

Office to Monitor and Combat Trafficking in Persons

**Guidelines for Submitting CPC Romania Implementing Partner
Selection Proposals**

June 2024

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Purpose of Guidelines

These guidelines are intended to support organizations in preparing proposal documents. Applicants are responsible for reviewing the funding opportunity, required application templates, and the following guidelines when preparing applications.

Online Forms: Standard Forms 424, 424A, and 424B

There are two mandatory application forms that must be completed through MyGrants (<https://mygrants.service-now.com/grants>):

- SF-424 (*Application for Federal Assistance*)
- SF-424A (*Budget Information for Non-Construction programs*)
- SF-424B (*Assurances for Non-Construction programs*)
 - *Note:* The SF-424B is required only for those applicants who have not certified electronically when registering in SAM.gov.

When completing these forms, please use the below guidance to fill in all fields except where noted as “Leave Blank.”

SF-424 (Application for Federal Assistance)

1. **Type of Submission:** Application
2. **Type of Application:** New
3. **Date Received:** This will be assigned automatically; if not, please select the submission date on the calendar icon.
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 be assigned automatically.
7. **State Application Identified:** Leave blank. This will be assigned automatically.
- 8a. **Enter the legal name of the applicant organization:** Do **NOT** list abbreviations or acronyms unless they are part of the organization’s ***legal name***.
- 8b. **Employer/Taxpayer ID Number:** Non-U.S. organizations enter 44-4444444.
- 8c. **Enter organizational Unique Entity Identifier number (UEI).** Organizations can request a UEI number at: SAM.gov/SAM/. Enter “0000000000” for organizations that do not yet have a UEI number.
- 8d. **Enter the headquarters address of the applicant**
- 8e. **Enter the name of the primary organizational unit** (and department or division) that will undertake the assistance activity as applicable.
- 8f. **Enter the name, title, and all contact information of the person to be contacted** on matters involving this application.
9. **Select an applicant type** (type of organization)

10. **Enter:** Office to Monitor and Combat Trafficking in Persons
11. **Enter:** 19.019. This should be automatically entered.
12. **Enter the Funding Opportunity Number and title.** This number will already be entered on electronic applications.
13. **Enter the Competition Identification Number and title.** This number will already be entered on electronic applications.
14. **Areas Affected by Project:** Enter country or region.
15. **Enter the title of proposed project:** Enter project title.
16. (16a) **Congressional districts of Applicant:** Applicants based in the U.S. should enter congressional district. Foreign applicants should enter "90."
- 16(b) All applicants should enter "90."
17. Enter **start date October 1, 2022**, and projected end date.
18. (18a) Enter the **amount requested** for the project described in the full proposal under "Federal"; (18b) enter any cost-share under "Applicant." If not proposing cost-share, enter zeros.
19. **Select** "c. Program is not covered by E.O 12372."
20. **Select the appropriate box.** If the answer is "yes" to this question, provide an explanation.
21. Enter the name, title, and all contact information of the **individual authorized to sign for the application** on behalf of the applicant organization.

SF-424A

Applicants often say this form is confusing. Please review the detailed instructions below BEFORE completing this form online.

Section A - Budget Summary – Complete Tab 1

- a. **Enter:** Anti-Trafficking Program (This is the only grant program that needs to be entered). Click Save to refresh the page.
- b. Click the Anti-Trafficking Program link and **enter:** 19.019.
- c-d. Leave these fields blank.
- e. Enter the **amount of federal funds requested** for this project.
- f. Enter the **amount of any other funds the applicant will receive** towards this project.
- g. The **total cost** of this project will automatically be calculated. Click Save & Return

Section B - Budget Categories – Complete Tab 2 – Enter total project costs in each category in Column 1 as described below. In Column 5 the form should automatically show the sum. Columns 2, 3, and 4 leave blanks.

a-h. Click into each category to enter the amount for **each object class category** (Include cost sharing).

i. Enter the **sum** of 6a-6h.

j. Enter **any indirect charges**.

k. Enter the **sum of 6i and 6j**.

Program Income. Enter any program income that will be earned **as a result of the project**. If none, leave this section blank.

Section C - Non-Federal Resources – Complete Tab 3 – (Only complete this section if the proposal includes funds from other sources)

1. **Click into** Anti-Trafficking Program.

2. Enter **cost share** amount in the Applicant field, if applicable.

3. Leave the State field **blank**.

4. Enter the amount of any **other funding sources** for this project.

5. The **total amount for all non-federal resources** should automatically be calculated.

Section D - Forecasted Cash Needs – Complete Tab 4

1. In the first column, enter the total amount of **federal funds** requested for the project. Forecasted cash needs by quarter are not required.

2. In the first column, enter the total amount of **non-federal funds** you expect to expend during the project. Please list total cost share in this column. Forecasted cash needs by quarter are not required.

3. The form should automatically calculate the sum. Forecasted cash needs by quarter are not required.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project – Complete Tab 5

1. **Click** Anti-Trafficking Program.

2. Enter the amount of federal funds to be expended in year one of the project. Click Save.

3. Enter the amount of federal funds to be expended in year two of the project (if applicable).

4. Enter the amount of federal funds to be expended in year three of the project (if applicable).

Section F - Other Budget Information – Complete Tab 6

1. Enter: Direct Charges – **Leave Blank.**
2. Enter: Indirect Charges – If Indirect Charges are shown in Tab 2 (Budget Categories), enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed).
3. Enter any comments.

SF-424B

This form must be signed online in **MyGrants** if applicable. Please note, the SF-424B is now required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.

Project Narrative

*Applicants are required to use the project narrative template on MyGrants. The Project Narrative can be no longer than 5 pages (with one-inch margins) in size 14 Calibri font. Spaces, footnotes, and charts **are included** within the page limit.*

The project narrative must list the following key information in the cover page:

- Applicant Name
- Applicant Type (For-Profit, Non-Governmental, or Public International Organization)
- Sub-Grantee Partner(s) (if applicable)
- Name and email address of point of contact for the application (this should be the same contact that is listed on the SF-424 in 8f)
- Project duration in months
- Project cost (federal funds requested). All budget figures must be in U.S. dollars.
- P breakdown by % (Estimate how your proposed project would break down across the “3 P’s”: Prevention, Protection, and Prosecution)

The remaining area of this section will make up the foundation of the project narrative.

Project Narrative

The project narrative should include the following components:

Child Trafficking in Romania Situational Assessment (required)

Provide a brief assessment of the child trafficking problem(s) in Romania. This assessment should contextualize these problem(s) and trends, including: the cause of the problem(s); its magnitude; the impact on child trafficking; who or what is being impacted by the problem; and relevant conditions (e.g., economic, political, social, environmental, etc.) affecting the problem. Strong applications include a situational assessment that relies on past experience of the applicant and local information sources.

Explain key gaps and potential intervention points that could be addressed under a CPC partnership. While applicants are not expected to propose specific

activities, please relate your assessment of the current child trafficking situation to gaps or opportunities that could be targeted under a CPC.

Organizational Capacity (required)

Applicants must describe their organization's experience and qualifications that enable the applicant to address the partnership objectives stated in the NOFO. This section should clearly demonstrate the applicant's ability to implement project activities that incorporate trauma- and survivor-informed principles to combat child trafficking in Romania. Applicants should describe any experience in administering projects of similar size and scope, and experience administering projects within similar or related subject matter areas.

For prior recipients of both TIP Office and other U.S. government funding, the TIP Office will consider the past performance on awards. For all applicants, the TIP Office will evaluate the organization's potential to successfully implement counter-child trafficking programmatic interventions. If possible, applicants should identify well-qualified key personnel to manage the project and oversee implementation.

Partnerships (required)

All applicants must describe existing relationships they (and, when applicable, sub-applicants) hold with anti-trafficking and other stakeholders, including the Government of Romania and other state entities, that would enhance their ability to carry out CPC activities effectively, meet CPC Partnership objectives, and contribute to the CPC Partnership's goal. Applicants are encouraged to work with survivor-led organizations as sub-grantees or partners.

Applicants may describe past projects where they partnered with other organizations to implement and carry out project activities. In such a situation, the application should demonstrate how the respective roles and responsibilities of the applicant and each partner were delineated in the project and contributed to shared objectives. Applicants should submit a copy of any relevant signed partnership agreements. All letters of partnership from intended sub-recipients may be submitted in a foreign language; however, if selected for funding, the applicant will be asked to submit an English translation.

Proposal Narrative Annexes

All applicants are required to submit the following illustrative annexes, completed to the extent possible. Proposal review panel members will use the annexes along with the project narrative to evaluate applications.

Annex A: Budget Summary by Project Year (required)

Applicants are required to use the budget summary template on MyGrants.

The submitted summary budget must specify the total amount of funding requested and the amount spent per year and must be in U.S. dollars. Provide a summary budget showing totals for the categories listed below for each year of the project.

For your convenience, a sample is listed below.

Budget Summary Categories	Year XX	Year XX	Total Federal Funds Requested
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Construction			
8. Other Direct Costs			
9. Total Direct Costs (lines 1-8)			
10. Indirect Costs			
11. Total Costs (lines 9-10)			

Annex B: Budget Narrative (required)

Outline estimated costs for personnel, fringe benefits, travel, and other direct costs your organization would anticipate for a five-year program, recognizing that

final budget details will be determined after the CPC Partnership implementation plan is finalized.

Annex B: Resumes/CVs for Key Personnel (5 pages per resume maximum) (required)

Each resume or CV should be no longer than five pages.

If key personnel have already been identified for the proposed project, applicants must submit the relevant individuals' resume/CVs. Key personnel are defined as individuals who contribute to the program development or execution of a project in a substantive measurable way; this is typically a program director or program manager. No more than five positions should be identified as key personnel.

Each resume/CV shall include the individual's educational background, current employment status, and previous relevant work experience, including position title, duties performed, dates in position, and employing organizations. The resume should highlight skills relevant to managing the program, including donor coordination, grants management, and anti-human trafficking or relevant cross-cutting (e.g., child protection, health, education, labor, gender, etc.) experience.

If the key personnel selected to work on the proposed program will also be working on another TIP Office program or project that is already being funded, please provide the time commitments for both the existing program and proposed program.

Annex C: Negotiated Indirect Cost Rate Agreement (NICRA) (required if applicable)

This is not applicable to all applicants and is only required for those applicants that have a NICRA.

A Negotiated Indirect Cost Rate Agreement (NICRA) is a document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a grantee organization, which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization that will be the same across all of the agencies of the United States.

Applicants that have a NICRA must submit a copy of the current NICRA between their organization and the relevant U.S. government agency. It should clearly indicate the type of Indirect Rate used (*e.g., Provisional, Predetermined, Final, or Fixed*).

Not all organizations may have a NICRA and organizations that do not have a NICRA will not be disqualified or penalized. Applicants that do not have a NICRA can include a de minimis rate of 10% of modified total direct costs (MTDC).

Annex D: Letters of Agreement or Letters of Intent to Cooperate (required)

Applicants should submit letters of intent to cooperate from the entity or entities that indicate their willingness to form a partnership for the purposes of the program. At least one letter of support from a relevant entity of the Government of Romania is required. All letters of partnership from intended sub-recipients may be submitted in a foreign language; however, if selected for funding, the applicant will be asked to submit an English translation.

Annex E: Certification of Training Requirement (required)

For this Annex, submit a document that contains the following statement undersigned by an official authorized to submit the proposal:

The applicant hereby certifies that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.

An authorizing official is a supervisor that oversees and manages the staff working with victim assistance in Romania. In addition, please note that the selected recipient of a TIP Office award is responsible for ensuring the Certification of Training Requirement for all sub-awards, if applicable.