcomes.

**4. Financial Capacity and Cost Effectiveness (15 points):**

- The proposal includes a budget justification that is detailed, accounting for all necessary expenses to achieve proposed activities.
- Proposal costs are reasonable in relation to the proposed activities and anticipated results.
- It is recommended that the budget and corresponding narrative demonstrates the applicant's ability to economize and plan effectively. Cost-share is voluntary and will not be used as a factor to evaluate the proposals.

**5. Monitoring & Evaluating and Sustainability (15 points):**

- The applicant demonstrates ability to measure program success against key performance indicators and provides milestones to indicate progress toward goals outlined in the proposal.
- The proposal includes output and outcome indicators and shows how and when those will be measured.

**6. Support of Diversity, Equity, Inclusion and Accessibility (DEIA) (10 points):**

- Proposals should clearly demonstrate how the program will inclusively support and advance equity and engage underserved communities.
- Proposals should have a clearly articulated DEIA plan and not simply express general support for the concept of DEIA.

*E.2. Review and Selection Process*

The Department of State is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in the NOFO. Applications that do not meet these requirements outlined in this NOFO will be deemed ineligible for funding under this NOFO.

All applications that are deemed eligible will move forward to the Merit Review Panel, consisting of U.S. government subject matter and/or country-specific experts and will be rated on a 100-point scale. GTM/TAC reserves the right to request assistance of non-US government Subject Matter Experts (SMEs), if appropriate to the solicitation. Panel Reviewers will assign scores based on the strengths and weaknesses of the afore-mentioned review criteria and for consistency with the program goals and objectives outlined in this NOFO. Panel

Reviewers' ratings, and any resulting recommendations are **advisory**. To ensure effective use of U.S. Government funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

### *E.3. Responsibility/Qualification Information in sam.gov (formerly FAPIIS)*

The Department of State, 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 (formerly FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through [www.sam.gov](http://www.sam.gov). Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in [sam.gov](http://sam.gov).

The Department of State 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.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

- Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organization or narcotics

trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.

- U.S. Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.
- Applicants under DOS-funded projects are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for project participants.

## SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

### *F.1. Federal Award Notices*

Successful applicant(s) will receive a letter via email, requesting that the applicant respond to review panel conditions and recommendations. This notification is **not** an authorization to begin activities and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the review panel's and awarding bureau's conditions and recommendations, Congressional Notification requirements (if applicable) registration in required systems; and completing and providing any additional documentation requested by GTM/TAC or the Department's warranted Grants Officer.

Additional information that successful applicant may be required to submit after notification of recommendation for funding prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel and awarding bureau;
- Completion of the Department’s Financial Management Survey, if receiving DOS funding for the first time or requested by the Grants Officer;
- For U.S.-based organizations submission of required documents to register in the Payment Management System (PMS) managed by the Department of Health and Human Services if receiving DOS or bureau funding for the first time. PMS registration is **bureau**-specific;
- Other requested information or documents included in this funding opportunity or subsequent communications with the recommended applicant prior to issuance of a Federal award.

The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State, Procurement Executive, to award and administer grants and cooperative agreements. The notice of Federal award signed by the Grants Officer is the sole authorizing document. The recipient organization may **not** start incurring program expenses prior to the start date shown on the award document signed by the Grants Officer. If awarded, the Notice of Federal Award will be provided to the organization’s designated Authorizing Official via MyGrants to be electronically counter-signed in the system.

Pursuant to 2 CFR 200.400(g), it is U.S. Department of State policy **not** to award profit under assistance instruments.

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) **or** by completing form SF-270—Request for Advance or Reimbursement. Final determination will be made in conjunction with the Grants Officer. Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis.

Instructions for requesting payments via PMS are available at:

<https://pms.psc.gov/>. Instructions for requesting payments via SF-270 are available at: <https://www.grants.gov/forms/post-award-reporting-forms.html>.

2 CFR §200.501 requires domestic/U.S. non-federal entities that **expend** \$750,000, or more, in federal assistance during organization's fiscal year to have a single or program-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material noncompliance are reported on the SF-SAC.

To maximize the impact and sustainability of the award(s) that result from this NOFO, GTM/TAC retains the right to execute non-competitive continuation through amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 54 months, or four and a half years. Any non-competitive continuation is contingent on successful performance and **pending availability of funds**. A non-competitive continuation is not guaranteed, and the Department of State reserves the right to exercise or not to exercise this option.

#### *F.2. Administrative and National Policy Requirements*

GTM/TAC requires all recipients of foreign assistance funding to comply with all applicable Department and Federal laws and regulations, including but not limited to the following:

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities. Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities. The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award.

The Department's Standard Terms and Conditions can be viewed at <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- The President's September 2, 2020, memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
  - Additional requirements may be included depending on the content of the program.

### *F.3. Reporting*

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient’s progress and utilization of resources. They are divided between a performance progress report and a financial status report. Applicants should be aware that GTM/TAC awards will require that all reports (financial and progress) are uploaded to the grant file in MyGrants on a quarterly basis.

### Financial Reports

The Recipient will be required to submit quarterly financial reports (unless stipulated otherwise in the final Agreement) throughout the project period, using form SF-425, the Federal Financial Report form. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The Recipient will also be required to upload to SAMS/MyGrants a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form (SF-425) can be found here: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortBy=1>

### Program Reporting

The Recipient will be required to submit quarterly narrative progress reports (unless stipulated otherwise in the final Agreement) throughout the project period to the award file in MyGrants.

Narrative progress reports should reflect continued focus on measuring the project's progress in achieving the overarching. Explain and evaluate how activities reflect progress toward expected outcome and outcomes towards achieving objectives. In addition, attach the M&E Tracker, comparing the target and actual numbers for the indicators. Reports should also include an update on expenditures during the quarter. Where relevant, progress reports should also include the following:

- Relevant contextual information (limited);
- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;

- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the recipient is pursuing sustainability, including looking for sources of follow-on funding;
- Any problems/challenges in implementing the project and corrective action plan with an updated timeline of activities;
- Reasons why activities have not been conducted or deliverables were not met in accordance with the timeline;
- Proposed activities for the next quarter; and,
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

### Final Reporting

A final summary financial and progress reports will be due no later than 120 calendar days after the end date of the award. The Final Progress Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project addresses gender issues and marginalized communities, how the project will be sustained. Additional guidance may be provided prior to the award end date.

NOTE: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds. GTM/TAC reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

It is the Department of State policy that English is the official language of all award documents. If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the

English language version is the controlling version. U.S. dollar is the controlling currency. Financial reports must be submitted in U.S. dollars.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

### The Foreign Assistance Data Review (FADR)

As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Geographical and program area information is now coded within the subaccount/award number. Recipients will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the Recipient will be required to maintain separate accounting records and request expenses to each account separately.

## SECTION G: FEDERAL AWARDING AGENCY CONTACT

### *G.1. Contacts*

For technical submission questions related to this NOFO, please contact (Stephanie Larsen, Program Manager, [LarsenS@state.gov](mailto:LarsenS@state.gov)) or Justin Gilstrap, Program Analyst ([GilstrapJL@state.gov](mailto:GilstrapJL@state.gov))

For assistance with Grants.gov accounts and technical issues related to using the system, please call the Contact Center at +1 (800) 518-4726 or email [support@grants.gov](mailto:support@grants.gov). The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

For a list of federal holidays visit:

<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

Except for technical submission questions, during the NOFO posting period U.S. Department of State staff in Washington and overseas shall not discuss this competition with applicants until the entire proposal review process has been completed and rejection and approval letters have been transmitted.

### *G.2. Question Submission Deadline*

To maintain fairness and transparency in competition, GTM/TAC will not answer questions related to proposal concept or design. Questions must be submitted via email to contact listed in G.1. by the deadline outlined on page 1. GTM/TAC will create a document of submitted questions with answers and post it in grants.gov. Questions and answers will be posted within 1-2 business days from the date of receipt. Prospective applicants are advised to regularly review the announcement page in grants.gov for any updates.

Explanatory information provided by any GTM/TAC representative that contradicts this NOFO will not be binding. 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.

## **SECTION H: OTHER INFORMATION**

The information in this NOFO is binding and may not be modified by any GTM/TAC representative. 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. Furthermore, the U.S. government reserves the right to reject any or all proposals received.

#### *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.

#### *H.2. Freedom of Information Act*

Applicants should be aware that GTM/TAC understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that GTM/TAC cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

#### *H.3. 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 in Section N of the [Department of State Standard Terms and Conditions](#).

#### *H.4. 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: [Department of State Managing for Results](#).

### *H.5. Monitoring Site Visits*

A monitoring site visit, at least once during the lifetime of an award, may be conducted by Department of State personnel. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage DOS funds and share substantiating document for programmatic and financial reporting. Specifically, the site visit may involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, etc.) as well as administrative and financial management controls. This may include observing classroom modules virtually or in person and visit applicant's headquarters and regional offices to observe operations.

### *H.6. Privacy Disclosure*

DOS understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that DOS cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

### *H.7. Mandatory disclosures (2 CFR 200.113)*

Non-federal entity, applicant or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200—Award Terms and Conditions for Recipient Integrity and Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to [www.sam.gov](http://www.sam.gov) . Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

### *H.8. Background Information on The Bureau of Global Talent Management*

The Bureau of Global Talent Management strives to recruit, retain, and sustain a diverse, talented, and inclusive workforce that is prepared to advance U.S. national security interests and American values in every corner of the world. Under the leadership of the Director General of the Foreign Service and Director of Global Talent, the Bureau of Global Talent Management leads the recruitment, assignment, and career development processes to build an engaged and effective workforce.

Additional background information on the Bureau of Global Talent Management and its efforts can be found on <https://www.state.gov/bureaus-offices/under-secretary-for-management/bureau-of-global-talent-management/>.