



United States Department of State

Washington, D.C. 20520

GRANTEE HANDBOOK

Office of the Middle East Partnership Initiative

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Preface

Congratulations! You are now a grantee of the Middle East Partnership Initiative, an office of the Bureau of Near Eastern Affairs, within the U.S. Department of State. Because we want your transition from applicant to grantee to be as smooth as possible, in this handbook we have compiled basic information about MEPI, federal contacts that will support your award, and reporting requirements.

NOTE: This handbook was created in response to grantees' suggestions about what would have been most helpful to them in the first few months of their grant. It is in no way meant to replace the more detailed information found in your Notice of Award and Terms and Conditions. Additional information about managing your federal grant may be found under "Funding Opportunities - Manage your Award" at www.mepi.state.gov.

Welcome aboard!

CONTENTS

A. FEDERAL CONTACTS.....	5
1. DIVISION OF POLICY AND PROGRAMMING.....	5
2. DIVISION OF GRANTS MANAGEMENT.....	6
3. OUTREACH TEAM.....	8
4. DIVISION OF PAYMENT MANAGEMENT.....	8
5. GRANT SOLUTIONS.....	9
B. REPORTING REQUIREMENTS.....	10
1. PERFORMANCE REPORTING SYSTEM DATABASE.....	10
2. QUARTERLY FINANCIAL REPORTS.....	12
3. QUARTERLY PROGRAMMATIC REPORTS.....	12
4. FINAL FINANCIAL REPORT.....	13
5. FINAL PROGRAM REPORT.....	13
6. CLOSEOUT.....	13
C. PROJECT IMPLEMENTATION.....	15
1. GRANTSOLUTION.GOV.....	15
2. SAM.GOV.....	15
3. GRANT PAYMENT.....	16
4. TERMS AND CONDITIONS OF THE NOTICE OF AWARD.....	17
5. BUDGET MONITORING AND RE-BUDGETING.....	17
6. CONTRACTS AND CONSULTANTS.....	17
7. PUBLICATIONS FOR PROFESSIONAL AUDIENCES.....	19
8. ACKNOWLEDGEMENT OF DEPARTMENT OF STATE OR U.S. GOVERNMENT INVOLVEMENT.....	20
9. INTERNATIONAL TRAVEL.....	21
D. POST-AWARD CHANGES REQUIRING PRIOR APPROVAL.....	23
1. BUDGET REVISION.....	23
2. CHANGE OF KEY PERSONNEL.....	24
3. CHANGE OF LEVEL OF EFFORT.....	25
4. CHANGE OF SCOPE.....	26
5. NO-COST TIME EXTENSION.....	27
6. COST EXTENSION.....	29
MORE QUESTIONS?.....	30
APPENDIX A: GLOSSARY.....	31
APPENDIX B: ACRONYMS.....	33

Office of the Middle East Partnership Initiative

The Middle East Partnership Initiative (MEPI) is a regional program that helps citizens in the Middle East and North Africa develop more pluralistic, participatory, and prosperous societies. From within the Near Eastern Affairs Bureau at the State Department, MEPI advances U.S. foreign policy goals by supporting citizens' efforts at economic, social, and political empowerment, expanding opportunities for women and youth, and helping communities work alongside governments in shaping their own futures. MEPI's activities underscore President Obama and Secretary Kerry's commitment to democracy and civil society in the region, and follow the approach the President laid out in his Cairo speech: engaging with peoples as well as governments, in a spirit of mutual respect and rooted in a commitment to universal values.

The MEPI staff, based in Washington, D.C., [Tunis](#), and [Abu Dhabi](#), as well as in U.S. embassies throughout the Middle East and North Africa (MENA) region, works to identify the needs articulated by the people of the region and creates partnerships with non-governmental organizations, academic institutions, and even governments, to address those needs.

A. Federal Contacts

In managing your grant, you will deal with at least three different divisions or teams within MEPI and two located within the Department of Health and Human Services:

- Division of Policy and Programming
- Division of Grants Management
- Outreach Team
- Division of Payment Management
- GrantSolutions.gov

1. Division of Policy and Programming

The Policy and Programming Division is responsible for implementation of MEPI projects. Each grantee is assigned a Project Officer (PO), who has technical expertise related to the implementation of a specific assistance agreement and is responsible for:

- Negotiating the Scope of Work (SoW) in consultation with the Grants Officer (GO), Grants Management Specialist (GMS), and the grantee;
- Reviewing the budget with the GO and GMS to ensure costs are reasonable and necessary to achieve the project's objectives;
- Drafting a branding waiver justification, if appropriate;
- Determining MEPI's level of substantial involvement under any cooperative agreement;
- Approving the Results Monitoring Plan (RMP) and work plan submitted by the grantee;
- Ensuring the SoW's outcomes, objectives, performance indicators, milestones, and activities are correctly entered in the database after an initial award or supplemental amendment is signed, and ensuring the information is current throughout the life of the project;
- Communicating with the grantee to maintain an up-to-date set of work plan activities throughout the life of the project;
- Notifying Embassy MEPI Coordinators and Administrators, as well as MEPI Regional Offices, country desk officers, and relevant MEPI staff, about grantee's activities and international travel related to the award;
- Reviewing and providing feedback on each Quarterly Performance Report within 30 days of submission by grantee and consulting with the MEPI grants team and grantee when appropriate;

- Working with grantee to adjust project timeline or activities if unforeseen challenges impede project progress;
- Conducting site visits and overall monitoring and evaluation of the award;
- Ensuring that project results are properly documented and shared with relevant MEPI and other State Department staff in order to promote and properly assess project impact; and
- Reviewing the grantee’s Final Program Report and drafting the Final Program Assessment within 90 days of project end date.

NOTE: A member of the MEPI grants team will contact you to set up a conference call to discuss your new award. If your Notice of Grant Agreement (NGA) includes any special **Terms and Conditions of Award**, the MEPI grants team will review them with you and help you formulate a plan of action. Your PO will also discuss key program requirements and expectations.

Contact your PO IF you are considering a change that might require written prior approval or which will alter your work plan significantly. Your PO is both your adviser and an important part of your support system – and needs to be aware of any significant change you are considering. Your PO will discuss the changes and advise you regarding what documentation needs to accompany a requested change. When e-mailing your PO, always include your **grant number** (found in box 2 of form DS-1909) in the subject line and **always** “cc” (copy) your Grants Officer.

2. Division of Grants Management

You will also work closely with MEPI’s Grants Management Division. Each grantee is assigned a **Grants Officer (GO)**, who is responsible for all **business and financial management matters** related to your grant’s review, negotiation, award, and administration. Your GO interprets and enforces grants administration policies and provisions and works closely with the PO. The grants officer’s activities include, but are not limited to:

- Verify the applicant’s suitability for receipt of an award through SAM.gov, a risk assessment, a financial capability review, and a review of your organizations A-133 audit;
- Issue the NGA and the specific terms and conditions accompanying it;
- Monitor compliance of the grantee organization with federal requirements for financial accounting and grants administration;

- Review and approve quarterly financial reports (SF-425);
- Provide consultation and technical assistance on business and financial matters;
- Receive and authorize changes to the project that require official approval; and
- Close out grants.
- Approve International Travel Requests
- Approve Payment Requests

The GO is assisted by a **Grants Management Specialist (GMS)**, who is your day-to-day contact throughout the lifetime of your grant. The Grants Management Specialist's duties include, but are not limited to:

- Facilitate coordination between the GO, the PO, and Grantee in making an award:
 - Explain the SoW to grantees, ensure they understand what they are agreeing to;
 - Draft the Notice of Grant Agreement.
- Support existing awards:
 - Receive and review travel authorizations;
 - Receive and review payment authorizations;
 - Help prepare amendments on behalf of the GO;
 - Facilitate Grantees, POs, and GOs use of the MEPI Database.
- Support close-out process:
 - Assist GO and PO in ensuring that award file is complete and ensure that the grantee has complied with all reporting requirements, including final reports.

NOTE: When e-mailing your GO/GMS, always include your **grant number** (found in box 2 of form DS-1909) in the subject line and **always** “cc” (copy) your Project Officer (PO). Names and contact information for your PO, GO, and GMS can be found in your Notice of Grant Agreement, Program Specific Requirements under item 9) “Additional Bureau-Specific Requirements”.

The Division of Grants Management provides information for grantees online:

- Go to www.mepi.state.gov;
- Click on “Funding Opportunities” at the top of the page;
- Click on “Manage your Award” in the drop-down menu.

3. Outreach Team

The MEPI Outreach Team, based in Washington DC, is responsible for promoting MEPI's mission, goals and activities to wide and varying audiences, both in the U.S. and overseas, including Congress. The Outreach Team utilizes different media – including print and social media – and relies on stories and information submitted by grantees through the Policy and Programming Division.

Print Media

You are strongly encouraged to provide success stories at regular intervals throughout the implementation of their grants. Types of success stories include, but are not limited to:

- A single event, such as a conference. The success story should clearly articulate why and how the particular event is important to advance the overarching goals of the project. It should also include information on how the project created positive change for participants or the community
- A series of successful activities that move the project forward. Same elements as above apply.
- A testimonial or story from or about a participant or alumnus or alumna who achieved a success or milestone because of skills and knowledge acquired through the MEPI project.

In addition to submitting success stories, you are strongly encouraged to provide photos and videos of projects or project participants whenever possible. Success stories, photos and videos can be submitted to your MEPI Project Officer via email. If requested, the MEPI Outreach Team will provide guidance to assist you in writing these stories and/or taking photos and videos.

Social Media

MEPI's Outreach Team actively engages audiences through Facebook and Twitter. Submission of timely short updates (around 30 words) that could be used on social media is also strongly encouraged and greatly appreciated.

4. Division of Payment Management

Payments for your grant are made through the Department of Health and Human Services, Division of Payment Management (DPM) <http://www.dpm.psc.gov>. DPM uses a custom-developed Payment Management System (PMS) that provides awarding agencies and grant recipients the tools to manage grant payment requests, and disbursement reporting activities. PMS is a full service centralized grants payment and cash management system.

You should have received instructions for setting up an account in PMS when you were notified that your application was under consideration. If you did not receive this information, please contact your MEPI team for these instructions.

In establishing an account, PMS assigns a 12-digit identification number to each grantee. It is based on the nine-digit Employer Identification Number (EIN) used by the Internal Revenue Service. If an organization does not have one, PMS will provide one. Finally, PMS accepts only original, signed documents. Faxed or scanned documents will not be approved.

The Payment Coordinator (PC) at MEPI will be your main contact for PMS issues. The PC will assist you in setting up a PMS account if you do not already have one, and is responsible for confirming MEPI approval of all payment requests. Contact info for the PC can be found on the initial letter from MEPI informing you that you were under consideration for funding.

On occasion the PC may direct you to the DPM Help Desk, the contact information is located below.

Division of Payment Management (HELP DESK)

P.O. Box 6021

Rockville, MD 20852

Phone: 1-877-614-5533

NOTE: While a financial or business officer will probably be the primary contact with PMS, **you must ensure that your financial/grants office has set up your account with PMS so you can begin to draw down funds for your grant as soon as you need them. Because it takes approximately seven to ten business days to establish a new award, it is extremely important that you contact MEPI's Payment Coordinator immediately.**

5. Grant Solutions

In 1999 the Federal Financial Assistance Management Improvement Act (Public Law 106-107), set forth the requirement of all federal agencies to develop an electronic grant system, which would allow applicants to apply for, manage, and report on the use of funds for multiple programs. The Grants Center of Excellence, GrantSolutions.gov system, managed by the Health and Human Services, Administration for Children & Families is that electronic grant system, and your award(s) with the U.S.-Middle East Partnership Initiative will be managed using the system. The system supports the lifecycle of the federal assistance process: pre-award, award, post-award, and close-out; and can be accessed at www.grantsolutions.gov. All award actions will be signed electronically in the GrantSolutions.gov system. Grantee Training Videos for GrantSolutions can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>

B. Reporting Requirements

1. Performance Reporting System Database

MEPI provides all grantees access to an interactive online project management and reporting database. The database is used to develop a Work Plan and Results Monitoring Plan that will be used through the life of the grant to track the project's progress towards defined objectives and outcomes.

Information in the database will be used by grantees and MEPI to track participants or partners, and to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions.

Access:

In order to access the database, grantees must submit to MEPI a list of authorized users with their names, titles, phone numbers and email addresses within one week of signing the award. An Authorized User Access Request Form is included in your award package. Please return the complete form to your **GMS**. This will give access to any individual who needs to use the Performance Reporting System (PRS) Database. The system will automatically send an email to the user with instructions on how to access the database once a user account has been created.

The “**MEPI Implementer’s User Guide**” provides detailed instructions on how to use the PRS Database and is available on the project home page of the database. If you have any questions regarding the database, please contact the **GMS** listed in the “Program Specifics” section of the terms and conditions for further assistance.

Work Plan:

The Work Plan (WP) is the framework of planned project activities required to successfully implement the program. The final WP is due 30 days after the program start date and should include each significant step the grantee will undertake to achieve each objective. Only enough detail should be presented so that MEPI can be assured that the grantee has thought through the necessary key steps.

The grantee’s knowledge of the country and technical expertise relating to the project objective(s) will assist in defining the type and sequence of activities needed to reach the project’s objective, MEPI objective and ultimately the MEPI goal. It is helpful to work backwards from the project end date and assign target completion dates to the sequence of activities in a way that ensures project objectives can be completed by project close.

Some questions that the grantee may want to keep in mind in identifying activities and timeframes are:

- Have you carefully considered and documented how long each activity will take?
- Do any activities need to take place on a set schedule or at a particular time of the year?
- Do one or more activities need to be carried out in a particular order?
- Does a minimum or maximum amount of time need to take place between any two activities?
- Are any activities dependent on the completion of other activities, and how will this affect planning?
- Will any activities (such as roundtables, press conferences, etc.) be open to the public?

For each listed activity, the grantee should indicate the planned completion date. The PO will review and approve the final WP. This framework is one tool used by MEPI to track the progress of each award. Grantees will use the activities laid out in the WP as the basis of quarterly progress reports.

MEPI understands that timelines may change during the course of an award and therefore mechanisms are in place to request changes to the originally proposed completion dates and activities. Grantees should maintain frequent contact with their PO in order to keep them abreast of all obstacles that may result in a change to the work plan.

Results Monitoring Plan:

The Results Monitoring Plan (RMP) will detail the project's MEPI Objective(s) and project objectives with performance indicators for each. This information will come directly from the approved Scope of Work (SoW) negotiated between the grantee and the PO. A final version of the SoW is included in your Notice of Grant Agreement and will be uploaded onto the database.

The MEPI Objective is the principal change to be achieved by completing the activities and realizing the project objectives. It reflects the anticipated impact of the project and defines how a situation will be different after the project is successfully completed. The project-specific objectives are concrete accomplishments as a direct result of completed activities that can be explicitly and logically linked to achievement of a MEPI Objective. Project objectives should be "SMART" (specific, measurable, attainable, results-oriented, and achievable within the time frame of the project).

Performance indicators (whether custom or standard MEPI indicators) are observable or measurable characteristic that "indicate," the extent to which a project objective is being achieved. Indicators are like periodic snapshots of project progress—they tell us how well the project is doing at a given point in time—but not why results meet, exceed, or do not meet expectations. Combined with project narratives in Quarterly Performance

Reports (QPRs), the project indicators tell MEPI whether a project is on track to meet the objectives in its SoW, as well as how those objectives are being met.

The RMP is a road map for collecting and submitting performance data for project objectives, and provides sufficient information to compare results from quarter to quarter and/or year to year, depending on the length of the project. Grantees are required to update the RMP with detailed information related to each indicator. This includes a definition, baseline, target, unit of measure, reporting frequency and data collection method. For a more detailed explanation of how to update the Results Monitoring Plan and work plan please refer to the MEPI Implementer's Users Guide and the MEPI Indicator Guide found on the on the project homepage in the database.

2. Quarterly Financial Reports

Grantees are required to submit a Quarterly Financial Report (QFR) electronically in the Payment Management System (PMS) 30 days after the end of each quarter. The Cash Transaction Report is the top portion of the form or lines 10a-c and is used to report cash on hand to PMS. The rest of the form, lines 10d-o, 11 and 12 is the Financial Status Report which details program expenditures for MEPI.

The QFR is due quarterly and must be submitted within 30 days after the end of each quarter. If the report is not submitted on or before the due date, future fund requests will be restricted or delayed.

PMS provides on-line training for filling out the SF-425, including a recorded webinar session. For additional information on how to complete the QFR in PMS go to http://dpm.psc.gov/grant_recipient/ffr.aspx.

Please note: Grantees using the SF-270 to request payments should submit all quarterly financial reports via email to the Grants Officer.

3. Quarterly Programmatic Reports

Grantees are required to submit quarterly program reports (QPR) to the online Performance Reporting System (discussed above), 30 days after the end of each quarter. The QPR summarizes major achievements of the quarter, indicates the actual implementation date of all planned activities (or requests to modify the target date), and includes reporting data for all indicators. A narrative analysis of work plan progress and results is also part of the template. In an effort to maximize results, the program management team will review each quarterly report and discuss progress and implementation issues with grantees.

4. Final Financial Report

The final financial report is due 90 days after the project end date. The report should include cumulative outlays to date (the sum of previously reported and current outlays). Please ensure that reported outlays do not exceed the total funding amount authorized, and that reported outlays accurately reflect the disbursements reported to the Division of Payment Management. The data can be entered directly on the form, and the system will calculate the figures.

5. Final Program Report

The final program report should be prepared in accordance with grant terms and conditions and/or directions provided by MEPI program officials. The final progress report should cover the entire project period and include, as a minimum, an overview of objectives, accomplishments and specific initiatives. The report is due 90 days after the project end date, and as with quarterly reports should be submitted through the Performance Reporting System Database.

6. Closeout

To ensure closeout of the grant, disbursements reported to PMS must agree (to the penny) to outlays reported on the Final Federal Financial Report, SF-425. Please update disbursements reported to PMS to match with final outlays reported in the Quarterly Federal Financial Report, SF-425. The report may be submitted electronically using instructions available at www.dpm.psc.gov.

Please be aware that the closeout of the referenced grant does not affect:

- The right of MEPI to disallow and/or recover funds on the basis of a subsequent audit or other review;
- Obligation of the recipient to return any funds due as a result of refunds, corrections, or other transactions;
- Audit requirements specified in 22 CFR, Part 145.26 and OMB Circular A-133;
- Property management requirements specified in 22 CFR, Parts 135.31-32;
- Records retention requirements specified in 22 CFR, Part 135.42.

NOTE: All data collected, including survey responses and contact information, must be maintained for a minimum of three (3) years, and provided to the Grants and Program Office upon request.

NOTE: Failure to comply with the above reporting requirements may result in suspension, classification as High Risk, termination of the grant award and affect the grantee's eligibility for future funding.

C. Project Implementation

1. GrantsSolution.gov

As a reminder, GrantSolutions.gov supports the lifecycle of your award: pre-award, award, post-award, and close-out; and can be accessed at www.grantsolutions.gov. **You can submit requests for post-award changes (detailed in [Part D](#)) through the Grant Solutions system. All award, post-award, and close-out actions will be signed electronically using this system.**

During the life of your award, you will need to ensure that your organization's information remains accurate. At least one Authorizing Director Official (a.k.a. Authorizing Official or ADO) and Principal Investigator/Program Director (PI/PD) must be registered at all times. The ADO and PI/PD should not be the same person in your organization. MEPI can provide the necessary documentation to register anyone in your organization with the system. For all other changes to your organization's account (e.g., address change), you will need to contact GrantSolutions directly at: help@grantsolutions.gov. Grantee Training Videos for GrantSolutions can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>

2. SAM.gov

The System for Award Management (SAM), formerly managed by the Central Contractor Registration (CCR), is a U.S.-government wide registry for vendors doing business with the federal government and requires annual renewal. You must maintain an active account throughout the life of your award.

Each year you will need to update/renew the information about your organization. This should be done well in advance of its registration's expiration date. Steps for Updating/Renewing your record are below:

- Go to www.sam.gov and login with your SAM username and password
- Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")
- In the Entity List panel, click on the Entity you want to update/renew
- Click the Update Entity button in the "Registration Details" Panel
- Complete Purpose of Registration (You only have to do this once)
- Validate/Update "Core Data"
- Validate/Update "Assertions" (not required to be eligible for Grants only)
- Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)

- Validate/Update “Points of Contact”, including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
- If you qualify as a small business, validate/update your information in SBA’s Dynamic Small Business Search (DSBS) or apply for a small business certification on the “SBA Supplemental” page.
- Click Submit

For information on how to view your organization’s record and/or renew your registration in SAM you can visit SAM.gov’s support page at: <https://www.fsd.gov> or contact them at: 001-334-206-7828.

3. Grant Payment

Payment Management System:

Grant payments are made electronically through the Payment Management System (PMS) which, as noted earlier, is a centralized grants payment and cash management system.

Once a PMS account is established, your business/finance office must draw down funds for your grant electronically in PMS. All draw down requests come to the MEPI Payment Coordinator who checks with the PO, GO and GMS to confirm that all required reports are up to date and that there are no programmatic or financial issues pending. Once confirmed by these three, the Payment Coordinator approves payment which will arrive in your bank account within 48 hours.

For a variety of reasons, grantees return funds to their PMS account from time to time. Please contact your GO, PO, and/or GMS to obtain information on how to return funds.

Request for Advance or Reimbursement Payments (SF-270):

If the Terms and Conditions of your grant require that you request advance or reimbursement payments then your organization will not use PMS but will instead submit the Standard Form 270 (SF-270) to MEPI.

The SF-270 must be certified by the appropriate person, numbered consecutively and identified for the period which payment is claimed. Each payment must be in the amount of expenditures anticipated or actually incurred during the requested period less any unexpended funds remaining from prior payments.

Please submit all SF-270 payment requests to your award’s GO and GMS, as well as the Payment Coordinator. Requests for payments must be submitted with sufficient time to allow at least fourteen (14) working days for processing.

4. Terms and Conditions of the Notice of Award

The Terms and Conditions of an award refer to the binding legal and administrative regulations which govern the expenditure of federal funds. Every MEPI project agreement includes a combination of award-specific, program-specific and Department of State standard Terms and Conditions. Please review this document with your Grants and Project Officer. If your GO or PO hasn't already contacted you, give her or him a call to walk you through the Notice of Grant Agreement (NGA), which include the Terms and Conditions. Any questions regarding this document should be directed to the Grants and Program Management Team.

5. Budget Monitoring and Re-Budgeting

You have a great deal of flexibility in implementing your project to meet its overall goals. It is common for grantees to find that to achieve the goals of the project; they need to make changes to their original budgets as approved in the initial Notice of Grant Agreement. Grantees are allowed some degree of latitude to make budget changes within and between cost categories without prior approval.

Prior Grants Management Division approval is **not** needed for re-budgeting (within and between cost categories) less than **10 percent** of your total budget. If, however, the reason you want to modify your budget is because you want to make a substantive change in the activities originally proposed (e.g., additional or different service program training), you must discuss the program implications with your PO before budgeting concerns can be addressed.

The ten (10) percent limit applies to the entire budget and for the life of the project. Therefore, if on one occasion, you re-budget 6 percent of your total, and later you re-budget five (5) percent of the total, you have exceeded the 10 percent limit for budget changes without prior approval. In this case, you would need prior approval from the Division of Grants Management for the second re-budgeting. See the below description of Post Award changes in order to understand the process for a budget revision.

<p>NOTE: Even if re-budgeting within the 10 percent limit of project discretion, always alert your PO and GO of significant re-budgeting that affects overall conduct of the project.</p>

6. Contracts and Consultants

When an award's budget includes provisions for substantive work involved with the main objectives of the award through the awarding of a sub-award to another entity or firm, or through involving outside experts as consultants (as opposed to full-time staff), the following data elements must be provided to your MEPI team for approval. Funds

may not be used until the following information for each contract or consultant is submitted to and approved by MEPI. Please see [Appendix A—Glossary](#) for the definition of a sub-award.

Information for Sub-Award Approval:

All contracts and sub-awards over \$25,000 require prior approval from MEPI. Contracts and sub-awards may be awarded only through a written contract or a Memorandum of Understanding (MOU) between your organization and the entity providing substantial programmatic work. For contracts and sub-awards over \$25,000, funds may not be used until the following required information is submitted to and approved by MEPI:

Name of Contractor: Who is the contractor? If known, identify the name of the proposed contractor and indicate whether the contract is with an individual or organization.

Method of Selection: How was the contractor selected? State whether the contract is a sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.

Period of Performance: How long is the contract period? Specify the beginning and end dates of the contract.

Statement of Work: What will the contractor do? Describe in outcome terms, the specific services/tasks to be performed by the contractor as related to the accomplishments of program objectives. Deliverables should be clearly defined.

Method of Accountability: How will the contractor be monitored? Describe how the progress and performance of the contractor will be monitored during and upon close of the contract period. Identify who will be responsible for supervising the contract.

Itemized budget and justification: Provide an itemized budget with appropriate justification, including for any indirect cost paid under the sub-award, as well as a copy of the sub-awardee's negotiated indirect cost rate agreement.

Information for Consultant Approval:

MEPI requests that the following information be submitted when hiring a consultant, not employed by your organization, to give professional advice and provide services at a daily rate in excess of \$500 per day. Please answer as many questions with as much detail as possible for each consultant:

Name of Consultant: Identify the name of the consultant and describe his or her qualifications.

Organizational Affiliation: Identify the organizational affiliation of the consultant, if applicable.

Relevance of Service to the Project: Describe in outcome terms the services to be provided, including the specific tasks to be completed and specific deliverables. A copy of the actual consultant agreement should not be sent to MEPI.

Number of Days of Consultation: Specify the total number of days of consultation.

Expected Rate of Compensation and Associated Costs: Specify the rate the consultant will receive for his or her time (e.g., rate per hour, rate per day, etc). Include a breakdown of other associated costs such as travel, per diem, and supplies, if not already mentioned in the approved budget.

Rate Justification: Provide a brief justification of the proposed rate based on factors such as: the consultant's past positions and salary, relevant experience, specialized skill set, unique ability to work in the project environment, etc.

Supervisory Official: Identify who is responsible for supervising the consultant agreement, if it is someone other than the Project Director.

7. Publications for Professional Audiences

Provision 15, of the Standard Terms and Conditions for U.S. Department of State assistance awards, requires that all publications must acknowledge the support of the U.S. Department of State. You may apply for a waiver of this provision with your Grants Officer who is the authorized approving official in regard to any modification of the Notice of Award.

When acknowledging support from MEPI, the following language (also available in Arabic and French upon request) must be used:

“This project is funded through the U.S. Department of State, Bureau of Near Eastern Affairs, Office of the Middle East Partnership Initiative (MEPI). MEPI is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional and international non-governmental organizations, the private sector, academic institutions, and governments. More information about MEPI can be found at: www.mepi.state.gov.”

Please contact your PO for approval of press releases, articles, publications, or any other document for public consumption relating to the MEPI-funded project. Your PO can provide a MEPI logo, as well as any further information that might be useful for advertising MEPI-funded projects.

Recipients are required to submit to MEPI all materials developed under this award for the training of participants. These documents (including but not limited to manuals, curriculums, videos, websites, and presentations used in workshops or distributed to participants) will be considered for inclusion in the Maktabat MEPI website. Recipients should make every effort to submit training materials as they are developed and used rather than waiting until the end of the award. The materials can be submitted in English, French, and/or Arabic. The Recipient can submit materials to the Maktabat MEPI website: www.maktabatmepi.org. Please contact the PO assigned to your award for further information.

8. Acknowledgement of Department of State or U.S. Government Involvement

For awards authorized by the Foreign Assistance Act (FAA) of 1961 or funded by an annual Foreign Operations Appropriations Act (FOAA), acknowledgement of the U.S. Government is only required “to the extent practicable.” Please refer to your award’s Terms and Conditions for branding requirements.

All branding must follow the Department of State Branding and Marking Strategy – Visibly American requirements in your Terms and Condition of your award. This requirement stipulates that the U.S. flag must be used in conjunction with the MEPI logo and your organization’s logo or identity. The purpose of these markings is to engage foreign publics by using a Visibly American identity that recognizes the American people for their contributions to overseas assistance programs, projects or activities.

If branding is appropriate, please use the following language:

“This project is funded through the U.S. Department of State, Bureau of Near Eastern Affairs, Office of the Middle East Partnership Initiative (MEPI). MEPI is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional and international non-governmental organizations, the private sector, academic institutions, and governments. More information about MEPI can be found at: www.mepi.state.gov.”

As with publication, please contact your PO for approval of press releases, articles, publications, or any other document for public consumption relating to the MEPI-funded project. Your PO can provide a MEPI logo, as well as any further information that might be useful for advertising MEPI-funded projects.

9. International Travel

Approval of international travel can occur either at the time of signing the award, or on a case-by-case basis if not specified in the approved budget. Travel accommodations are expected to be made in standard commercial (coach or equivalent) class.

Per 2 CFR 230, Appendix B 51.c: “Commercial air travel. (1) Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; result in additional costs that would offset the transportation savings; or offer accommodations not reasonably adequate for the traveler's medical needs. The non-profit organization must justify and document these conditions on a case-by-case basis in order for the use of first-class airfare to be allowable in such cases.”

Based on 2 CFR 230, MEPI will consider appropriately justified and documented requests to purchase other than coach or economy class airfare on a case-by-case basis. Requests to purchase other than coach or economy class airfare must be submitted in writing with supporting documentation to the Grants Officer as earlier as possible but no later than ten business days prior to travel. MEPI reserves the right to deny any request to purchase other than coach or economy class airfare that is not sufficiently documented and justified.

Additionally, all lodging, meals, and incidental rates charged to the grant cannot exceed the approved U.S. Government domestic and foreign per diem rates published on the following websites:

Domestic per diem rates: <http://www.gsa.gov/portal/category/21287>

Foreign per diem rates: http://aoprals.state.gov/web920/per_diem.asp.

Travelers are advised to consult the State Department's country-specific and international travel pages at www.travel.state.gov for information, including travel warnings, before commencing travel.

International Travel Specified in the Approved Budget

International travel specifically listed in the budget at the time of signing the grant is considered approved. However, each trip in the approved budget must be specifically notified to MEPI **at least five business days** before travel commences. MEPI requires travel notifications from all grantees to ensure effective fiscal and programmatic oversight across all programs. **The notification should include the name of travelers; origin and departure locations; number of days; and a brief description of the trip's purpose and the travel costs.**

The GO will review all travel notifications received from the grantee with the PO and GMS assigned to your award. MEPI may request additional information from you regarding the planned trip to clarify any issues or questions.

International Travel not Specified in the Approved Budget

MEPI recognizes that unforeseen situations may arise during the implementation of a grant that may require international travel not specified in the approved budget. As such, all travel not in the approved budget must be approved by the Grants Officer prior to your organization incurring any costs. These expenses will be reviewed on a case-by-case basis.

Requests for travel approval for trips not included in the approved budget should be sent to the GO, PO, and GMS in writing via email **at least two weeks** in advance of the anticipated date of departure. At a minimum, the international travel approval request must contain the following:

- **Name of travelers**
- **Origin/destinations**
- **Date of travel**
- **Cost breakdown (i.e., airfare, lodging, M&IE)**
- **Brief description of the trip's purpose**
- **Reference to where the trip's costs are covered in the approved budget**

The Grants Officer will authorize international travel via email once all questions or issues have been resolved.

D. Post-Award Changes Requiring Prior Approval

Once project implementation has begun, the following significant changes require prior approval from MEPI.

- Budget Revisions
- Change of Key Personnel
- Change of Level of Effort
- Change of Scope
- No-Cost Time Extension
- Cost Extension

Detailed instructions for each of these Post-Award Changes are listed below. Please note: the above changes will require an amendment to the award. **Grantees can submit these changes through the Grant Solutions system. All post-award actions will be signed using this grant system.** Grantee Training Videos for GrantSolutions can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>

1. Budget Revision

You must obtain prior written approval by your PO and your GO for the following major budget and/or program modifications:

- To add a new budget cost category that was not approved in the original NGA, regardless of the amount or percentage. For example, if your initial budget had no items in the “Supplies” Cost Category and you now want to buy a computer to implement a particular activity, you must obtain approval prior to changing the budget and purchasing the new equipment.
- Budget adjustments that exceed 10 percent of the entire budget; the 10 percent limit is for either an individual change or cumulative adjustments over the life of the project.

When submitting a budget revision request, keep in mind that all of the budget items listed, whether supported by grant funds or match/cost share, must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable and incurred during the project period.

Required Documentation:

Request Letter: This correspondence must be on your organization's official letterhead and must include the following:

- Date
- Grantee name
- Grant number
- Point of contact: name, title, phone number, email address
- Two signatures: Authorized Official and Project Director

The letter must also indicate the bona-fide need of the revision and acknowledge that the redirection remains within the scope of the program announcement and will be used to support the on-going activities of the grant award. A detailed description of the changes within the budget and what budget categories will be affected must also be included.

SF-424A Budget Information Form: The form can be found and completed online in GrantSolutions.

Budget Narrative: Please contact your GO and GMS for a sample template to assist you in preparing a revision. **Please note:** The budget must not exceed the original authorized amount. Also, the budget should be in U.S. dollars and rounded to the nearest dollar.

Negotiated Indirect Cost Rate Agreement (NICRA): Please submit a copy of your current NICRA if requesting a change in indirect costs.

2. Change of Key Personnel

You must obtain approval in writing before a substitute or permanent individual is appointed to replace an absent or departed Project Director or Project Coordinator or any key personnel listed in the Terms & Conditions of your Notice of Grant Agreement. If any key personnel are absent from the project for three (3) months or more, a substitute or permanent individual must be proposed by the grantee organization and must be approved by the Project Officer.

When submitting a change in key personnel request, keep in mind that the request should provide justification for the change in personnel at your organization and detail the impact it will have on the budget. Also you should describe and justify any proposed changes in duties or responsibilities.

Required Documentation:

Request Letter: This correspondence must be on your organization's official letterhead and must include the following:

- Date
- Grantee name
- Grant number
- Point of contact: name, title, phone number, email address
- Two signatures: Authorized Official and Project Director

Curriculum Vitae or Resume: Please provide a copy of the curriculum vitae or resume of the new key personnel(s) proposed in your request.

Position Description: Please provide a copy of the position description, highlighting any changes in duties or responsibilities.

3. Change of Level of Effort

Whenever there is a substantial increase or decrease in the level of effort in the approved project by the key personnel as designated by the terms and conditions of the award, the grantee must notify MEPI as soon as such information is known but no later than 30 days before the expected change in effort level.

When submitting a change in level of effort request, keep in mind the absence for more than three months, or a 25 percent change in time devoted to the project by the approved project director or any key personnel must be approved in writing by the Grants Officer.

Required Documentation:

Request Letter: This correspondence must be on your organization's official letterhead and must include the following:

- Date
- Grantee name
- Grant number
- Point of contact: name, title, phone number, email address
- Two signatures: Authorized Official and Project Director

SF-424A Budget Information Form: This should be provided if the changes in the budget meet the requirement of a [budget revision](#). The form can be found and completed online in GrantSolutions.

Budget Narrative: This should be provided if the changes in the budget meet the requirement of a [budget revision](#). Please contact your GO and GMS for a sample template to assist you in preparing a revision. **Please note:** The budget must not exceed the original authorized amount. Also, all budgets should be in U.S. dollars and rounded to the nearest dollar.

4. Change of Scope

A change in scope occurs when the grantee proposes to change (or changes) the objectives, aims, or purposes identified in the approved NGA. You must make the initial determination of whether a proposed change would be considered a change in scope and should consult with the PO as necessary. If it is determined that the proposed adjustments do constitute a change of scope, this must be approved by the Grants Officer before activities proceed.

In addition to explicit changes in the objectives, aims, or purposes identified in the approved grant application, post-award changes that are clear indicators of a change in scope or that are likely to be considered a change in scope include, but are not limited to, the following:

- Transfer of the performance of substantive programmatic work to a third party through a sub-award contract;
- Significant re-budgeting, whether or not the particular expenditures require prior approval;
- Purchase of a unit of general-purpose or special-purpose equipment exceeding \$5,000.

When submitting a change in scope request, keep in mind that you must provide a detailed description of any changes to programs, outcomes, or costs and a clear reason as to why this change is important.

Required Documentation:

Request Letter: This correspondence must be on your organization's official letterhead and must include the following:

- Date
- Grantee name
- Grant number
- Point of contact: name, title, phone number, email address
- Two signatures: Authorized Official and Project Director

Program Abstract or Narrative: Provide details on changes to the objectives, aims, activities, or purposes identified in the approved project.

Position Description and Resumes: Provide this information if any new staff is proposed.

SF-424A Budget Information Form: This should be provided if the changes in the budget meet the requirement of a [budget revision](#). The form can be found and completed online in GrantSolutions.

Budget Narrative: This should be provided if the changes in the budget meet the requirement of a [budget revision](#). Please contact your GO and GMS for a sample template to assist you in preparing a revision. **Please note:** The budget must not exceed the original authorized amount. Also, all budgets should be in U.S. dollars and rounded to the nearest dollar.

5. No-Cost Time Extension

A no-cost time extension may be requested if the grantee requires additional time beyond the established project end date to complete its program plans and objectives proposed in the original application. The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for a no-cost extension. The grantee must submit a written request for an extension to MEPI no later than 30 days prior to the project end date. The letter must explain why the grantee did not accomplish its program goals within the time frame and detail what the grantee intends to accomplish in the requested amount of time.

The grantee may request to extend the project end date of a previously approved project period once for a period of up to 12 months beyond the original expiration date shown in the NGA if:

- No additional funds are required to be obligated by the awarding office;
- The originally approved scope will not change; and

- Any one of the following applies:
 - Additional time beyond the established end date is required to ensure adequate completion of the originally approved project or program, or
 - Continuity of grant support is required while a competing continuation application is under review, or
 - The extension is necessary to permit an orderly phase-out of a project or program that will not receive continued support.
- All quarterly financial and program reports are current and received by MEPI.

When submitting a no-cost time extension request, keep in mind that the request cannot be used to hire new staff, to buy equipment or supplies, or to begin new activities or programs.

Required Documentation:

Request Letter: This correspondence must be on your organization's official letterhead and must include the following:

- Date
- Grantee name
- Grant number
- Point of contact: name, title, phone number, email address
- Two signatures: Authorized Official and Project Director

In the letter you must address the bona-fide need for the extension and acknowledge that the no-cost time extension remains within the scope of the program announcement and will be used to support the on-going activities of the grant award

SF-424A Budget Information Form: This should be provided if the changes in the budget meet the requirement of a [budget revision](#). The form can be found and completed online in GrantSolutions.

Budget Narrative: This should be provided if the changes in the budget meet the requirement of a [budget revision](#). Please contact your GO and GMS for a sample template to assist you in preparing a revision. **Please note:** The budget must not exceed the original authorized amount. Also, all budgets should be in U.S. dollars and rounded to the nearest dollar.

6. Cost Extension

A cost extension may be requested if you require additional funds and time beyond the established project end date to complete your program plans and objectives proposed in the original application or if you would like to propose additional activities. You must submit a written request for additional funds and an extension to MEPI no later than 120 days prior to the project end date. Sufficient time is needed to review your request and notify Congress.

Required Documentation:

Request Letter: This correspondence must be on your organization's official letterhead and must include the following:

- Date
- Grantee name
- Grant number
- Point of contact: name, title, phone number, email address
- Two signatures: Authorized Official and Project Director

In the letter you must address the bona-fide need for the additional funding and for the time extension. In addition, you must outline how the scope of the program will be affected and any new activities proposed for the grant award

Federal Assistance Application Forms (SF-424, SF-424a, SF-424b): These form can be found and completed online in GrantSolutions.

Project Narrative: Provide details on changes to the objectives, aims, activities, or purposes identified in the approved project. The narrative should not exceed five pages in Times New Roman font, size 12, single-line spacing typed pages

Position Description and Resumes: Provide this information if any new staff is proposed

Budget Narrative: Please contact your GO and GMS for a sample template to assist you in preparing a cost extension. **Please note:** The budget must not exceed the original authorized amount. Also, all budgets should be in U.S. dollars and rounded to the nearest dollar.

Negotiated Indirect Cost Rate Agreement (NICRA): Please submit a copy of your current NICRA if requesting a change in indirect costs.

<p>NOTE: Post Award Changes become official only when the grantee receives and countersigns a signed NGA making those revisions.</p>
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More Questions?

For more information on federal grants policies and grants management, go to <http://www.statebuy.state.gov/> or http://www.whitehouse.gov/omb/grants_default. You can also contact you PO, GO, or GMS who will either answer your questions or direct you to the right resource.

Appendix A: Glossary

Cooperative Agreement: An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the federal agency and the recipient in carrying out the activity contemplated by the award.

Consultant: An individual or organization who gives professional advice and provides services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity. All consultants require prior approval from MEPI.

Contract: A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or 2) an award to a third party for performance of substantive programmatic work. The first category is termed "vendor relationship," and is described in more detail below under "Vendor." The second category is termed "sub-recipient relationship" and may be in the form of a contract under the grant or, in some cases, a sub-award. More detail on the "sub-recipient" relationship is detailed below under "Sub-Award or Sub-Recipient or Sub-Grantee." The relationship rather than the terminology drives the governing requirements for these two relationships.

Cost Sharing or Matching: Cost sharing refers to the value of allowable non-federal contributions toward the allowable costs of a federal grant project or program. Such contributions may be cash or in-kind contributions.

Closeout: Process by which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the grantee and the awarding agency.

Direct Costs: Costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services associated with this project.

Disallowed Costs: Charges to an award that the awarding agency determines to be unallowable, in accordance with the applicable federal cost principles or other terms and conditions contained in the award.

Equipment: Tangible non-expendable personal property, including exempt property, charged directly to the award and having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with grantee policy, lower limits may be established.

Grant: Although "grant" is a generic term for any government expenditure which benefits the public (instead of benefiting the government directly), in the narrow sense a grant is any such award where government involvement in the implementation of the project is considered to be insubstantial. As opposed to a cooperative agreement, under a grant federal agencies will not provide technical assistance, require approval of key staff, or become

involved in any other programmatic matters, but will conduct normal federal stewardship duties including site visits and financial and progress monitoring.

Indirect Costs: Costs that cannot be identified readily and specifically with a particular sponsored project, program, or activity, but are necessary to the operation of the organization (e.g., overhead, facility maintenance). These costs require a negotiated indirect cost rate (NICRA); otherwise, they must be charged directly and justified in detail.

Key Personnel: In a cooperative agreement, employees whose level of effort for a given award is 100%, or who are otherwise directly involved in the day-to-day operations of the project, are considered to be key personnel and the hiring, dismissal, or transfer of individuals encumbering these positions is subject to MEPI approval.

Project Costs: The total allowable costs incurred by a recipient and charged to the award during a budget period. These costs may include those costs supported by federal funds, costs contributed by the recipient to meet a matching requirement, and the value of any third-party in-kind contributions counted toward the recipient's matching requirement.

Sub-Recipient or Sub-Awardee or Sub-Grantee: A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from MEPI. The receiving organization (sub-recipient):

- Has its performance measured against whether the objectives of the grantee's project are met;
- Has responsibility for programmatic decision making (to the extent specified in its contract/sub-award);
- Has responsibility for adherence to applicable grant compliance requirements; and
- Uses their awarded federal funds in conjunction with a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Vendor: An organization that receives funding from the grantee for the procurement of a good or service needed to support the grantee's performance of the project. A vendor relationship is one under which the receiving organization (vendor):

- Provides the goods and services within normal business operations or to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are supplementary to the operation of the grantee's project; and
- Is not subject to federal programmatic compliance requirements.

When a grantee obtains routine goods and services necessary for performance of the grant-supported project, it may be through activities chargeable to indirect costs (e.g., acquisition of audit services) or, as appropriate, through a direct charge (i.e., contractual).

Appendix B: Acronyms

- AOR** *Authorized Organization Representative*
An AOR submits a grant on behalf of a company, organization, institution, or government. Only an AOR has the authority to sign and submit grant applications. This person can also be known as a an Authorizing Director Official (ADO) or Authorizing Official.
- ADO** *Authorizing Director Official*
An ADO is the terminology in GrantSolutions to refer to the person in a company, organization, institution, or government who has the authority to sign for an award. This person can also be known as an Authorized Organization Representative or Authorizing Official.
- CFDA** *Catalog of Federal Domestic Assistance*
An online database of all federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals. **MEPI's unique CFDA identifying number is 19.500.**
- CFR** *Code of Federal Regulations*
The rules and requirements published by administrative agencies and departments, like Department of Housing and Urban Development and the Department of Education, etc.
- FAPIIS** *Federal Awardee Performance and Integrity Information System*
A comprehensive, government-wide database for storing information on the past performance of grantees and contractors. Failure to abide by relevant statutes, terms, conditions, and requirements of a federal award may result in a note being made in the grantees record of responsibility which could impact future eligibility for federal awards.
- FFR** *Federal Financial Report*
Financial report required of grantees quarterly by MEPI. The Standard Form 425 is made up of a “top” and “bottom” sections (Federal Cash Transaction Report and Financial Status Report).
- GPRA** *Government Performance and Results Act of 1993 (Public Law 103-62)*
Enacted to improve stewardship in the federal government, linking resources and management decisions to program performance. It requires all federal agencies (including MEPI) to implement data tracking systems to monitor performance of their programs, including grant programs.

LOE	<i>Level of Effort</i> The percentage of an employee’s work hours dedicated to a specific project.
MENA	<i>Middle East and North Africa</i> For the purposes of MEPI programming, the MENA region consists of the countries/territories of Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, the West Bank/Gaza, and Yemen. MEPI funds may not be used for programming outside the countries/territories listed.
NGA	<i>Notice of Grant Agreement</i> It is the official notification that an applicant has been awarded a federal grant. It consists of an award coversheet (form 1909), an approved Scope of Work, an approved budget, and the MEPI standard terms and conditions.
NICRA	<i>Negotiated Indirect Cost Rate Agreement</i> A written agreement codifying a fixed rate to be paid to a specific organization to cover overhead, administrative, and other indirect costs. The agreement is negotiated between the grantee and its “cognizant agency”, meaning the agency which is currently providing it the highest amount of federal funding, but the agreed-upon rate is applicable across the federal government.
OMB	<i>Office of Management and Budget</i> An Executive Branch agency with a mission of assisting the President in overseeing the preparation of the federal budget and supervising its administration in Executive Branch agencies. MEPI grantees may hear about “OMB clearance,” the process that a federal agency must follow when it collects data to ensure compliance with the Paperwork Reduction Act of 1995. The goal of this process is to minimize the burden on respondents, avoid duplication, minimize the cost to the federal government, and maximize the usefulness of the information collected.
PI/PD	<i>Principal Investigator/Program Director</i> A PI/PD is a terminology used in GrantSolutions to refer to the main point of contact in a company, organization, institution, or government for an award.
PMS	<i>Payment Management System</i> Online system for submitting payment requests to MEPI. All payment requests must be approved by the MEPI grant team.
PPIRS	<i>Past Performance Information Retrieval System</i> PPIRS is a web-enabled, enterprise application that provides timely and pertinent contractor past performance information to the Department of Defense and Federal acquisition community for use in making source selection decisions. PPIRS assists acquisition officials by serving as the single

source for contractor past performance data. Confidence in a prospective contractor's ability to satisfactorily perform contract requirements is an important factor in making best value decisions in the acquisition of goods and services. PPIRS consists of two components, Report Card (RC) and Statistical Reporting (SR). Both components support the Federal Acquisition Regulation (FAR) requirement to consider past performance information prior to making a contract award (FAR Parts 9, 13, 15, 36 and 42).

- PRS** *Performance Reporting System*
MEPI's in-house web-based database through which grantees can submit quarterly progress reports, work plans, and results monitoring plans.
- RFA** *Request for Applications*
A document issued by MEPI to solicit proposals and announced on www.grants.gov, www.grantsolutions.gov, the MEPI website, and Facebook.
- RMP** *Results Monitoring Plan*
Defines precise performance indicators to track the success of a particular award as it is implemented. Performance indicators are defined in the award package, but grantees are required to add details concerning target goals, baselines, and collection methods through the PRS database within 30 days of the award's signing.
- SAM** *System for Award Management*
SAM is an U.S. Government system which consolidated the capabilities of Central Contractor Registration (CCR), Federal Agency Registration (FedReg), ORCA, and Excluded Parties List System (EPLS). All vendors doing business with the U.S.-government must be registered and it requires annual renewal. Grantees must maintain an active account throughout the life of their award.
- SAMS** *State Assistance Management System*
The State Assistance Management System is the Department's comprehensive grants management system which supports the full lifecycle of the federal assistance process. This system is managed by Grant Solutions.gov
- SoW** *Scope of Work*
The binding description of the work the grantee has agreed to undertake using federal funds. It is included in the initial award package.
- WP** *Work Plan*
A more detailed version of the Scope of Work, the work plan is stored in the MEPI Performance Reporting System database. A detailed work plan based on the Scope of Work must be submitted within 30 days of the award's signing.