United States Department of State

Bureau of International Narcotics and Law Enforcement Affairs (INL)

Notice of Funding Opportunity (NOFO)

Announcement Type:	Request for Federal Assistance Awards Applications
Public Opportunity Title:	*CARSI San Jose Travel & Logistics*
NOFO Opportunity Number:	INL20CA0038-CostaRica-TravelLogistics
Available Funding Amount:	**$2,500.000.00 U.S. Dollars**
NOFO Issuance Date:	Monday, May 18, 2020
Deadline for Receipt of Questions:	Thursday, June 18, 2020
Deadline for Submission of Applications:	**Friday, July 17, 2020, 11:59 PM EST**
CFDA Number:	19.704 – Counternarcotics
Program Type:	U.S. Embassy Costa Rica
Grant Program:	Central America Regional Security Initiative
Assistance Type:	Cooperative Agreement
Eligibility Category:	U.S.-based non-profit/non-governmental organizations (NGOs); Overseas-based non-profit/non-governmental organizations (NGOs); U.S.-based public institutions of higher education; and Overseas private/state institutions of higher education
Applicant Type:	Organizations
Award Ceiling:	$2,500,000
Award Floor:	$2,000,000
Cost Sharing Requirement:	Recommended, but not required

INL Points of Contact: Grants Officer Katelyn Smith (SmithKB@state.gov); INL Travel & Training Coordinator Carmen Rodriguez (RodriguezCE2@state.gov)

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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 organizations for a Cooperative Agreement to implement a program entitled "CARSI San Jose Travel & Logistics". The authority for this request for applications (NOFO) is found in the Foreign Assistance Act of 1961, as amended.

Subject to the availability of funds, INL intends to issue an award of **$2,500,000.00** in federal funding. The U.S. Dollar amount will be funded from INL allocated funds for a project period of **eighteen months (1.5 years).** INL may extend the program up to an additional 3.5 years, contingent on INL priorities, good performance on the award, and pending funding availability. INL reserves the right to fund any or none of the applications submitted and will determine the resulting level of funding for the award.

Questions about this opportunity should be sent via email to the INL points of contact listed on page 1 of this document. The deadline for submission of questions for this NOFO is **June 18, 2020**. Responses to questions will be made available to all potential applicants through an addendum to this NOFO and posted on grants.gov.

GRANTS.GOV INFORMATION

To be eligible for an award, the applicant must submit all required information in its application through grants.gov, including the requirements found in any attachments to this grants.gov opportunity.

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 grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

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

DISCLAIMERS

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 Bureau for International Narcotics and Law Enforcement Affairs (INL) announces an open competition for assistance awards in Costa Rica. Organizations may submit grant proposals for a program to facilitate the implementation of law enforcement and rule of law assistance programs. The activities under this award shall primarily take place within Costa Rica, but may include activities in other areas of the Western Hemisphere.

PROJECT PURPOSE/DESCRIPTION

The applicant shall be responsible for working with the INL office in Costa Rica in planning and scheduling all events, including, but not limited to: travel and logistic services for trainings, meetings, conferences, site visits and workshops in support of INL programs carried out by the Narcotics Affairs Office (NAO) in Costa Rica.

The travel services that the applicant shall provide may include, but are not limited to:

- Assisting sponsored travelers with reservations, issuance and delivery of tickets for air, rail, bus and other modes of travel as may be required; and where possible, advance seat assignments, advance boarding passes, and special permits needed to enter or travel within and outside of target countries, as identified;
- Effecting reservations for lodging accommodations;
- Arranging commercial automobile rental services;
- Assisting with obtaining passports, visas, and advice regarding health requirements;
- Providing detailed travelers' itineraries;
- Designing and planning of activities such as seminars, conference, meetings and workshops at sites selected by the INL Office (including conference rooms, lodging, meals, ground transportation, audio-visual equipment, and related contractual services as may be required);
- Creating information pamphlets for travelers. Information should include all related information of the ongoing event, including weather forecast and any other information of importance for the traveler;
- Aiding in the recruitment of appropriate speakers or trainers;
- Coordinating escorts and translators/interpreters;
- Providing participants with a monetary travel advance to cover meals, incidentals, travel

insurance taxis, etc. and a detailed breakdown of the cash advance received in order to manage and properly liquidate funds received, no additional expenses will be reimbursable to the traveler except if this is authorized in advance by the authorized person under this agreement;

- Maintaining records of participants travel, attendance, statistics, etc.;
- Providing monthly accountability status of remaining funds balance;
- Collecting and preparing information necessary for the Leahy vetting process (for law enforcement/security forces participants);
- Conducting post-training evaluations of personnel attending training events sponsored under this grant initiative.

PROJECT GOALS

INL is building the capacity of law enforcement, corrections and justice sector personnel through training, technical assistance, and mentoring, among other activities. As part of a regional platform, INL supports the travel of partner-nation personnel to attend trainings in other countries, furthering sharing of best practices. In support of this capacity-building work, and to accelerate implementation of training through travel, INL seeks to award a cooperative agreement for capacity-building training that includes a travel element.

Throughout the award period, the Narcotics Affairs Office at U.S. Embassy San Jose will work with awardees on the selection of trainings, participants, authorized costs, etc.

PROJECT OBJECTIVES AND ACTIVITIES

INL is currently seeking a recipient to provide support to meet the following objectives:

1) Build the capacity of personnel from all sectors of Costa Rica Security Force structure, including: the Ministry of Public Security, Ministry of Justice and Peace, Judicial Branch, Ministry of Transportation, Ministry of Environment, the Immigration Service, and other Government of Costa Rica (GOCR) entities as may be required under the terms of the exiting letter of agreement (LOA) between the U.S. and Costa Rica.
2) Advance the capacity of vetted units of Costa Rican law enforcement.

It is estimated that up to 1,200 personnel will attend INL capacity-building events in an 18-month period in Costa Rica. The number of participants per event can range from just a few to dozens. The events usually last anywhere from one (1) week to six (6) months, but the average event is approximately one week. Proposals should include a cost estimate based on the administrative costs of organizational processing of plane tickets, lodging reservations, facilities rental, refreshments, bedding supplies, translation, electronic funds transfer, managing conferences and meetings, and other associated costs.

Applicants may, but are not required to, design and propose their own capacity-building assistance programs, which should be well-defined in the application.

Proposals should include, but are not limited to the following activities:

1) Travel documents

2) Travel advances
3) Airline tickets / air transportation
4) Health, travel, and personal property insurance
5) Ground transportation
6) Lodging
7) Event management
8) Refreshments and meals
9) Unused e-ticket funding
10) Monthly reimbursements
11) Unused funds settlement
12) Planning for exceptional circumstances
13) Customer service

Activity 1 - Travel Documents: When required, the award recipient is responsible for assisting participants with obtaining appropriate travel documents such as visas, work permits (if required), immunization, costs for birth, health, and identity certificates, and other documents needed to attend the capacity-building event.

Activity 2 - Travel Advances: When required, the award recipient shall provide the participants with a travel advance up to the maximum per diem amount authorized by the U.S. Department of State or lesser amount as determined by the award recipient and INL. The applicant shall ensure the participant receives the travel advance with sufficient time, no later than one day prior to departure, to reduce the financial burden associated with the event. The advance can be in cash, debit card, wire transfer, direct deposit or any other means not prohibited by U.S. or local laws.

Maximum per diem rates can be found at http://www.gsa.gov/portal/category/26429 for U.S. locations or https://aoprals.state.gov/Web920/per_diem.asp for foreign locations.

Activity 3 - Airline Tickets/Air Transportation: When required, the organization shall provide the participant with an airline ticket. All flights must comply with the Fly America Act.

Activity 4 - Health, Travel, and Personal Property Insurance: When required, the award recipient shall provide each participant, when traveling, with up to the maximum amount of insurance authorized by the FTR or FAR located at www.gsa.gov/federaltravelregulation. The applicant must ensure that all participants have the appropriate level of insurance before the travel begins.

Activity 5 - Ground Transportation: When required, the award recipient shall arrange the use of rented vehicles for individuals or groups to support INL capacity-building events. Ground transportation includes taxis, rented vehicles (sedans), pickup trucks, vans, or buses. If required by the U.S. Embassy Regional Security Office in the target country, the recipient organization shall take appropriate security measures to protect the safety of participants during the ground transportation process. The protection could include the use of armored vehicles. Ground transportation could include transportation to and from hotels to meeting facilities, to and from the

airport and hotel, between sites of interest, etc. The award recipient shall ensure participants arrive at the sponsored event location at least 15 minutes before the event begins and shall take the necessary measures to ensure the vehicles meet host-country and U.S. Government safety standards.

Activity 6 - Lodging: When required, the award recipient is responsible for providing participants with adequate lodging such as hotels or apartments using the U.S. Department of State approved per diem rates. In some cases, the U.S. government may be able to obtain lodging at academy dormitories or other facilities. In these cases, the award recipient shall coordinate lodging arrangements directly with the U.S. government representative responsible for the capacity-building event. The award recipient could be required to provide bedding supplies such as pillows, blankets, and other associated supplies. The award recipient shall ensure that rented rooms are of adequate size to sleep at least two adults and take the necessary measures to ensure the rented lodging facilities meet U.S. or host-country sanitary and safety standards.

Activity 7 - Conference and Training Facilities: When required, the award recipient shall rent conference facilities appropriate for the capacity-building events. The facilities could include small conference rooms with space for five to ten people or large conference centers with capacity for hundreds of people. In some cases, the U.S. government will coordinate with the host-country to obtain conference or training facilities such as training academies. The award recipient could be required to provide audio-visual, computer equipment, communications (such as Internet, radios, cell phones, or other communications services), reception, cleaning, interpreter/translation services, and supplies to support capacity-building events. The award recipient shall take the necessary measures to ensure the rented conference/training facilities meet U.S. or host-country sanitary and safety standards.

- Event Facilities. When required, the award recipient shall rent facilities to support the event. Because the nature of INL supported events can vary, so too will the type of facilities needed to meet the event objective. Example facilities include, but are not limited to: small conference rooms, large conference centers, outdoor facilities that support specific training objectives, training centers, or training academies.
- Event Facility Support Services. The award recipient could be required to provide audio-visual, computer equipment, communications (such as Internet, radios, cell phones, or other communications services), reception, cleaning, interpreter/translation services, and supplies to support an event's stated objective. The award recipient shall take the necessary measures to ensure the rented event facilities meet U.S. and host country sanitary and safety standards, as well as all U.S. Embassy Regional Security Office policies.
- Event Materials. When required, the award recipient shall prepare materials that support the event's objectives. This could include, but is not limited to obtaining design services for event materials, to printing training manuals, printing course packets, printing promotional material, procuring and printing nametags, etc. The award recipient shall maintain express mail delivery services for sending materials or travel documents.
- Event Keynote Invitees. When required, the award recipient shall help recruit/invite/contract with appropriate speakers, subject matter experts, trainers, and interpreters etc. to accomplish the event's objectives. In the case of invited speakers, the award recipient may be required to pay

honoraria that do not exceed the maximum allowable amount established in U.S. federal assistance guidelines based on factors such as reasonable rates, fair market value, profile, or level of expertise.

- Event Fees. When required, the award recipient shall provide event fees as training expenses for participants. Event fees may be authorized and paid to the organization providing the conference or training. This can range from a conference entrance fee to paying specific fees for licenses associated with training courses deemed to be in the interest of the U.S. government.

Activity 8 - Refreshments and Meals: When required, the award recipient is responsible for providing participants with government approved per diem or meals such as hot breakfast, lunch, and dinner at locations where the participant cannot obtain meals at public facilities. When needed, the award recipient shall also provide snacks, coffee, tea, and non-alcoholic refreshments during capacity-building events. The award recipient shall ensure that coffee, tea, and drinking water are available throughout the duration of the event. The award recipient shall take the necessary measures to ensure food and beverages meet U.S. or host-country sanitary standards.

Activity 9 - Unused Funds Settlement: When required, the award recipient shall take required actions to recover unused funds resulting from cancellations by participants, vendors, facilities, etc. Voucher settlement includes obtaining receipts from hotels, boarding passes, and other documentation. In the event the award recipient owes money to a participant, settlement shall be made no later than 15 calendar days after the last day of the capacity-building event.

Activity 10 –Database Management: The award recipient shall maintain accurate digital records of each participant, including name, parent organization, country of origin, event attended, dates, costs per participant, INL project(s) that funded the event, and other information such as evaluations of the training provided, in a format mutually agreed to by the U.S. government and the recipient organization. The recipient organization shall provide this information to the Grants Officer Representative (GOR) no later than 30 days after the completion of each capacity-building event.

Activity 11 - Unused Funds Settlement: When required, the award recipient shall take required actions to recover unused funds resulting from cancellations by participants, vendors, facilities, etc. Voucher settlement includes obtaining receipts from hotels, boarding passes, and other documentation. In the event the award recipient owes money to a participant, settlement shall be made no later than 15 calendar days after the last day of the event/operational activity.

Activity 12 – Exceptional Circumstances: The award recipient shall be capable of providing ad-hoc administrative and logistical support for travel within 24 hours. The recipient will accommodate late travel and/or training requests whenever possible.

Activity 13 – Customer Service: The award recipient will maintain a professional, customer-service focused staff that complies with U.S. Embassy San Jose workplace policies and norms.

Substantial Involvement:
INL/Washington and INL/Costa Rica may be substantially involved during the implementation of this Cooperative Agreement in the following ways:

- 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;
- Approval of key personnel prior to contracting with any personnel that contemplates use of project funds;
- Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
- Approval of Monitoring and Evaluation Plan;
- Participation in the design and direction of program activities;
- Guidance in the execution of all program components;
- Approval and input on program timelines and agendas;
- Review and approval of all program publicity and recruitment materials;
- Approval of decisions related to special circumstances or problems throughout the duration of the program;
- Assistance with participant emergencies;
- Liaison with relevant U.S. and host-country personnel, and personnel from other governments.
- Assist recipient with the vetting process of participants

DESIRED RESULTS AND ILLUSTRATIVE INDICATORS
By the end of the first eighteen months of the project, the selected applicant is expected to provide administrative, logistical, and programmatic support for INL-Costa Rica programs for between approximately 200 - 1,200 participants. INL and the grantee will work together to determine the appropriate assistance needed for each capacity-building event.

Recipients will be required to provide monthly reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular program reports to the Bureau. Reports should be presented by program expenses, which must include an expense breakdown by INL program.

Complete proposals will include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project. Successful monitoring and evaluation plans will include the following:

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

Applicants should propose output **and** outcome indicators, as well as corresponding targets, based

on the program goals and the specifications provided in this solicitation. Indicators could include timeliness of services, quality of interaction between the award recipient and program participants, number of female travelers, outcomes of surveys, etc.

Applicants should include a clear description of the methodology and data collection strategies or tools to be employed (e.g. pre- and post-surveys, interviews, focus groups). The grantee should be able to track participant training responses, including changes in attitudes, information learned, and effects of the program on participant institutions.

[END OF SECTION I]

SECTION II – FEDERAL AWARD INFORMATION

INL expects to award one (1) cooperative agreement based on this NOFO. The anticipated federal funding amount is **$2,500,000.00**. The period of performance is **eighteen months (1.5 years)** with an anticipated start date of October 2020. INL may award up to 3.5 additional years pending INL priorities, good performance of the recipient, and funding availability.

The U.S. government may issue one or more awards resulting from this NOFO to the responsible applicant(s) whose application(s) conforming to this NOFO are the most responsive to the objectives 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.

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 (CFR 200 for US and overseas-based non-profit organizations, and universities; may be paid under the grant or cooperative agreement). NOTE: overseas-based nonprofit organizations are legally required to comply with the 2 CFR 200.

[END OF SECTION II]

SECTION III – ELIGIBLITY INFORMATION

Eligibility for this NOFO is limited to:

- U.S.-based non-profit/non-governmental organizations (NGOs).
- U.S.-based educational institutions with a 501(c)(3) status with the IRS.
- Overseas-based non-profit/non-governmental organizations (NGOs); and
- Overseas-based private/state educational institutions.

Applicants also must meet <u>all</u> of the following requirements:

- Demonstrate experience implementing similar travel logistics or capacity-building programs, preferably in Central America.
    - 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.
- Have the ability to communicate, produce course materials, and conduct evaluations in Spanish and English. At least some project staff must be proficient in English in order to fulfill reporting requirements.
- Include project staff with knowledge of federal and local travel regulations.

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. INL is committed to an anti-discrimination policy in all of its programs and activities. INL welcomes applications irrespective of an applicant's race, ethnicity, color, creed, national origin, gender, sexual orientation, gender identity, disability, or other status.

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.**

INL encourages applications from potential new partners.

[END OF SECTION III]

SECTION IV – ORGANIZATION REGISTRATIONS AND APPLICATION SUBMISSION INSTRUCTIONS

INL urges prospective applicants to immediately confirm their organization's Unique Entity Identifier Number (formerly Dun and Bradstreet (DUNS) number) as well as a current Central Contractor

Registration via www.SAM.gov.

All organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. **If an applicant has not fully complied with the requirements at the time of application, INL may determine that the applicant is unqualified to receive an award and use that determination as a basis for making an award to another applicant.**

Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

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 the 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.

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, call 1-269-961-4623 or email 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.

The organization's name, address, and email information used to request the NCAGE mode 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.

For **U.S.-based organizations** that already have a TIN (taxpayer identification number), your SAM registration should take approximately 3-5 business days to process. For U.S.-based organizations applying for an EIN (employer identification number), please allow up to 2 weeks. **Foreign organizations** must have a Unique Entity Identifier number and an NCAGE code prior to completing the SAM.gov registration process. Please follow the above listed instructions to obtain each.

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.

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.

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM.gov to ensure that ineligible entities are excluded from their applications.

All organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a

Federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. If an applicant has not fully complied with the requirements at the time of application, INL may determine that the applicant is unqualified to receive an award and use that determination as a basis for making an award to another applicant.

Applicant organizations can obtain assistance for SAM.gov registration by visiting https://www.fsd.gov or by calling 1-866-606-8220 (U.S. calls)/or 1-324-206-7828 (international calls). In October 2017, new information was added to the www.SAM.gov website to help international registrations, including "Quick Start Guide for International Registrations" and "Helpful Hints". Navigate to SAM.gov, click HELP in the top navigation bar, then click International Registrants in the left navigation panel.

Grants.gov Registration

To apply for a grant, your organization must complete the Grants.gov registration process. The registration process can take 10 business days or longer, even if all registration steps are 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 UEI number (also referred to as DUNS number), and an "ACTIVE" status in SAM.gov prior to registering in Grants.gov.

Grants.gov Applications

Please refer to the Grants.gov website for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Validation of an electronic submission via Grants.gov can take up to two business days.

Late applications are neither reviewed nor considered unless the INL point of contact listed in the NOFO is contacted prior to the deadline and is provided with evidence of a system error caused by Grants.gov that is outside of the applicant's control and is the sole reason for a late submission.

Applicants are required to document that the application has been received by Grants.gov in its entirety. INL bears no responsibility for disqualification that result from applicants not being registered before the due date, for system errors in Grants.gov, or other errors in the application process. Applicants should not expect a separate notification from INL upon receiving their application.

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.

TECHNICAL ELIGIBILITY REQUIREMENTS

Technically eligible applications are those that:

- Arrive electronically via Grants.gov by the designated due date and time noted in the NOFO. If reasonable accommodations are granted for persons with disabilities or for security reasons, applications must still be received by INL by the designated due date and time noted in the NOFO;
- Are in English and all costs are in U.S. dollars. If an original document within the application is in another language, an English translation must be provided. If any document is provided in both English and a foreign language, the English language version is the controlling version. (*Please note: The Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents*);
- Heed all instructions contained in the NOFO, including length and completeness of application, including all required documents; and
- Do not violate any of the guidelines stated in the NOFO

It is the sole responsibility of the applicant to ensure that all of the documents submitted in the grant application package are complete, accurate, and current. INL strongly encourages all applicants, especially foreign or first-time applicants, to submit applications before the designated due date to ensure that the application has been received and is complete.

[END SECTION IV]

SECTION V – APPLICATION CHECKLIST

Complete applications must include <u>all</u> the following items:

1. **Completed and signed SF-424, SF-424A**, as well as SF-424B if applicable
    - Submitted via www.grants.gov
    - Please see Tab D for instructions for completion of Standard Forms 424, 424A, and 424B.
    - The SF-424B is required **only** for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019.

2. **Proof of business registration in Panama**
    - Applicants must submit proof of active or pending renewal of business registration in Panama. Any document that can demonstrate business registration is acceptable.

3. **Proposal Narrative**
    - The **Proposal Narrative** ***(approx. 12-16 pages)*** should:
        i. Fully explain the project's goals, objectives, and activities. Objectives should be ambitious, yet measureable, results-focused, and achievable in a reasonable time frame. Applicant should explain the project's significance or contribution to the INL mandate specified in the NOFO.
        ii. Activities should be clearly developed and detailed. Narrative should articulate how the proposed activities contribute to objectives and overall project goal.
        iii. Outline the applicant's organizational capacity to implement the proposed project,
        iv. Outline in detail the project approach, sustainability, potential impact, and complementarity to ongoing efforts.
        v. Identify target areas for activities, identify target participant groups or selection criteria for participants, address how the project will engage relevant stakeholders, and identify local partners as appropriate, among other pertinent details. If partners are included, the narrative should clearly describe the division of labor between the direct applicant and partners.
        vi. Expand upon the risk analysis to provide greater context, operational or programmatic security concerns, and a contingency plan for overcoming potential difficulties in executing the original work plan.
    - Must also include the following components ***(approx. 4-5 pages)***:
        i. **Cover page** that includes the following information:
            1. Applicant organization name
            2. Project title
            3. Contact information for applicant organization's main point of contact
            4. Project length (estimated months or dates)
            5. Total requested funding amount in U.S. Dollars
        ii. **Table of Contents**
            1. Should list all sections and attachments with page numbers
        iii. **Executive Summary**
            1. Not to exceed two (2) pages
            2. Summary should include a brief statement of work or synopsis of the project, including a concise breakdown of the project's goals, objectives, and results
            3. Summary should include a brief statement on the project's innovativeness, sustainability, and impact.
    - Not to exceed twenty (20) total pages.

4. **Summary and Detailed Line-Item Budget**
    - In spreadsheet; includes the following columns: amount requested from INL, cost sharing contributions (if any), and total budget.
    - Applicants must submit a budget summary using the OMB-approved budget categories (see SF-424-A as a sample). Costs must be in U.S. dollars.

- A sample template is provided as an attachment under the announcement via www.grants.gov.

5. **Budget Narrative**
   - Includes an explanation and justification for each line item listed in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered.
   - The budget narrative should communicate to INL any information that might not be readily apparent in the budget rather than simply repeating with words what is stated numerically in the budget.
   - 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.
   - Applicants that have other USG-funded projects must confirm that the total time devoted by personnel assigned to more than one project does not exceed 100%.
   - A sample template is provided as an attachment under the announcement via www.grants.gov.

6. **Monitoring and Evaluation Plan**
   - See **TAB B** below for more information on this section
   - Sample templates provided as attachments under the announcement via www.grants.gov.

7. **Logic Model**
   - See **TAB B** below for more information on this section
   - Sample templates provided as attachments under the announcement via www.grants.gov.

8. **Timeline of the overall proposal**
   - Components should include activities, evaluation efforts, and program closeout

9. **Program Risk Analysis**
   - 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.

10. **Roles and responsibilities of key program personnel**
    - Including short bios that highlight relevant professional experience that relates to the organization's capacity. Given the limited space, CVs are not recommended for submission.

11. **A list of previous and/or current U.S. federal assistance awards received**

- Including 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 U.S. federal assistance awards received cannot be provided, an explanation **must** be submitted with the proposal submission.

12. INL Pre Award/Grantee Annual Survey

- Provide responses in the 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.

13. A copy the applicant organization's **most recent audit**, if applicable

- Required per 2 CFR 200.500 – Subpart F).
- If an audit cannot be provided, an explanation must be submitted with the application.

14. NICRA, if applicable

- If the applicant 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 a proposal includes subgrants to organizations charging indirect costs, please submit the applicable NICRA(s).
- See "Indirect Cost Rate" below for more information on indirect cost rates
- If the applicant organization **does not** have a negotiated indirect cost rate agreement (NICRA) please specify if the organization elects to charge the de Minimis rate of 10% of the Modified Total Direct Costs (MTDC). MTDC **excludes** equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000." The de Minimis rate must be included in the detailed budget and an explanation must be provided in the budget narrative.

15. Attachments (optional)

- Not to exceed **five (5)** pages total, preferably in Microsoft Word, which may include: further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc.
    i. 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.

Applications that do not include the items listed above will be deemed technically ineligible.

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

[END OF SECTION V]

SECTION VI – 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 points)
- 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)
- Optional: The proposal offers meaningful cost-sharing (over and above?)

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, the content area (e.g., media, access to justice), or other (describe) (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

  OR

  The proposal is from a NEW APPLICANT and proposal: (2)
    - demonstrates capacity for responsible fiscal management
    - illustrates success in similar sized projects

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 VI]

SECTION VII – 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 through email transmission.

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 E.

Terms and Conditions: Recipients will be held to the applicable terms and conditions found at https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx.
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 funding or designated high risk.

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,. This includes, but is not limited to: invitations to events, press materials,

and backdrops, and podium signs. Materials 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 31
   - Second Quarter (January 1 – March 31): Report due by April 30
   - Third Quarter (April 1 – June 30): Report due by July 31
   - Fourth Quarter (July 1 – September 30): Report due by October 31

   All reports are to be submitted electronically 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 SF428 form on an annual basis.

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

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

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

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

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

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

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 should include, at a minimum, the following elements:

- A results "Logic Model" planning document (see sample)
- 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.

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) -Staff Per Diem (X days) -Participant Travel (# participants) -Participant Per Diem (X days)	 $X/RT flight/# staff $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.

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.

LINE-ITEM BUDGET NARRATIVE

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:

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.

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 $1500/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. Line items such as "Miscellaneous," "Other," "Contingency Fund," and "Reserve Fund" are **not** permitted.

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:

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)

INL funding cannot support the following expenses:

- 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;
- 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 ***19.704***
12. Enter the Funding Opportunity Number and title. INL-WHPCostaRica-16CA0017-03042016
13. Enter the Competition Identification Number and title. *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 DOCUMENT]