United States Department of State
Bureau of International Narcotics and Law Enforcement Affairs (INL)
Notice of Funding Opportunity (NOFO) – SAMS Domestic

Announcement Type:	Request for Federal Assistance Awards Applications
Public Opportunity Title:	Building Court and Legal Capacities to Prevent and Combat Atrocities in Central African Republic
NOFO Opportunity Number:	SFOP0005256
Catalog of Federal Domestic Assistance (CFDA) Number:	19.703 – Criminal Justice Systems
Funding Amount:	Not to exceed $1,500,000 U.S. Dollars
NOFO Issuance Date:	July 3, 2018
Deadline for Receipt of Questions:	July 27, 2018 5:00 PM Eastern Daylight Time
Closing Date and Time for Submission of Applications:	August 10, 2018 11:59 PM Eastern Daylight Time via www.grants.gov
Program Type:	INL/AME program initiative
Grant Program:	INL CAR Program (Re-Establishing Criminal Justice Institutions in the Central African Republic)
Assistance Type:	Cooperative Agreement
Eligibility Category:	Eligible organizations with demonstrable experience working in capacity building with court systems, bar associations, prosecutors, and judicial institutions may include: U.S. based organizations having a 501(c)(3) status with the IRS, U.S. or overseas-based Non-profit/non-governmental organizations (NGOs), or private/state institutions of higher education.
Applicant Type:	Organizations only
Award Ceiling:	$1,500,000
Award Floor:	$1,400,000
Cost Sharing Requirement:	Not required but recommended

EXECUTIVE SUMMARY

The mission of the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports peace and security by stabilizing and strengthening security institutions and by combating narco-trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes just and democratic governments by strengthening justice sector institutions, good governance and respect for human rights.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global efforts to combat transnational crime, include drug trafficking. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights;
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counter-narcotics and institution-building assistance and coordination with foreign nations and international organizations, and;
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

NOTICE OF FUNDING OPPORTUNITY

The United States Department of State, Bureau of International Narcotics and Law Enforcement Affairs, is seeking applications from qualified Non-Governmental Organizations (NGOs), Educational Institutions and other qualified organizations for a cooperative agreement to implement a program entitled "Building the Capacity of the Central African Republic's Judicial Sector to Address Atrocities and Conflict-related Crimes." The authority for this Notice of Funding Opportunity (NOFO) is found in the Foreign Assistance Act of 1961, as amended.

Pursuant to 2 CFR 200.400g, it is U.S. Department of State policy not to award profit under assistance instruments. All reasonable, allocable, and allowable expenses, however, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (2 CFR 200 for US and overseas-based non-profit organizations, and education institutions) may be paid under the cooperative agreement. NOTE: overseas-based nonprofit organizations are legally required to comply with the 2 CFR 200.

Subject to the availability of funds and pending Department of State management approvals, INL intends to issue an award in an amount not to exceed $1,500,000 in total funding. The U.S. Dollar amount will be funded from INL allocated funds, for an initial project period of three (3) years. INL may award up to two (2) additional years contingent on INL priorities, good performance of the recipient, Department of State management approvals, and funding availability. ***INL reserves the right to fund any number of applications or none of the applications submitted and will determine the resulting level of funding for each award(s).***

Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought and the application submission requirements and evaluation process.

To be eligible for an award, the applicant must submit all required information and documents in its application through www.grants.gov, including the requirements found in any attachments to this funding opportunity. This NOFO consists of the following Sections:

Contents

This funding opportunity is posted on www.grants.gov and may be amended. See Section IV for further details. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this NOFO. Applicants will need to have available or download the most updated version of the Adobe program to their computers in order to view and save the Adobe forms properly. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the www.grants.gov helpdesk at: 1-800-518-4726, International callers: 1-606-545-5035, or via email at support@grants.gov for technical assistance. You may also obtain online assistance at: https://www.grants.gov/web/grants/applicants/applicant-faqs.html or https://www.grants.gov/help/html/help/GetStarted/Get_Started.htm.

It is the responsibility of the recipient of this NOFO document to ensure that it has been received from www.grants.gov in its entirety. INL bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

Any questions concerning this NOFO should be submitted in writing to Mark Hove via email at HoveMT1@state.gov and Cheryl Price at PriceCH@state.gov. The deadline for submission of questions for this NOFO is July 27, 2018, 5:00 PM EDT. Responses to questions will be made available to all potential applicants through as an attachment to this NOFO and posted on www.grants.gov.

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 an application. In addition, final award of any resultant grant agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal INL procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

SECTION I – PROGRAM DESCRIPTION

BACKGROUND

The United States seeks a secure and stable Central African Republic where security, stability, rule of law, and development are re-established, and that will not serve as a source of instability for its neighbors. During the most recent conflict, CAR's law enforcement, justice, and penitentiary institutions collapsed. Armed factions looted and severely damaged criminal justice facilities, and destroyed many public records. In 2014, the Bureau for African Affairs (AF) and INL agreed to assist CAR's transitional government in re-establishing the country's criminal justice system, which was devastated during the destabilizing violence. CAR is among AF's top foreign assistance priorities in sub-Saharan Africa, and INL assistance seeks to re-establish functioning law enforcement and criminal justice institutions, and expand those institution's capacity to protect, serve, and provide justice to all CAR citizens across sectarian-lines, while upholding human rights and increasing public trust.

CAR's security environment is challenging (yet improving), and its infrastructure is minimal. At times, restrictions are imposed on movements within the country, including Bangui. CAR must establish the rule of law and a reliable justice system if it is to promote repair of the social fabric split by the commitment of atrocities and conflict-related crimes. In addition, the establishment of the rule of law must stem unrest and extremism in an unstable region, and build public trust and confidence in the ability of the central government to respond to citizen needs. Newly-elected President Touadera has declared that security, justice, and economic development are his top priorities, and during the April 2015 Bangui Forum, the public representatives declared that security and justice were the two immediate needs for the post-conflict period. Unfortunately, CAR's criminal justice institutions (law enforcement, courts, prosecution offices, and prisons) have historically been under-resourced and have experienced minimal institutional development. The majority of CAR citizens tend to view the judicial sector simultaneously as the legitimate arbiter of justice, but also as a weak, ineffective, and sometimes corrupt entity, one that holds court sessions irregularly and does not meet community needs. Compounding these seeming conflicting views, many CAR citizens have little experience or knowledge of court operations or procedures, and access to justice historically has been difficult. Meanwhile, criminal justice actors possess minimal legal training, have little opportunity for professional skills development, lack basic office equipment, and are reluctant to remain or reside in provincial cities.

INL is one of the leading international foreign assistance providers in CAR, and has an excellent reputation among the CAR government and the UN mission as a committed partner to building the capacity of CAR's criminal justice institutions. INL has committed more than $35 million to help re-operationalize and re-establish CAR's law enforcement, justice, and corrections institutions during the past four years. INL projects train law enforcement, corrections, and justice sector personnel, offer technical expertise, provide equipment, and rehabilitate facilities for law enforcement, courts, and prisons. INL also has a substantial project to expand the capabilities of CAR's prosecutors, investigators, police, and medical staff to respond to SGBV incidents; increase the availability SGBV resources for victims and communities; and conduct a public awareness campaign on SGBV issues in local communities. INL also has a substantial project to improve the case file management and evidence control systems within CAR's justice sector.

Although INL has had initial success, CAR is one of the world's least developed countries, and the recent conflict between former Séléka and Anti-Balaka factions not only resulted in numerous atrocities and conflict-related crimes, but also devastated CAR's criminal justice institutions. INL and its implementing partners have built an extensive, trusted relationship with the Ministry of Justice, the country's court system, and provincial judicial officials, and these officials are enthusiastic supporters U.S. capacity building efforts. Moreover, INL and its implementing partners have a broad reach across CAR, and have an active presence in nine provincial cities, in addition to the capital Bangui. Furthermore, INL provides support to the Special Criminal Court, which under the CAR law establishing the court, has the authority to investigate and adjudicate serious violations of human rights and serious violations of international humanitarian law committed in CAR territory since January 2003, in particular, genocide, crimes against humanity and war crimes.

PROJECT PURPOSE/DESCRIPTION

Overview: As CAR moves forward on its post-conflict transition, CAR's atrocity- and conflict-related cases are entering the country's judicial system through two different avenues. Through the first avenue, the state or individuals are filing complaints and seeking prosecution of atrocity and conflict-related crimes directly through the Special Criminal Court (SCC), which will review and investigate the cases. Upon investigation and review, the SCC will likely refer the majority of cases to CAR's ordinary criminal judicial system. The second avenue for atrocity- and conflict-related cases will be complaints filed by individuals against armed groups, warlords, and other criminal gangs, local criminal complaints that probably will not become part of higher-profile cases investigated by the SCC. Such complaints likely are conflict-related, but would likely be processed through the criminal courts rather than the SCC, with such complaints ranging from homicide, kidnapping, and rape to theft of property and assets. Although this project will focus primarily on support to CAR's district criminal courts, implementers will liaise with and include criminal justice actors associated with the SCC as appropriate.

Pending funds availability, this project seeks to continue INL's efforts to build the capacity of CAR's judicial institutions, with an emphasis on addressing atrocities, war crimes, and conflict related crimes. The project should contain three (3) key elements:

1. **Support and Training for District Criminal Courts**: This project shall provide support, mentoring, and technical expertise for the Criminal Courts in CAR's three judicial districts (West, located in Bouar; Central, located in Bangui; and East, located in Bambari) for three years. Such support shall include training of judges, court staff, prosecutors, and defense lawyers, aiding the courts to hold regular sessions, court management, case processing, and equipment and minor renovations as necessary. This will also involve working with the Case File Management and Evidence Control project, and aiding its implementation.

2. **Legal Center and Mobile Teams**: This second element shall support for two years a legal center in Bambari, with a mobile team travelling to the cities of Bria, Bangassou, and Sibut. Located in the Eastern judicial district, these cities have been among the hardest hit by atrocity- and conflict-related crimes since 2016. The center shall be based in Bambari, which is under the protection of MINUSCA contingent, and would provide support to survivors of such crimes and legal guidance on pursuing atrocity- and conflict-related cases. The center shall also provide urgently needed legal assistance to those who wish to pursue their cases in the court. The legal center shall also serve as a base for a Mobile Team that periodically would travel to Sibut, Bria, and Bangassou (security situation permitting) to increase chances of prosecuting perpetrators in those cities and to lend assistance to victims.

3. **Build Capacity of CAR Bar Association**: The third element of this project shall build the capacity of the CAR Bar Association. As a semi-government entity, the CAR Bar Association is responsible for the providing pro bono defense for CAR citizens who cannot afford a lawyer, and on occasion, offers continuing education for CAR lawyers (about 100-110 in the entire country). Offering of continuing education should enable the Bar Association to increase the number of lawyers who can effectively represent victims (and defendants) in cases.

Existing Capabilities: CAR's judiciary sector has historically been under-resourced and has experienced minimal institutional development. Legal training is of low quality, court staff receive little training, judicial staff receive pay irregularly, offices and courts are under-resourced, and job absenteeism remains a challenge because judges and prosecutors are reluctant to leave the security of Bangui, the capital city. For the past three years, INL assisted the courts in re-initializing operations, and provided some initial training, supplies, equipment, and a few minor renovations. INL's initial efforts have resulted in re-opening of the courts, the holding of criminal sessions in some communities for the first time in over a decade, and a survey documenting increased public trust in CAR courts, with complaints filed in increasing numbers.

Special Criminal Court (SCC, CPS in French): Following the 2014 ceasefire, in February 2015 the CAR National Assembly passed legislation establishing the Special Criminal Court (SCC), which was signed into law by the President in June 2015. Further legislation clarifying the rules of procedure and evidence were passed into law by the national assembly in June 2018. Although it is a domestic court established under domestic law, the SCC is comprised of national and international judges, prosecutors, and investigators, and receives technical assistance from the United Nations. Most internationals serving in the SCC are nominated by the Special Representative of the Secretary General of MINUSCA and appointed by the President of CAR. The SCC has jurisdiction to investigate and prosecute perpetrators of atrocities and conflict-related crimes, including serious violations of human rights and serious violations of international humanitarian law, such as genocide, crimes against humanity, and war crimes. The SCC is part of the CAR court system. The SCC will refer the bulk of cases it reviews and investigates to the district criminal courts for prosecution as ordinary crimes, and the SCC Special Prosecutor (an international), will determine which cases fall under SCC's jurisdiction, and which cases fall under the jurisdiction of the ordinary criminal courts and would therefore be referred to those courts.

The implementer of this NOFO shall liaise with officials of the CAR's Special Criminal Court, UN Development Programme (which assists the SCC) and the INL Rule of Law Advisor to facilitate proper procedures in processing cases referred from the SCC to the Criminal Courts. Also, when possible and relevant, the implementer shall include SCC staff in the trainings.

Existing INL Projects: INL already is funding a project to improve case file and evidence control systems in CAR's court system, and this includes the SCC. When possible and appropriate, the awardee of this NOFO shall collaborate with the implementer of that project in integrating the Criminal Courts and the SCC into the improved case file management and evidence control systems and facilitating proper procedures for both systems.

<u>Achievable, Big Impact</u>: This project shall follow a "whole-istic" approach, and has the potential to have a profound impact on the country's judiciary sector. CAR, a country with roughly 5.5 million people but the size of Texas, has about 100-110 lawyers, 85-95 judges, 55-60 prosecutors, and about

80-85 greffiers (court clerks) in total for the country. Roughly 90 percent of each is located in Bangui. The small size of CAR's criminal justice system allows a "whole-istic" approach in that the implementer is able to reach, even train, most, if not all, members of key judicial stakeholders.

Training: Proposals should demonstrate that the proposed project anticipates training for judges, prosecutors, court staff, defense attorneys, and other judicial sector personnel. The UN mission and other implementers have already developed several curricula for the CAR judiciary, and the CAR government has a training center for magistrates, court staff, and other CAR government officials: the National School for Administration and Magistrates (ENAM). As such, soliciting entities should anticipate consulting and coordinating with ENAM and the UN mission, and curriculum development for proposals will likely not be extensive.

Mentoring and Technical Expertise: Given the limited organizational capabilities of CAR's judiciary sector, implementing partners may be requested to provide technical expertise and mentoring on a wide-range of operational, administrative, procedural, and technical judicial matters, including court procedures, case processing procedures, organizational management, budgeting and finance, logistical support/inventory control, standardized procedures, internal affairs and judiciary discipline, and human resources. The soliciting entity will work closely with INL and existing implementers to address these requests.

PERIOD OF PERFORMANCE

The period of performance for this order will be three (3) years from the date of award, with the possibility to extend the project for two (2) additional years, subject to the quality of performance of activities, and availability of funding, and Department of State management approval.

LOCATION OF PROJECT IMPLEMENTATION

Work for this project will occur largely in Bangui, Bouar, and Bambari, with some work occurring in other provincial cities such as Berberáti, Sibut, Bria, Bossangoa, etc. Training efforts may occur at ENAM or other locations in Bangui and perhaps provincial cities. Project implementation will take place in coordination with INL's Police and Rule of Law Advisors attached to the U.S. Embassy, and with other INL implementers, and the UN mission in CAR. Proposed activities in CAR provincial cities should be closely coordinated with the INL team at the U.S. Embassy and the INL Program Officer, and in consultation with the U.S. Embassy's Regional Security Office. For items related to travel to CAR provincial cities, see "Project Considerations," Section 4 "Travel."

PROJECT GOALS

1. CAR courts hold regularly scheduled sessions with gradually decreasing assistance.
2. CAR criminal courts meet the CAR constitution's mandate of a minimum of two (2) criminal sessions [in each district] per year.
3. CAR judges, prosecutors, and court staff possess increased knowledge and skills of in handling atrocity- and conflict-related criminal cases.
4. CAR Criminal Courts have greater capacity to manage and process case files and caseloads, particularly with atrocity- and conflict-related crimes.
    a. As such, the processing time for criminal cases is reduced, which in turn should lead to reductions in the length of pre-trial detention.

5. CAR’s Ministry of Justice and Inspector General exert greater discipline and penalties on judges and prosecutors who are regularly absent from their assigned court, do not fulfill their required judicial responsibilities, or engage in corruption.
6. Victims of atrocity- and conflict-related crimes in the Eastern Judicial District (Bambari, Bria, Bangassou, etc.) have greater access to legal guidance and assistance.
7. The lawyers of CAR’s bar association have increased knowledge and skills to provide improved legal defenses for CAR citizens.

PROJECT OBJECTIVES

Objective 1:

Assist CAR Criminal Courts in demonstrating measurable increases in the capabilities of CAR’s criminal courts, particularly the criminal courts hold at least two (2) regular criminal sessions per year.

> ***Sub-Objective 1a: Assist CAR Criminal Courts in meeting their constitutional mandate in holding two (2) criminal sessions per year.***
>
> ***Sub-Objective 1b: Provide training, technical expertise, and mentoring for CAR’s Ministry of Justice and Inspector General exert greater discipline on judges and prosecutors who are regularly absent from their assigned court, do not fulfill their required judicial responsibilities, and engage in corruption.***

Background**:** The criminal court operations are hampered by absence of judges and prosecutors from duty, a lack of supplies and equipment, limited implementation of procedures, and minimal training and continuing education. Multiple circumstances and elements factor into the struggle to hold criminal sessions, but getting district criminal courts operating on a regular basis has the full support of the Ministry of Justice and the current Inspector General of the court system.

Activity 1: Assess the current circumstances for CAR judicial personnel at the various criminal courts, and develop a baseline.

Activity 2: Devise, in consultation with relevant CAR, MINUSCA, UNDP, and INL authorities, an action plan based on the assessment in Activity 1. The action plan should consider and differentiate between judges, prosecutors, and court staff (staff being on the job is not really a problem.).

Activity 3: Implement the action plan in collaboration with INL Rule of Law Advisor, UN mission and other INL implementers.

Activity 4: During implementation, identify and address any oversights, problems, and unanticipated factors in consultation with the INL Rule of Law Advisor and INL Program Officer.

Activity 5: After initial efforts, provide additional training and mentoring as needed in order to build sustainability in holding criminal sessions, with decreasing amounts of assistance.

Activity 6: Drawing upon the assessment in Activity 1, the implementer may consider the development of standard operating procedures (SOPs), manuals for officers, and other needed reference materials for CAR law enforcement officials.

Objective 2:

Assist and mentor CAR Criminal Court staff to develop greater capacity to manage and process caseloads, particularly with atrocity- and conflict-related crimes.

> ***Sub-Objective 2a: In areas where needed, provide CAR judges, prosecutors, and courts staff with training to increase knowledge and skills of in handling criminal cases, particularly atrocity- and conflict-related criminal cases.***
>
> ***Sub-Objective 2b: Assist and mentor CAR Criminal Court staff to develop greater capacity should reduce the processing time for criminal cases, and thereby, result in reductions in the length of pre-trial detention.***

Background: Objective 2 results because the lack of resources and partial implementation of SOPs are among the several factors involved on the lack of capacity within CAR's criminal courts.

Activity 1: Assess the current situation, and identify opportunities for training and technical expertise for criminal court officials to facilitate processing and managing caseloads, conducting investigations, proper handling and storage of evidence, protecting victims and witnesses, and other court procedural and operational maters.

Activity 2: Review current situation, and devise, in consultation with relevant CAR authorities, MINUSCA, INL, and other INL implementers, an action plan to build capacity in managing and processing cases. The plan should also include a means/ mechanism to ensure adherence to SOPs.

Activity 3: Implement the action plan.

Activity 4: During implementation, identify any oversights, problems, additional needs, and unanticipated factors and develop solutions to address them, in collaboration with INL Rule of Law Advisor and the UN mission.

Activity 5: Once initial activities are underway, devise a continuing education mechanism for the judicial sector, to allow for incorporation and adoption of new techniques/protocols, in addition to reviewing previously instructed procedures/practices.

Objective 3:

Foster expansion of the rule of law

> ***Sub-Objective 3a: Assist CAR Criminal Courts in holding regular criminal sessions,***
>
> ***Sub-Objective 3b: Provide legal guidance and increase access to justice for victims of atrocity- and conflict-related crimes in the Eastern Judicial District (Bambari, Bria, Bangassou, etc.). }***

Sub-Objective 3c: Provide training and technical assistance to lawyers of CAR's bar association in order to increase their knowledge and skills to provide legal defense for CAR citizens and the indigent, notabhly forvictims of atrocity and conflict-related crimes.

Background: INL is actively implementing projects in Bangui and nine (9) other CAR cities; however, eastern CAR has only benefitted minimally from this largely due to the security situation. During the past year, MINUSCA has expanded its presence in Bambari, Bangassou, and Bria. With this increased UN presence, INL is now assisting the deployment of law enforcement officers, re-opening the Bambari criminal court, and renovating and expanding the capacity of the Bambari prison. The next step is increasing the access to justice for CAR citizens who are victims of atrocity and other conflict-related crimes, and a legal center like existing INL legal centers in Bouar, Berberáti, Bangui, Bimbo, and other cities would facilitate this.

Activity 1: Assess the situation in Bambari, and develop a plan and site location for opening a legal center in the city

Activity 2: In collaboration with INL Rule of Law Advisor and the UN Mission, implement action plan, including hiring staff.

Activity 3: As security permits, conduct outreach to the community on the resources available to the center, basic roles and functions of CAR's courts, and the costs of atrocities, SGBV, and other conflict-related crimes to families and the community.

Activity 4: Liaise with and as needed or requested provide training or technical assistance to local judges, prosecutors, and courts staff on SGBV, atrocities, and other conflict-related crimes, and how to protect victims and witnesses of such crimes. Liaise with local investigators and law enforcement as well.

Activity 5: In collaboration with INL Rule of Law Advisor, INL Program Officer, and MINUSCA develop and implement a plan for a mobile team to provide legal guidance and assistance in eastern CAR communities not served by a legal center, primarily Sibut, Bria, and Bangassou.

Activity 6: During implementation, take account of any oversights, problems, or unanticipated factors during operation of the legal center and mobile team, and in consultation with INL Rule of Law Advisor, INL Program Officer, and UN mission, develop and implement corrective measures.

Activity 7: Develop and implement a maintenance and sustainability plan for the particular function or capability.

Objective 3:

Build public confidence in the country's judicial sector

Sub-Objective 4a: Conduct outreach in the Eastern Judicial District on impact and Atrocities, SGBV, and other serious crimes has on communities, and the services available for victims.

Sub-Objective 4b: Provide training and technical assistance to lawyers of CAR's bar association in order to increase their knowledge and skills to provide legal defense for CAR citizens and the indigent, notably for victims of atrocity and conflict-related crimes.

Background: As noted above, the CAR bar association is a semi-government entity responsible for the providing pro bono defense for CAR citizens who cannot afford a lawyer. The skills-level of CAR lawyers (about 100-110 in the entire country) is low, and the organization has not been a vehicle for providing continuing education. Recently, INL, the UN mission, and the CAR bar association created a development plan for the organization, and this project will need to consult this when developing training and technical assistance to the association.

Activity 1: Assess the state of, the skills, and capacity of the CAR bar association, and devise an action plan to build the capacity of the association to improve lawyers' ability to provide legal assistance to CAR citizens.

Activity 2: Provide technical expertise and implement the action plan that includes training and mentoring for bar association lawyers in providing legal defense for the indigent and victims of atrocities, SGBV, and other conflict-related crimes.

Activity 3: Implement the action plan, providing training and mentoring for Bar association lawyers in providing legal defense for CAR citizens.

Activity 4: During implementation, identify any oversights, problems, additional needs, and unanticipated factors and develop solutions to address them, in collaboration with INL Rule of Law Advisor and the UN mission.

Activity 5: Once plan activities are underway, devise a continuous education mechanism for the judicial sector, to allow for incorporation and adoption of new techniques/protocols, in addition to review previously instructed procedures/practices.

CROSS-CUTTING AND ADDITIONAL ACTIVITIES

1. **Local Context and Limitations:**
   Given the conditions in CAR, a certain level of creativity and practicality is required, and action plans for achieving objectives must consider certain limitations. Electricity and internet are unreliable, with frequent and lengthy outages, and in many locations, electricity and internet are non-existent. General infrastructure, including phone lines and paved roads is extremely limited. The general level of computer skills is low, and levels of illiteracy should be considered. The local language is Sango, and some judicial personnel may not be fluent or literate in French, the government's official working language.

2. **Coordination and De-conflicting of Projects:**
   All activities require the implementer for this cooperative agreement to liaise and collaborate with the implementers of existing projects to ensure collaboration of effort, avoidance of duplicative efforts, or impediment of work by other projects. The INL Rule of Law Advisor and the INL Program Officer shall serve as primary Points of Contact; however, the implementer is

expected to coordinate its activities with the U.S. Embassy in Bangui, the UN Development Programme (UNDP), the UN Integrated Stabilization mission to the Central African Republic (MINUSCA), and other international partners such as the European Union.

3. **Buy-in and Local Ownership:**
INL has excellent relations with the CAR government, MINUSCA, UNDP, and other international partners, and is recognized as a leader in foreign assistance efforts in CAR. INL implementing partners have an excellent reputation for collaboration, transparency, effectiveness, and industry in its workings with the country's criminal justice system. The CAR government welcomes INL assistance and is eager for this assistance to build the capacity of CAR's justice sector.

4. **Travel**
The project requires that activities will be implemented in various provincial cities in CAR. Air travel within CAR is done via the UN's air service (UNHAS), and international travel occurs on a limited schedule at Bangui's international airport. Because travel within CAR is required, Embassy Bangui and INL shall arrange travel with UNHAS for project staff. Project staff shall coordinate any internal travel within CAR with the INL Rule of Law Advisor, the Embassy's Regional Security Officer, and Deputy Chief of Mission. Such coordination is required for security reasons.

5. **Language**
The official language of CAR is French, with the language among locals is Sango. Any and all training, mentoring, or other activities shall be conducted in French. In rare instances, simultaneous interpretation services may be allowed pending concurrence by the GOR and INL Program Officer. All materials and correspondence for activities and provided to CAR government and law enforcement officials (e.g., letters, memos, software, training materials, etc.) shall be in French, and the final products of the project shall be in French.

6. **Pre-Deployment Training**
INL offers a seven-day Pre-Deployment training course at the Executive Conference and Training Center in Reston, Virginia, near Dulles International Airport. INL covers the cost of instruction, lodging, meals, and transport to and from Dulles International Airport. Project team members are encouraged to attend.

7. **Living Conditions and Other Considerations**
Due to its location, and its major supply line being the road from Douala, Cameroon to Bangui, CAR has limited availability of imports, housing, foodstuffs, and other items. Given that CAR is one of the world's least developed countries, the implementer shall also consider infrastructure challenges, such as the unreliability or the lack of electricity, plumbing, and internet, in addition to poor roads and few transportation options outside the capital city of Bangui.

Due to prevalence of malaria, project staff are required to take preventative malaria medication. Adequate medical facilities are not available in CAR, and the implementer must provide a plan for medical care. The soliciting entity shall schedule a medical exam for each staff member, and obtain an official letter / certificate from the physician stating the individual is cleared for extended deployment in a country with limited medical services. Copies of the letters / certificates shall be provided to the INL Program Officer and Embassy Bangui. The medical exams are required prior to deployment to CAR.

8. Program Expansion

In the event of a successful project, INL will consider the option of expanding the project to other areas of countries in the region, subject to availability of future funding. Applicants may include in their proposal a brief section outlining how additional funds could potentially be used to expand work into further activities or additional countries in future years. Applicants are strongly encouraged to demonstrate how their project might leverage funding through other organizations.

TARGET POPULATION

Applicants should identify target audiences, specific demographics, and the region(s) in which the project will be implemented. It is particularly important to specify the approximate number of beneficiaries to be directly and indirectly impacted by project activities.

DESIRED RESULTS AND ILLUSTRATIVE INDICATORS

By the end of the 3 years, and defined by a baseline developed by the implementer at the project's start, the selected applicant is expected to achieve the following desired results, and provide documentation of results: 1) measurable increases in the capabilities of CAR's criminal courts to hold regular criminal sessions, at least two (2) sessions per year; 2) improved processing of cases, particularly cases of atrocity- and conflict related crimes; 3) foster expansion of the rule of law; and 4) build public confidence in the country's judicial sector. The selected applicant shall expand the working capabilities of judicial sector personnel, and build the capacity of the CAR court system, and initiate a program of continuing education for CAR judges and court staff. The implementer, in consultation with INL Rule of Law Advisor and INL Program Officer, shall define the measurements and indicators of progress and development, and the indicators must be qualitative and quantitative. In quantitative terms, at the end of 3 years, such factors shall include numbers of sessions held, number of cases handled, number of cases heard and completed, the length of time processing a case, length of the accused in pre-trial detention, increase/decrease per year in the number of cases processed/heard/etc. Judges and court staff shall function with demonstrable improved operational effectiveness, and the Ministry of Justice and Inspector General of the courts should demonstrate improved accountability for judges and prosecutors. Criminal courts should also demonstrate adoption and adherence to standard procedures, practices, and protocols. Drawing on the baseline developed at the start of the project, the public perception of the CAR judiciary should show signs of public recognition of improved performance of duties, increased trust and respect, and greater readiness to seek resolution and restitution via the CAR court system.

The recipient, in consultation with INL, will develop a project-level Performance Monitoring plan (PMP) with annual and end-of-project targets and results anticipated for key performance indicators. The following table shows indicators that will be measured, as well as illustrative targets, upon which the recipient will be responsible for monitoring and reporting during and after the project. The U.S. Embassy in Bangui and INL Program Officer shall regularly monitor project performance to assess whether project activities are on track and targets are being achieved.

Outcome indicators for the project are provided below. The recipient is expected to identify targets for these indicators based on what it can reasonably achieve within the performance period of the project, and based on the expected overall project results described above.

Example ***Outcome Indicators***	***Illustrative targets:***
Level of ability by trained judicial personnel to demonstrate understanding and utilization of skills in processing cases, and doing so in a timely manner.	TBD
The number of individuals from Bambari receiving legal guidance and assistance, and the number complaints, cases filed, mediations undertaken, cases heard in the Eastern Judicial District.	TBD
The number of individuals receiving legal guidance and assistance via the mobile legal team, and the number complaints, cases filed, mediations undertaken, cases heard in the Eastern Judicial District.	TBD
The percentage of local citizens and MINUSCA officials who acknowledge improved professionalism and capabilities by the CAR criminal courts.	TBD

Output indicators and illustrative targets for the project are provided below. The recipient should review these and either confirm the illustrative targets or propose alternative targets, as appropriate.

Example ***Output Indicators***	***Illustrative targets:***
Number of judicial personnel trained in various legal and operational skills.	100% Judges 100% Court Staff 100% Prosecutors
Number and type of judicial skills and functions with which technical expertise was provided.	TBD
Number of requests for specialized training fulfilled.	TBD
The number of CAR bar association members receiving training.	TBD

The recipient may propose additional outputs, indicators, and/or targets as appropriate. The recipient will be required to collect baseline data for all the PMP indicators during the first year of the project. In addition, certain terms included in the outcomes and indicators will need to be defined at the very beginning of the project so that it is possible to measure the change during and at the end of the project. Examples of such are “capacity”, “spread effect”, etc. Baseline information will be critical for both monitoring and evaluation of project progress and results.

[END OF SECTION I]

SECTION II – FEDERAL AWARD INFORMATION

INL expects to award one (1) grant agreement based on this NOFO. The anticipated total federal funding amount is not to exceed $1,500,000. The period of performance is three (3) years with an anticipated start date of October 2018. INL may extend the award up to two (2) additional years contingent on INL priorities, good performance of the recipient, Department of State management approval, and funding availability.

The U.S. government will issue one (1) award resulting from this NOFO to the responsible applicant(s) whose application(s), conforming to this NOFO, are the most responsive to the objectives and criteria set forth in this NOFO. The U.S. government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The U.S. government may make award 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. The U.S. government reserves the right (but is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

Paragraph must be included for awards in AFGHANISTAN Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at https://ramportal.state.gov, via Email to RAM@state.gov, or hardcopy to the Grants Officer. Questions about the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

Please include this language if Leahy Vetting will be required for this project. ***Applicants please be advised that the following will be required if your organization is selected for this announcement.***

State Department Leahy Amendment Vetting Requirements:

Funds provided under this award are subject to Section 620M of the Foreign Assistance Act of 1961, as amended, a provision titled “Limitation on Assistance to Security Forces” (the “Leahy Amendment”). Subsection (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 information that such unit has committed a 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 information that such unit or individual has committed a gross violation 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 information of a gross violation 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) calendar 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 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.

[END OF SECTION II]

SECTION III – ELIGIBLITY INFORMATION

(1) Eligibility for this NOFO is limited to:

- Applicants that qualify to receive U.S. grants (such as **U.S. not-for-profit/non-governmental organizations (NGOs) or U.S. based educational institutions subject to section 501(c)(3) of the U.S. tax code**; **foreign not-for-profits/non-governmental organizations (NGOs) or foreign based educational institutions**, with the ability to develop and successfully implement a project in Central African Republic and meet INL's reporting requirements. Organizations must also be able to demonstrate current (or pending) country registration in CAR, if required by the country of project implementation.

  AND

- Must have demonstrated experience implementing similar judicial capacity building programs in a civil law context in sub-Saharan Africa, preferably in a Francophone country. INL reserves the right to request additional background information on organizations that do not have previous experience administering similar programs and/or federal grant awards.
- Must have demonstrated experience implementing similar capacity building programs within a civil law system. INL reserves the right to request additional background information on organizations that do not have previous experience administering similar programs and/or federal grant awards.
- Must have an established office in Bangui, Central African Republic, and have been working in the country for at least two years.
- Applicants must propose an In-Country Project Manager who meets the following minimum qualifications. Some preferred qualifications are also listed.

  MINIMUM QUALIFICATIONS
  - U.S. Citizen or Third Country National with a minimum of three years of experience in working with justice sector capacity building in a civil law context. A U.S. or home country driver's license valid for the full period of prospective deployment are acceptable.
  - Bachelor's degree or higher, or equivalent, in Criminal Justice, Law, or related field.
  - Must demonstrate extensive knowledge of court operations and procedures, with experience in practical application of such.
  - In-Country project Manager must have at least two (2) years of experience conducting training for justice sector actors.
  - Must have demonstrable experience working with international and foreign assistance entities, assistance missions, programs, and implementers.
  - French language capability at or above a level equivalent to a recognized foreign language proficiency measurement framework, such as the Foreign Service Institute's defined 3/3 level or Common European Framework for Reference for

Language's B2 or C1 level, Berlitz, or other. Demonstration or proof of language capability required, unless the individual is a native French speaker.
    - Fluent in the English language (spoken and written).
    - Strong skills in using Microsoft Office products.
    - Candidates for In-Country Project Manager shall be submitted and receive approval from the INL Program Officer.

  PREFERRED QUALIFICATIONS
    - Experience in curriculum development and training.
    - Experience working with an overseas justice sector or judicial system.
    - Experience working with a civil law (a.k.a Napoleonic, European) justice system (U.S. operates under common law)

- Applicants must have the ability to produce course materials, deliver training, and conduct evaluations in French and English. The applicant's staff should be proficient in English in order to fulfill reporting requirements.
- Applicants must have existing, or the capacity to develop, active partnerships with stakeholders in order to successfully carry out the proposed program.
- Organizations may form a consortium and submit a combined proposal; however, one organization should be designated as the lead applicant.
- Applicants must be able to respond to the NOFO and mobilize in a short period of time.

PLEASE NOTE: Public International Organizations (PIOs) and For-Profit Organizations are excluded from applying to this grant announcement.

To be eligible for a grant award, in addition to other conditions of this NOFO, organizations must have a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in any sub-awards issued under this grant award.

(2) INL encourages applications from potential new partners.

[END OF SECTION III]

SECTION IV – APPLICATION AND SUBMISSION INSTRUCTIONS

INL urges prospective applicants to immediately confirm their organization has a current Unique Entity Identifier (Dun and Bradstreet (DUNS) number) as well as a current Central Contractor Registration via www.sam.gov. Additionally, please ensure that registration in the following systems is in a *current/active status* prior to your organization's application submission.

Important Note:

Organizations physically located OUTSIDE of the U.S. and territories and wishing to conduct business (contracts/grants) with the U.S. Government, must FIRST request a NCAGE Code, followed by a DUNS Number and then complete registration process in SAM.gov.

U.S. based Organizations, wishing to conduct business (contracts/grants) with the U.S. Government to include Foreign Government, please proceed directly to SAM.gov. A U.S. CAGE Code will be assigned at the end of the SAM.gov Registration process.

CAGE/NCAGE Registration

For US-based organizations, a CAGE code will automatically be assigned to your entity once you submit your entity's registration in SAM.gov and the TIN validation has been returned.

NCAGE Codes are required for all foreign entities prior to starting a SAM registration. ***PLEASE NOTE: The organization's name, address, and email information must match what you used to request your Unique Entity Identifier (DUNS Number) Please ensure that alphabets, numerical characters, symbols, etc. and spacing is the same in both systems during the registration process.***. Otherwise, you will receive error messages when applying for the NCAGE code. Organizations can submit a request for an NCAGE Code using the NCAGE Request Tool at https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf. Detailed instructions are posted at that site. For additional information, please call 1-269-961-4623 or send an email message to NCAGE@dlis.dla.mil.

NCAGE registrations for overseas organizations can take up to 10 days (or more) to finalize once a request has been received. Please plan accordingly.

Unique Entity Identifier (DUNS Number)

All applicant organizations (foreign and domestic) must obtain a DUNS number. **US-based organizations** may request a DUNS number by calling 1-866-705-5711 or email: SAMHelp@dnb.com; the DUNS number is usually provided immediately.

Foreign organizations that do not have a Unique Entity Identifier (DUNS number) will need to go to the Dun & Bradstreet website at http://fedgov.dnb.com/webform/CCRSearch.do?val=1 to start the process for obtaining a DUNS number. *If further assistance is required, please email:* SAMHelp@dnb.com. ***NOTE: The organization's name, address, and email information used to request the NCAGE Code must match what is used to request your Unique Entity Identifier***

(DUNS Number). Please ensure that alphabets, numerical characters, symbols, etc. and spacing is the same in both systems during the registration process.

SAM.gov Registration

SAM.gov registration is required of all INL applicants prior to registering with www.grants.gov. If your organization was previously registered in the Central Contractor Registry (CCR)**,** you must still create a new Individual User Account in SAM.gov prior to receiving a future federal grant. Applicant organizations can obtain assistance for SAM.gov registration by using the following link: https://www.fsd.gov or by calling **1-866-606-8220** (U.S. calls)/or **1-324-206-7828** (international calls). ***PLEASE NOTE: The organization's name, address, and email information used to request your organization's Unique Entity Identifier (DUNS number) and the NCAGE Code must match what is used to request the SAM.gov validation Please ensure that alphabets, numerical characters, symbols, and spacing is the same in both systems during the registration process***. Otherwise, you will receive error messages when registering in SAM.gov.

US-based organizations that already have a TIN (taxpayer identification number), your SAM registration will take 3-5 business days to process. US-based organizations applying for an EIN (employer identification number), please allow up to 2 weeks.

Foreign organizations ***must*** have a DUNS number and an NCAGE code prior to completing the SAM.gov registration process. Please follow the above listed instructions to obtain each.

Please note: If your organization is registered with SAM.gov and your status is NOT listed as ACTIVE, you will need to update your registration prior to submitting an application through www.grants.gov. SAM.gov requires ALL organizations (foreign and domestic) to register on an ANNUAL basis.

Grants.gov Registration

In order to apply for a grant, your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Please log into http://www.grants.gov/web/grants/applicants/organization-registration.html to obtain complete instructions on the registration process.

Foreign Registrants: Anyone residing and doing business outside of the United States is still required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government. Please ensure that you have obtained an NCAGE code, a DUNS number, and an "ACTIVE" status in SAM.gov prior to registering in Grants.gov.

TECHNICAL FORMAT REQUIREMENTS

For all application documents, please ensure:

A. All pages are numbered, including budgets and attachments,
B. All documents are formatted to 8 ½ x 11 paper, and
C. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
D. All documents must be submitted in English. **(*Please note: Per Department policy, English is the official and controlling language for all submitted application/award documents.)***

Complete applications must include the following for proposal submissions:

1. **Completed and signed SF-424, SF-424A, and SF424B**, submitted via www.grants.gov, as well as, if applicable (*Please see Tab D for instructions for completion of Standard Forms 424, 424A, and 424B.*)
2. A copy of your organization's **most recent audit (as required per 2 CFR 200.500 – Subpart F)**. ***If an audit cannot be provided, an explanation must be submitted with the proposal submission***.
3. **Cover Page** that sets forth proposal title, name of lead applicant, names of any other participating organizations, name and number of the Target Themes to which the proposal responds, and requested funding amount in U.S. dollars (see the award amount ceiling as stated in the NOFO)
4. **Table of Contents** (not to exceed one [1] page in Microsoft Word) that includes a page-numbered contents page, including any attachments.
5. **Executive Summary** (not to exceed two [2] pages in Microsoft Word) that includes:
   a) the target country(ies),
   b) name and contact information for the project's main point of contact,
   c) a statement of work or synopsis of the program, including a concise breakdown of the project's objectives, activities, and expected results,
   d) the total amount of funding requested and program length, and
   e) a brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.
6. **Proposal Narrative** (not to exceed twenty [20] pages in Microsoft Word). Please note the page limit ***does not*** include the required items listed in items 7 – 16 (below).
7. **Summary and Detailed Line-Item Budget** (preferably in Microsoft Excel) that includes three [3] columns including the request to INL, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424 as a sample). Costs must be in U.S. dollars. (Sample template is provided as an attachment under the announcement via www.grants.gov.)
8. **Budget Narrative** (preferably in Microsoft Word) that includes an explanation and justification for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, INL recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification of the roles and responsibilities of key staff and percentage of time devoted to the project. The budget narrative should communicate to INL any information that might not be readily apparent in the budget, not simply repeat with words what is stated numerically in the budget. (Sample template is provided as an attachment under the announcement via www.grants.gov.)
9. **NICRA:** If your organization has a negotiated indirect cost rate agreement (NICRA) and will include NICRA charges in the budget, your latest NICRA must be included as a .pdf file. This

document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations, as described above. If your proposal involves subgrants to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file (see "INDIRECT COST RATE" below for more information on indirect cost rates).
If your organization does NOT have a negotiated indirect cost rate agreement (NICRA) please specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs. The de minimis rate must be included in the detailed budget and an explanation must be provided in the budget narrative.

10. **Monitoring and Evaluation Plan and Logic Model;** (see **TAB B** below for more information on this section). (Sample template is provided as an attachment under the announcement via www.grants.gov.)
11. **Roles and responsibilities of key program personnel with short bios** that highlight relevant professional experience. This relates to the organization's capacity. Given the limited space, CVs are not recommended for submission.
12. **Timeline of the overall proposal -** Components should include activities, evaluation efforts, and program closeout
13. **A list of previous and/or current federal assistance awards received**; please include the awarding agency, point of contact, name of the project, start and end dates, and amount of the award. ***If a list of previous and/or current federal assistance award received cannot be provided, an explanation must be submitted with the proposal submission.***
14. **Program Risk Analysis**: Please provide the required risk analysis information as noted in **TAB B** of this NOFO. (Sample template is provided as an attachment under the announcement via www.grants.gov.)
15. **INL Pre Award Annual Survey –** template provided by INL that reviews the organization's financial capacity and infrastructure. (Sample template is provided as an attachment under the announcement via www.grants.gov.)
16. **Attachments** (not to exceed **five (5)** pages total, preferably in Microsoft Word) that include the following in order:
    a) ***Additional optional attachments***. Attachments may include further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations or government agencies that support the program rather than the actual documentation.

Note: INL retains the right to request additional documentation for those items not included on this form.

ADDITIONAL INFORMATION

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Organizations should be familiar with 2 CFR 200 on cost accounting principles. For a copy of the OMB circular cited, please contact Government Publications or download from http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Overseas-based nonprofit organizations are legally required to comply with 2 CFR 200.

AUDITS

The recipient's proposal should include the cost of an audit that:
1) Complies with the requirements of 2 CFR 200 Subpart F "Audit Requirements;"

2) Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations Receiving Federal Awards;"
3) Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, "Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents," where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required;
4) A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200 subpart F. *The audit costs shall be identified by 2 CFR 200.435.*

INDIRECT COST-RATE

An organization with a negotiated indirect cost rate agreement (NICRA) negotiated with a cognizant federal government agency other than the U.S. Department of State must include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Per 2 CFR 200.414. any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC200.68 Modified Total Direct cost (MTDC) which may be used indefinitely. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and sub-awards and sub-contracts up to the first $25,000 of each sub-award or sub-contract (regardless of the period of performance of the sub-awards and sub-contracts under the award). ***MTDC excludes equipment ($5,000 or greater), capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and sub-contract in excess of $25,000***. As described in 2 CFR 200.403, factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

[END OF SECTION IV]

TAB A: PROPOSAL GUIDELINES

Proposals should include the following components:

- Introduction and Problem Statement
- Planned Activities
- Indicators

Problem Statement and Rationale: Describe the problem and how the project will achieve or contribute to achieving a sustainable solution and a measurable outcome. The applicant should explain the extent of existing assistance within the particular geographic area, and how the proposed intervention may complement (or differ from) other similar interventions. The implementer should also explain, as necessary, the particular experience and qualifications they bring to the project. The rationale should also reflect understanding of the priorities and policies of the bureau/post or program with which this agreement is associated.

Planned Activities and Indicators: Describe the planned activities, and relevant stakeholders for implementation. The implementer should highlight key stakeholders and their expected role in the project, along with any contingencies. The implementer should list assumptions that are dependent on the ultimate success of the project. This could include elements like geographic location, coordination efforts with other international organizations, or political will from host governments, private sector, and NGOs. As appropriate, limited contingency possibilities should be included in the proposal, in case the initial planning assumptions are not met. Example of a planned activity and contingency:

Planned Activity	**Contingency**
Energy efficiency workshops in collaboration with the government of Mexico and other representatives from the Latin America region, focused on raising awareness of energy efficiency standards.	*If government of Mexico doesn't engage at the expected level, project team will look to other regional stakeholders, such as the OAS, to assist in convening key stakeholders.*

In the proposal, there should be a clearly defined link between each of the following elements as delineated:

Problem Statement → Planned Activities/Inputs → Process Indicators → Output Indicators → Outcome Indicators → Impact

Process Indicators measure the activity that has been completed. Please delineate the specific activities to be conducted, such as workshops, roundtables, trainings, forums, exchanges, policy dialogues, etc. All indicators must include targets. Example of a process indicator:

Process Indicator	*50 women trained in energy efficiency standards*

Output Indicators, otherwise known as deliverables associated with the agreement, should be included. Unlike process indicators, outputs are what is produced, and are often tangible. At this level, it is the measurement of ability, knowledge, skills, or access. All indicators must include targets. Example of an output indicator involving the same participants:

Output Indicator	*80 percent of participants demonstrate at least 75 percent cognizance of efficiency standards*

Outcome Indicators measure the change in system or behavior or practice. Expected outcomes are the results that come from a series of activities that are necessary to achieve impact. All indicators must include targets. Example of an outcome indicator:

Outcome Indicator	*30 percent of efficiency standards being implemented in a participant's country as a result of participant's participation.*

All indicators **must** include measurable, numerical targets, which should serve as the foundation for monitoring and evaluation efforts. Ultimately, proposed activities and achievement of indicator targets will lead to impact.

TAB B: PROGRAM MONITORING AND EVALUATION PLAN and PROGRAM RISK ANALYSIS

INL will work with recipient organizations to implement the appropriate monitoring and evaluation plan that meets both the needs of the bureau and the implementing partner. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:

- Setting objectives that are specific, measurable, attainable, results-focused, and placed in a reasonable time frame (SMART);
- Linking project activities to stated objectives;
- Developing key performance indicators that measure realistic progress towards the objectives.

INL expects implementing organizations will track participants or partners as appropriate and be able to respond to key evaluation questions, including satisfaction with the program/training, information learned as a result of the program/training, changes in attitude and behavior as a result of the program, and effects of the program on institutions in which participants work or partner with. Applicants should include the monitoring and evaluation process in their timeline.

Recipients will be required to provide reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular quarterly progress reports to INL.

The monitoring and evaluation plan <u>**must**</u> include, at a minimum, the following elements:

- A results "Logic Model" planning document (see sample Logic Model template attached as a sample document)
- Indicators, as described in Tab A, as well as details on how each indicator will be measured, frequency of the measurements, units of measure, etc. Provide indicators at the output and outcome levels. Monitoring and evaluation plans should include a chart component that clearly delineates indicators and targets. <u>All indicators must include measurable, numerical targets.</u>
- Establish, where possible, performance baseline data and expected performance targets for each indicator/outcome. In some cases, the baseline may be zero.
- Describe monitoring and evaluation tools, such as rapid assessment surveys, site visits, key stakeholder interviews, etc., that will be used.
- Plans should describe how the project's impact and effectiveness will be monitored and evaluated throughout the project.

INL has included a sample Monitoring and Evaluation template as an attachment to the NOFO.

PROGRAM RISK ANALYSIS

Risks are unavoidable – all programs inherently contain both internal and external risks. However, with proper identification and management, risks can be prepared for, minimized or mitigated. The purpose of a risk analysis is to identify the internal and external risks associated with the proposed program in the application, rate the likelihood of the risks, rate the potential impact of the risks on the program, and identify actions that could help mitigate the risks. A risk analysis should not be considered a one-time exercise or a static document. INL defers to organizations to conduct adequate risk analysis and remediation for all of its operations and advises that risk analysis and remediation occur throughout the life of a program and should result in revisions to risk analysis documents and processes as necessary. Applicants should include all assumptions and external factors identified in the logic model in the risk analysis. Applicants should rate the likelihood of a risk and potential impact of the risk as “High,” “Medium,” or “Low.”

TAB C: BUDGET GUIDELINES

Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns should be used to delineate the bureau funding request, cost-share by applicant, and total project funding. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the program's cost-effectiveness).

The three-column proposal line item budget should include the following components, in the suggested format below:

		INL Request	Cost Share	Total
A. PERSONNEL				
a) Primarily Headquarters-Based Personnel				
-H.Q.-based project -dedicated staff salary (X months) -H.Q.-based administrative staff salary (X months)	X% of $X/yr X% of $X/yr			
b) Primarily Field-Based Personnel				
-Field-based Country Director salary (x months or year) -Field-based Program Assistant salary (x months or year)	X% of $X/yr X% of $X/yr			
Subtotal Personnel				
B. FRINGE BENEFITS				
a) Primarily H.Q.-Based Fringe Benefits	fringe=X% salary			
-H.Q.-based project -dedicated staff fringe (X months) -H.Q.-based administrative staff fringe(X months)	X% fringe X% fringe			
b) Primarily Field-Based Fringe Benefits	fringe=X% salary			
-Field-based Country Director fringe (x months or year) -Field-based Program Assistant fringe (x months or year)	X% fringe X% fringe			
Subtotal Fringe Benefits				
C. TRAVEL				
a) Monitoring Travel				
-Monitoring Trip: H.Q. to field (X) -Per diem (X days)	$X/RT flight $X/day			
b) Field Travel				
Activity 1: Workshop -Staff Travel (# staff) -Staff Per Diem (X days) -Participant Travel (# participants)	$X/RT flight/# staff $X/day/# day/# staff $X/trip/# pax			
-Participant Per Diem (X days)	$X/day/# day/# pax			
Activity 2: Town Hall Meeting -Staff Travel (# staff)	$X/RT flight/#			

	staff			
-Staff Per Diem (X days) -Participant Travel (# participants) -Participant Per Diem (X days)	$X/day/# day/# staff $X/trip/# pax $X/day/# day/# pax			
Subtotal Travel				
D. EQUIPMENT				
a) Primarily H.Q.-Based Equipment (if applicable)				
-H.Q.-equipment (if applicable)	$X/unit			
d) Primarily Field-Based Equipment				
-Field-equipment	$X/unit			
Subtotal Equipment				
E. SUPPLIES				
a) Primarily H.Q.-Based Supplies (if applicable)				
-Printing and Photocopying (X months)	X% of $X/yr			
b) Primarily Field-Based Supplies				
-Markers and dry erase board -Telephone (X months) -Office Supplies (X months)	$X/set X% of $X/yr X% of $X/yr			
Subtotal Supplies				
F. CONTRACTUAL				
a) Subgrants				
-Local Subgrantees (X subgrants)	$X/unit			
b) Consultant Fees				
-Media Specialist/Honoraria (X days/hours) -Independent M & E specialist -Translation Fees (X pages)	$X/consult $X/unit $X/page			
Subtotal Contractual				
G. CONSTRUCTION	**N/A**			
H. OTHER				
a) Other Direct Costs				
-Field Office Rent (X months)	X% of $X/mo			
Subtotal Other				
I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)				
J. INDIRECT CHARGES				
a) Indirect Costs/NICRA (X% of costs)				
Subtotal Indirect Charges				
K. TOTAL COSTS (Sum I-J)				

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (pax = participants)

Before grants are awarded, INL reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the INL program and availability of funds.

As mentioned above, the detailed budget should also include an accompanying budget narrative document that explains and justifies each line item, in the suggested format below:

LINE-ITEM BUDGET NARRATIVE –

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

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate. Fringe benefit application must be consistent with organization's written policy.

C. Travel - Staff and any participant travel (Note: Staff refers to grantee staff only, and not sub-grantee staff or contractors):
1) international and/or domestic airfare - Please indicate origin and destination (country/city), number of travelers and unit cost per round trip
NOTE: All travel must be booked with economy class fares only. Applicants must explain differences in fares among travelers on the same routes. Note that all travel, where applicable, must comply with the Fly America Act. For more information see **http://www.gsa.gov/portal/content/103191**.
2) in-country travel - Please indicate origin and destination (city), type of transportation, number of travelers and unit cost per traveler per trip.
3) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: http:/www.policyworks.gov/. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates.
NOTE: Per diem rates must be prorated and/or removed if applicant will pay for refreshments and/or meals for participants during a workshop/conference.

D. Equipment – please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5000 or more.

E. Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

F. Contractual –
a) Subgrants - For each subgrant/contract please provide a detailed line-item budget breakdown explaining specific services. Please provide a subgrant budget using the approved OMB budget format. (See Tab C: Budget Guidelines, above.)
b) Consultant Fees - For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x $150/day x 2 days). Consultant/outside expert fees/honoraria should be consistent with the level of experience and based

on a fair market value. (*NOTE: Consultant Fees and Honorarium should NOT EXCEED $526/day*)

G. Other Direct Costs - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative. All costs must be allowable, allocable, and reasonable, and consistent with OMB guidelines. ***<u>Line items such as “Miscellaneous,” “Other,” “Contingency Fund,” and “Reserve Fund” are not permitted</u>***.

H. Indirect Charges - See 2 CFR 200.414 , "Indirect Costs”
1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. Please specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs. This does not count against submission page limitations.
2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Cost Share/Cost-Effectiveness - Explanation of contributions should be included in the budget narrative, whether cash or in-kind. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources. Cost sharing or matching refers to a portion of project or program cost that is not borne by the Federal Government. Grantees must follow cost sharing or matching policy as stipulated in 2 CFR 200.306. Cost sharing amounts proposed will be incorporated as part of the allowable budget items. If selected for an award, your organization will have to provide the minimum amount of cost sharing as stipulated in the budget approved by the Grants Officer. If your organization does not meet its cost share amount stipulated in the approved budget by the end of the period of performance INL will have the option to (1) reduce its contribution in proportion to your organization’s contribution in the event that you do not provide the minimum amount of cost sharing stipulated in the budget or (2) hold your organization accountable for the amount specified in the approved budget.

BUDGET CONDITIONS AND RESTRICTIONS:

The Recipient is reminded that funds provided under this agreement must be used in a manner fully consistent with U.S. law. The recipient agrees that none of the funds provided by this award shall be used to lobby for or against abortion. The recipient agrees that none of the funds provided by this award shall be used to pay for the performance of abortion as a method of family planning or to motivate or coerce any person to practice abortions.

Per 22 CFR 200.307 ((e) (1), (2) and (3) of this section please note the following guidance concerning use of Program Income:

- Program income earned during the project period shall be retained by the recipient and, in accordance with the terms and conditions of the award, shall be used in one or more of the ways listed in the following:

1) Added to funds committed to the project by the Department and recipient and used to further eligible project or program objectives.
2) Used to finance the non-Federal share of the project or program.
3) Deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based.

- It is emphasized, however, that the above three alternatives are applicable only when the grantee is a non-profit entity. Any grant to a commercial firm must state that the first of the alternatives is not available for program income earned by the grantee. (GAO noted in its Principles of Federal Appropriations Law at 10-57, that "This approach [option (1)] increases program size. Both OMB and GAO have expressed preference for the deduction method [option (3)] since it results in savings to the federal government and to grantees.")

INL will consider budgeted line-items for the following:

- External evaluations to assess the project's impact (costs must be built into the overall original budget proposal and must be reasonable);
- Costs associated with an internal evaluation conducted by the grantee (costs must be built into the overall original budget proposal and must be reasonable);
- Visa fees, immunizations, and medical insurance associated with program travel;
- A-133 Audit or internal audit for the INL program (or prorated costs that is shared among other Federal Assistance grants/contracts)
- English translation (cost must be built into the original budget proposal and must be reasonable)

The following cost elements **will not be reimbursed** and **are not allowable** in this program:

- Publication of materials for distribution within the U.S.;
- 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 received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment and/or 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 either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency;
- Land;
- Construction;
- Direct support or the appearance of direct support for individual or single party electoral campaigns;
- Duplication of services immediately available through municipal, provincial, or national government;
- Expenses listed as "miscellaneous", "other", or "contingencies";
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

INL may make conditions and recommendations on proposals to enhance proposed programs. Conditions and recommendations are to be addressed by the applicant before approval of the award. To ensure effective use of INL funds, conditions or recommendations may include requests to increase, decrease, clarify and/or justify budget costs.

TAB D: GUIDELINES FOR STANDARD FORMS

SF-424 – Complete all fields except fields noted as "Leave Blank" below.

1. Type of Submission: *Application*
2. Type of Application: *New*
3. Date Received: *Leave blank. This will automatically be assigned*
4. Applicant Identifier: *Leave blank*

5a. Federal Entity Identifier: *Leave blank*
5b. Federal Award Identifier: *Leave blank*

6. Date Received by State: *Leave blank. This will automatically be assigned*
7. State Application Identified: *Leave blank. This will automatically be assigned*

8a. Enter the legal name of the applicant organization.
8b. Employer/Taxpayer ID Number: *(Non U.S. organizations leave blank)*
8c. Organizational DUNS: Organizations can request a DUNS number at http://fedgov.dnb.com/webform
8d. Enter the full address of the applicant
8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application

9. Select an applicant type (type of organization)
10. Enter: *Department of State*
11. Enter: the CFDA number is ***19.703***
12. Enter the Funding Opportunity Number and title. *For grants.gov, the info must be provided here. Please see page 1 of this NOFO for the requested information.*
13. Enter the Competition Identification Number and title. *For grants.gov, leave blank.*
14. Areas Affected by Project: *List the country or countries where project activities will take place in alphabetical order; for projects that will take place in more than one region enter "Global".*
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)

16a. Enter congressional district of Applicant. (*foreign applicants please enter "90."*)
16b. Enter: (*foreign applicants, please enter "00"*)
Program: Leave blank

17. Enter a start date and a projected end date
18. Enter the amount requested for the project under "Federal" (18a); enter any cost-share under "Applicant" (18b).
19. Enter "c"
20. Select the appropriate box. If you answer "yes" to this question you will be required to provide an explanation.
21. Enter the name, title, and contact information of the individual authorized to sign for the application.

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

The technical applications and proposal submissions will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Technical evaluation of applications will be based on the extent and appropriateness of proposed approaches and feasibility of achieving the strategic objectives, in accordance with the following criteria.

If award is not made on the initial applications, INL may request clarification and supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed by INL or the applicants as indicative of a decision or commitment upon the part of INL to make an award to the applicants with whom discussions are being held.

I. TECHNICAL EVALUATION CRITERIA

A technical evaluation committee, using the criteria shown in this Section, will evaluate the technical applications. The various functional elements of the technical criteria are assigned weighted scores, so that the applicants will know which areas require emphasis in the preparation of applications.

Where technical applications are considered essentially equal, cost may be the determining factor. Applicants should note that these criteria serve as the standard against which all applications will be evaluated and serve to identify the significant matters which applicants should address in their applications.

The relative importance of each criterion is indicated by the number of points assigned. A total of 100 points is possible.

Quality of Program Idea (Total Possible Points - 25):
- Responsive to the solicitation (5)
- Appropriate in the country/regional context (5)
- Exhibits originality, substance, and precision (5)
- Prioritizes innovation but is feasible (5)
- In countries where similar activities are already taking place, provides an explanation as to how new activities will not duplicate or merely add to existing activities (5)

Program Planning/Ability to Achieve Objectives (Total Possible Points – 25):
- Includes a clear articulation of how the proposed program activities contribute to the overall program objectives (3)
- Each activity is clearly developed and detailed (3)
- Provides a comprehensive quarterly work plan for project activities that demonstrates substantive undertakings within the logistical capacity of the organization (3)
- Objectives are clear, specific, attainable, measurable results-focused and placed in a reasonable time frame (3)
- Addresses how the program will engage or obtain support from relevant stakeholders and identifies local partners where appropriate (3)
- Describes the division of labor among the direct applicant, any partners and any potential subgrantees (2)

- Proposal clearly articulates understanding of the security situation/operating environment and plans for ensuring safety of participants (2)
- Includes contingency plans for potential difficulties in executing the original work plan (6)

Cost Effectiveness/Cost Sharing (Total Possible Points - 15):

- The overhead and administration of the proposal, including salaries and honoraria, are explained and justified for the work involved (5)
- All budget items are necessary, appropriate and linked to program objectives (5)
- Personnel costs are reasonable for the work involved (5)

Program Monitoring and Evaluation (Total Possible Points - 15):

The Monitoring and Evaluation (M&E) Plan includes:

- Narrative explaining how monitoring and evaluation will be carried out and who will be responsible for monitoring and evaluation activities (5)
- Table listing by program objectives the output- and outcome-based performance indicators with baselines and (yearly and cumulative) targets; data collection tools; data sources; types of data disaggregation, if applicable; and frequency of monitoring and evaluation (7)
- Includes an external midterm and/or final evaluation or justification for why one is not included (3)

Multiplier Effect/Sustainability of Impact Rating (Total Possible Points - 10):

- Clearly delineates how elements of the program will have a multiplier effect (5)
- Clearly delineates how impact will be sustainable beyond the life of the grant (5)

Institution's Record and Capacity Rating (Total Possible Points - 10):

- The proposal demonstrates an institutional record of successful programs in the proposed country and the content area (4)
- Personnel and institutional resources are adequate and appropriate to achieve the project's objectives (2)
- Roles, responsibilities, and brief bios/resumes are included for primary staff, and demonstrate relevant professional experience (2)
- Applicant is a current/past Department of State grantee where performance (2) was/is on target showed/shows responsible fiscal management
  <u>OR</u>
- The proposal is from a NEW APPLICANT and proposal demonstrates capacity for responsible fiscal management illustrates success in similar sized projects (2)

COST EVALUATION

Cost will be evaluated for realism, reasonableness, allowability, allocability, and cost effectiveness. The pre-award evaluation of cost effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs which may be unallocable, unreasonable, or unallowable. Applications that have more efficient operational systems that reduce operation costs will be favorably considered.

Applications that maximize direct activity costs including cost sharing and that minimize administrative costs are encouraged. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured by a responsibility determination.

[END OF SECTION V]

SECTION VI – FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices: The successful applicant(s) will be notified via email that its proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. ***The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements***. The assistance award agreement is the authorizing document and it will be provided to the Recipient via the SAMS Domestic. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the INL Grants Officer. Organizations whose applications will not be funded will also be notified via email by INL. Please refer to the anticipated time to award information in Section II.

Substantial Involvement (for Cooperative Agreements only): INL shall be substantially involved during the implementation of the award agreement in the following ways:

1) Approval of the Recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
2) Approval of specified key personnel;
3) Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
4) Approval of Monitoring and Evaluation Plan
5) Other country specific approvals will be included in the award documents

Terms and Conditions: Recipients will be held to the applicable terms and conditions found at https://www.state.gov/documents/organization/271865.pdf. It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for future funding or designated high risk by the Grants Official for an award under this announcement.

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

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note**: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Reporting Requirements:

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

   - First Quarter (October 1 – December 31): Report due by January 30
   - Second Quarter (January 1 – March 31): Report due by April 30
   - Third Quarter (April 1 – June 30): Report due by July 30
   - Fourth Quarter (July 1 – September 30): Report due by October 30

   All reports are to be submitted electronically via the SAMS Domestic and/or via email to the Grants Officer and Grants Officer Representative noted in the award agreement.

2. Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed by the Grants Officer.

3. The Awardee must provide to INL an inventory of all the U.S. government provided equipment purchased with grant funds using the SF-428 forms on an annual basis.

[END OF SECTION VI]

SECTION VII – AGENCY CONTACTS

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified in the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment of this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Any questions or comments concerning this NOFO must be submitted in writing by email to [Mark Hove via email at HoveMT1@state.gov and Cheryl Price at PriceCH@state.gov by the deadline for questions indicated at the top of this NOFO's cover letter.

[END OF SECTION VII]