

AWARD ATTACHMENTS

Search for Common Ground

S-LMAQM-15-CA-1144

1. Roles and Responsibilities
2. Award Provisions
3. Scope of Work
4. Detailed Budget

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U.S. Department of State Award Provisions

RELEASE IN PART B4

Mandatory Award Provisions:

1. Purpose/Scope of Award:
 - a. Purpose: Search for Common Ground, (hereinafter referred to as the "Recipient") is hereby awarded a Cooperative Agreement to support "Bottom-up Approach to Countering Violent Extremism". The Recipient shall assist the Tunisian Government to develop a roadmap, toolkit, and strengthen ties at the community level to effectively counter/defuse the extremist recruitment narrative.
 - b. The Recipient shall carry out the Agreement in accordance with its proposal dated May 4, 2015, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference and made an integral part of the Agreement.
 - c. For the objectives, timeline, and results of this project, see attached Scope of Work.
2. Grants Officer Contact Information: see attached Roles and Responsibilities
3. Grants Officer Representative (GOR) : see attached Roles and Responsibilities
4. Post-Award Compliance:

Department of State Standard Terms and Conditions for Federal Assistance Awards are incorporated by reference and made part of this Notice of Award. Electronic copies containing the complete text are available at:
<https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>.

The Recipient and any sub-recipient, in addition to the assurances and certifications made part of the Notice of Award, must comply with all applicable terms and conditions during the project period.

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5. Authorized Budget Summary

All expenditures paid with funds provided by this Agreement must be incurred for authorized activities, which take place during this period, unless otherwise stipulated.

Budget Category	Federal Funds
A Personnel	
B Fringe Benefits	
C Travel	
D Equipment	
E Supplies	
F Contractual	
G Construction	
H Other Direct Costs	
I Total Direct charges	
J Total Indirect costs	
K Total Project Cost	247,500
L Cost Share (if applicable)	150,000

B4

** See attached detailed budget*

6. Payment Method:

Payments under this award will be made through the U.S. Department of Health and Human Services Payment Management System (PMS). The Payment Management System instructions are available under the PMS website and can be accessed at the following address: <http://www.dpm.psc.gov/>. Recipients should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with the policies established by the U.S. Treasury Department and mandated by the OMB Circulars.

7. Reporting and Monitoring –

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Submitting Reports

All reports (financial and progress) must be uploaded to the grant file in GrantSolutions, see instructions below. Please include the Agreement number S-LMAQM-CA-15-1144 in all correspondence. **Failure to comply with the reporting requirements may jeopardize the Recipient's ability to access funds and eligibility for future awards.**

Recipients that receive multiple awards must submit a separate set of reports for each award. The Program Office reserves the right to request any additional programmatic and/or financial program information during the award's period of performance.

1. Progress Reports

Progress reports are due quarterly. The due date is always 30 days following the end of the month/or calendar year quarter:

- January – March reports due on April 30
- April- June reports due on July 30
- July-September reports due on October 30
- October – December reports due January 30

Please note that if an award's period of performance begins with 30 calendar days remaining in the quarter, a progress report must be submitted for that quarter.

Recipients must upload to GrantSolutions:

- Page 1 (signed and completed) of the SF-PPR (Performance and Progress Report)
- Narrative attachment to the SF-PPR as described below
- SF-PPR-B: Program Indicators (or other mutually agreed upon format approved by the grants officer) for the F Framework indicators

Narrative progress reports should reflect the Recipient's focus on measuring the project's impact on the overarching objectives and should be compiled according to the **objectives, outcomes, and outputs** as outlined in the grant's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) Statement. An assessment of the overall project's impact, should be included in each progress report.

Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited);

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- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the *target* and *actual* numbers for the indicators;
- Any tangible impact or success stories from the program, 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 program and a corrective action plan with an updated timeline of activities.
- Reasons why established goals were not met.
- Data for the required F Framework indicator(s) for the quarter as well as aggregate data by fiscal year using the SF-PPR-B: Program Indicators or other mutually agreed upon format approved by the Grants Officer.
- Proposed activities for the next quarter.
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

Recipients should also submit progress reports for any activities in the final month of the award's period of performance in addition to the final report requirements detailed below.

2. Financial Reports

The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The two-part report is due quarterly and must be submitted electronically through the Department of Health and Human Services' Payment Management System (PMS) at <http://www.dpm.psc.gov/>. The due date is always 30 days following the end of the calendar year quarter (see Progress Reports)

Financial reports are due for **each quarter** the grant is active, even if only one day remains in the quarter. For the final quarter of a grant, a FCTR is due, but no FSR is due in PMS; this period can be covered in the final Financial Status Report.

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3. Final Reports

a) Progress

The final narrative report must be submitted within 90 days of the end date of this agreement. The report must include Page 1 of the SF-PPR form, marked *Final* and a narrative progress report which includes an in-depth impact assessment and/or project evaluation. The project's summary should include quantitative and qualitative data relating to the objectives and overall outputs and outcomes, e.g., impact.

b) Financial

The Final Financial SF-425 (FFR) shall be submitted within 90 days after the expiration date of this Agreement. This report must disclose cost share and indirect rates, if applicable. If the final Negotiated Indirect Cost Rates (NICRAs) are not yet available, an interim final report must be filed within 90 days of the expiration date, clearly indicating in box 11 and box 12 that the rates are still provisional.

Bureau reserves the right to request any additional programmatic and/or financial program information during the award period.

4. F Framework Indicators

Recipient will include, in each progress report, data on the evaluation indicators from the Foreign Assistance Framework:

<http://www.state.gov/documents/organization/101763.pdf>

This data, reported by quarter and by fiscal year, should be included in each quarterly narrative progress report as an attachment using the SF-PPR-B: Program Indicators or other mutually agreed upon format approved by the Grants Officer. Please note that the data reported should be new and unique to prevent double-counting. For example, if the same 15 journalists are being trained during two reporting periods (quarters), the cumulative data would be 15.

Technical Instructions

Financial Reporting in PMS:

In PMS, the FFR consists of two forms:

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- *First, the Financial Cash Transaction Report (FCTR) must be filed to report expenditures on all grants within a Recipient's PMS account*
- *24 hours later, the Recipient must file a separate Financial Status Report (FSR) for each individual award in PMS. The FSR should be filled out completely, including boxes 10a-10h, and as appropriate: 10i-10k, 11, and 12.*

Recipients must also download a copy of the SF-425 they submitted in PMS and upload the report to Grantsolutions.gov.

For assistance with substantive financial reporting questions please contact the Grants Officer directly.

For technical assistance, the ONE-DHHS Help Desk for PMS Support is available Monday - Friday from 7 a.m. to 9 p.m. EST (except Federal Holidays).

Phone: (877) 614-5533

Email: State_Dept@psc.hhs.gov

The PMS Help Desk is available to respond to questions regarding navigation through the system menus and processes, and to reset PMS user passwords. You may also submit a ticket on-line and access more services using the Self-Help Web Portal located at <http://www.psc.gov/one-dhh>

Instructions for uploading to GrantSolutions.gov

Select the grant and then click on "Grants Notes" and select "Add" to create a new note. Now, enter "Subject", "Note Type", "Category Type" and "Notes"

- a. *Enter Description of the Document (i.e. PPR, FFR and Date)*
- b. *Select "Browse" to locate file on your computer; once located select "Upload" Wait until the "Grey Status Bar" reads "Successful"*
- c. *Then select "Submit".*

8. Acknowledgement of DOS or USG involvement

All Department assistance awards must acknowledge the involvement of the USG. However, for awards authorized by the Foreign Assistance Act (FAA) of 1961 or funded by an annual Foreign Operations Appropriations Act (FOAA), acknowledgement of the USG is only required "to the extent practicable."

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9. Pre-Award Costs N/A

10. Substantial Involvement :

The Bureau of Counterterrorism will provide input into and approval of selection of targeted communities Approval of selection of civil society organizations engaging in the selected communities Assistance in identifying and approval of participating representatives from the Government of Tunisia Approval of micro-grants.

11. Program Income N/A

12. Cost-Sharing : N/A

13. Sub-recipients :

Sub-recipient budgets and scopes of work not approved in this agreement must be submitted to Grants Officer and GOR for review prior to execution to determine cost allowability and the sub-recipient budgets must be uploaded to the grant notes section of the award after execution.

14. Waiver of the Publications for Professional Audiences :

Provision XIV of the Standard Terms and Conditions for US Department of State assistance awards, requires that all publications must acknowledge the support of the U.S. Department of State. However, for the purposes of this award the Department has determined that for the purposes of this award, the recipient is not required to publicly display DOS and/or USG branding and marketing where it is inappropriate, in any publications of the program resulting from this award.

15. Additional Bureau/Post Specific Requirements : N/A

16. Specific Conditions N/A

17.

18. Special Provision for Performance in a Designated Combat Area (SPOT)
N/A

19. **State Department Leahy Amendment Vetting Requirements**

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Funds provided under this award are subject to Section 620J of the Foreign Assistance Act of 1961, as amended, a provision titled “Limitation on Assistance to Security Forces” (the “Leahy Amendment”). Subsection 620J(a) of that provision states: “(a) In General.—No assistance shall be furnished under this Act [the Foreign Assistance Act] or the Arms Export Control Act to any unit of the security forces of a foreign country if the Secretary of State has credible evidence that such unit has committed gross violations of human rights.” Accordingly, none of the funds under this award may be used to provide training or other assistance to any unit or member of the security forces of a foreign country if the Department of State has credible evidence that such unit or individual has committed gross violations of human rights.

In signing this agreement, the Recipient agrees to exercise due diligence to ensure compliance with the Leahy provision and State Department policy, and to cooperate with the State Department in implementation of the Leahy requirement for funds under this award. The Department implements the Leahy requirement by vetting units or individuals proposed for training or other assistance to check for credible evidence of gross violations of human rights by such units or individuals. To facilitate State Department vetting, the Recipient must provide the following information for proposed participants at least sixty (60) days prior to commencing award activities. This information should be submitted to the U.S. Embassy in the country where the award will be implemented in order to initiate Leahy vetting procedures:

Information needed: Full name, date of birth, country of birth, country of citizenship, gender, rank, title, and organizational affiliation. Please also include the activity and date that the activity will take place—if the person will participate throughout an extended program, please note the timeframe. Participant information should be submitted in the format attached.

Information required for “security forces” personnel: The above information is needed for each member of a foreign police or military unit (security forces, broadly defined) who will participate in any activity under this award. This includes both civilian and military employees of security forces participating in any activities funded under this award, including training, workshops or meetings, conferences, or other activities.

The Recipient must collaborate with the relevant U.S. Embassy on a case-by-case basis to determine if the Leahy requirement applies to specific activities or proposed participants. Individuals who are not members of the security forces but

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who participate in activities under the award (e.g., politicians, academics, etc.) generally do not need to be vetted.

Submission Deadline: Each candidate must be cleared under Leahy vetting in advance of participation in activities funded under this award. The vetting process typically takes approximately one month, but may take longer if there are a large number of candidates or if issues arise. Thus, all information on proposed candidates must be received by the Embassy at least sixty (60) days in advance of the training event or other activity.

The Recipient agrees that it will not include any security forces candidate in training or other activities funded under this award until the State Department advises that the candidate has cleared Leahy vetting and is approved for participation.

20. Statutory Deviations N/A

LINE-ITEM BUDGET
Search for Common Ground
Bottom-up Approach to Countering Violent Extremism
 18 months

**RELEASE IN
PART B4**

		Unit Cost				Requested Federal Funds	Cost-Share by Applicant	Program Total
		Unit	Number	Amount	Rate			
A	Personnel							
B	Fringe Benefits							
C	Travel							
D	Equipment (> \$5,000 per unit)							
E	Supplies (< \$5,000 per unit)							
F	Contractual (Subrecipients, Subcontracts, and							
G	Construction							
H	Other Direct Costs							
I	Total Direct Costs							
J	Indirect Costs							
K	Total Project Cost		(hard amount)			\$ 247,500	\$ 150,000	\$ 397,500

B4