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

Announcement Type:	Request for Federal Assistance Awards Applications
Public Opportunity Title:	Professional Development Network for Substance Use Disorder Prevention, Treatment, and Recovery Service Providers and Workforce
NOFO Opportunity Number:	SFOP0005706
Catalog of Federal Domestic Assistance (CFDA) Number:	19.704 – Counter-narcotics
Funding Amount:	Not to exceed the total amount of $1,200,000 U.S. Dollars
NOFO Issuance Date:	April 8, 2019
Deadline for Receipt of Questions:	May 8, 2019 5:00 PM Eastern Standard Time
Closing Date and Time for Submission of Applications:	June 10, 2019 11:59 PM Eastern Standard Time via www.grants.gov
Program Type:	INL/PC Drug Demand Reduction
Grant Program:	Drug Demand Reduction
Assistance Type:	Cooperative Agreement
Eligibility Category:	***U.S. based*** non-profit/non-governmental organizations (NGOs) or educational institutions having a 501(c)(3) status with the IRS or ***overseas-based*** non-profit/non-governmental organizations (NGOs) or private/state educational institutions. See complete eligibility criteria below.
Applicant Type:	Organizations only
Award Ceiling:	$1,200,000
Award Floor:	$900,000
Cost Sharing Requirement:	Not required but recommended

EXECUTIVE SUMMARY

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

INL combines forces with other U.S. Government (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, including 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 United States 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 INL is seeking applications from qualified U.S. and non-U.S. based non-governmental (NGOs)/non-profit organizations or Educational Institutions for a Cooperative Agreement to implement a program entitled "Professional Development Network for Substance Use Disorder Prevention, Treatment, and Recovery Service Providers and Workforce." The authority for this Notice of Funding Opportunity (NOFO) is found in the Foreign Assistance Act of 1961, as amended.

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

Subject to the availability of funds, INL intends to issue an award in an amount not to exceed

$1,200,000 in total funding. The U.S. Dollar amount will be funded from INL allocated funds, for an initial project period of one (1) year. INL may award up to four (4) additional years contingent on INL priorities, good performance of the recipient and funding availability. ***INL reserves the right to fund any number of applications or none of the applications submitted and will determine the resulting level of funding for each award(s).***

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

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

Contents

SECTION I – PROGRAM DESCRIPTION 5
SECTION II – FEDERAL AWARD INFORMATION.....9
SECTION III – ELIGIBLITY INFORMATION 9
SECTION IV – APPLICATION AND SUBMISSION INSTRUCTIONS 11
TAB A: PROPOSAL GUIDELINES 18
TAB B: PROGRAM MONITORING AND EVALUATION PLAN, LOGIC MODEL, and PROGRAM RISK ANALYSIS.....20
TAB C: BUDGET GUIDELINES 22
SECTION V – APPLICATION REVIEW INFORMATION.....30
SECTION VI – FEDERAL AWARD ADMINISTRATION INFORMATION 32
SECTION VII – AGENCY CONTACTS 33

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 to view and save the Adobe forms properly. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the www.grants.gov helpdesk at: 1-800-518-4726, International callers: 1-606-545-5035, or via email at support@grants.gov for technical assistance. The Contact Center is available 24 hours a day, seven days a week (except federal holidays).

See https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/ for a list of federal holidays.

You may also obtain online assistance at:
https://www.grants.gov/web/grants/applicants/applicant-faqs.html or
https://www.grants.gov/help/html/help/GetStarted/Get_Started.htm.

Any questions concerning this NOFO should be submitted via email to Anne Chick at chickal@state.gov and Najar Washington at WashingtonND@state.gov. The deadline for submission of questions for this NOFO is May 8, 2019, 5:00PM EST. Responses to questions will be made available to all potential applicants as an attachment to this NOFO and posted on

www.grants.gov .

INL encourages applicants to submit their applications during normal business hours (Monday – Friday, 9:00AM- 5:00PM Eastern Standard Time). If an applicant experiences technical difficulties and has contacted the appropriate help desk, but is not receiving timely assistance, (e.g. if you have not received a response within 48 hours of contacting the help desk), you may contact the INL point of contact listed in the NOFO. The point of contact may assist in contacting the appropriate help desk, but an applicant should also document their efforts in contacting the help desk. Applicants may also contact the INL point of contact listed in the NOFO if experiencing technical issues with grants.gov that may result in a late submission.

Applicants experiencing technical difficulties should follow these three steps:

1) Contact the help desk for Grants.gov immediately.
2) Document (including screenshots) technical issues AND efforts to contact the help desk. Provide ticket number(s) and/or reference number(s) provided by the helpdesk in order to assist with the technical issue(s).
3) If there are continued difficulties submitting documents, email all of the required documents to the INL point of contact listed in the NOFO ***before*** the deadline.

Note: The INL Grants Officer will determine technical eligibility of all applications and allowability of acceptable proposal submissions if applicants experience technical difficulties without a resolution.

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

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

Drug demand reduction is a key foreign policy tool for addressing the interconnected threats of drugs, crime, and violence. Consequently, the goal of demand reduction strategies calls for a comprehensive, balanced approach to the drug-problem that targets prevention, treatment, recovery, research, and international cooperation.

Recognizing that substance use disorders are a major public health threat, and that drug use is a preventable and treatable disease, many countries are requesting INL-sponsored technical assistance to improve development of effective policy and programs. INL works closely with international partners to coordinate and place into practice capacity building and training activities for service providers in drug prevention, treatment, and recovery. INL also promotes the sharing of critical information and evidence-based studies to preserve the stability of societies that are threatened by the narcotics trade.

To support further progress in building and sustaining an effective and professional substance use disorder prevention and treatment workforce, and to equip this workforce with education and materials to meet 21st century challenges, INL has allocated $1,200,000 USD in FY 2018 funds for this issue.

PROJECT PURPOSE/DESCRIPTION

As a key activity, INL promotes the development of a professional network of substance use disorder prevention and treatment service providers, policymakers, academic professionals, and other stakeholders (the "workforce") to encourage and promote evidence-based, effective drug demand reduction around the world. In addition, INL encourages regular communication within this professional workforce, to facilitate the translation of science into clinical practice, to keep policymakers informed about the challenges faced by practitioners, and to provide access to online training and other professional materials to further professionalize this workforce.

The purpose of this project is to support the development of an international membership organization that can provide online support and materials for networking and professionalization of the workforce, partner and collaborate with existing organizations to promote the dissemination of evidence-based best practices, and convene periodic global events that create opportunities for the substance use prevention and treatment workforce to receive training and meet other stakeholders. The recipient will also be responsible for maintaining a database of education providers and training activities carried out using materials developed by INL Demand Reduction programs, including those offered by other recipients of INL Demand Reduction program funding.

Project recipient will be expected to work closely with other recipients of INL Demand Reduction program funding such as the Global Centre for Credentialing and Certification (GCCC), as well as participating International Organizations: United Nations Office for Drugs and Crime (UNODC), World Health Organization (WHO), the Colombo Plan (CP), African Union (AU), and the Inter-American Drug Abuse Control Commission (CICAD), and

cooperating universities around the world.

The project is comprised of the following objectives and corresponding activities:

PROJECT GOALS

1. Develop and maintain a website that provides professionals engaged in substance use prevention and treatment with a one-stop-shop for professional development and networking, including online access to the Universal Curricula for Prevention, Treatment, and Recovery of Substance Use Disorders.
2. Identify and partner with existing regional, national, and sub-national organizations to promote the professionalization of the workforce through dissemination of evidence-based best practices in prevention, treatment, and recovery.
3. Periodically convene a large-scale global event and separate regional events which include training workshops, plenary presentations, and networking opportunities for professionals in the field.

PROJECT OBJECTIVES

Objective 1: Develop and maintain a website that provides professionals engaged in substance use prevention and treatment with a one-stop-shop for professional development and networking, including access to the Universal Curricula for Prevention, Treatment, and Recovery of Substance Use Disorders.

INL's overall goal is to support the creation of a trained, professional workforce that can staff drug treatment centers or implement drug use prevention programs using evidence-based practices. This goal requires efforts to build global networks of treatment providers, practitioners, policymakers, professors, and other professionals engaged in substance use prevention and treatment practice, policy, or research. This network will allow for the rapid dissemination of evidence-based practices among the workforce, and will enable online access to a variety of materials for professionalization, including training curricula, continuing education, research and resources, and opportunities for interaction with professionals elsewhere

Activity 1: *Develop a robust, interactive, and dynamic website that provides members with access to training, professional networking, discussion opportunities, current news and publications, and other resources that are continually updated to reflect the latest developments in the field of substance use prevention and treatment.*

Activity 2: *Maintain a database of INL-funded training materials, including a portal for trainers to register their training events and attendees are invited to register and receive credit for trainings, while individual member's training history can be easily viewed and audited by INL.*

Activity 3: *Cultivate and expand a membership base within the international substance use workforce that is active on the website, and advertise the tools available through the website to promote professionalization of this workforce.*

Activity 4: *Ensure that the user experience on the website is optimized for a diverse set of users, including by implementing a translation strategy to efficiently translate the website into a variety of languages, including non-English scripts and writing orientations, and optimizing the website for desktop, mobile, and application access.*

Objective 2: Identify and partner with existing regional, national, and sub-national organizations to promote the professionalization of the workforce through dissemination of evidence-based best practices in prevention, treatment, and recovery.

There are currently organizations in many countries and regions of the world that are actively engaged in the process of delivering training and resources to the local workforce. In order to avoid duplication of efforts and to harmonize dissemination of evidence-based best practices, the grant recipient should be able to seek out these organizations and partner with them. This partnership offers an opportunity to ensure that the trainings and resources being disseminated meet evidence-based standards of quality and completeness, as well as to build awareness of the membership organization and its online tools. The organizations to be partnered with may include regional, national, and sub-national bodies representing a variety of sectors including academic, faith-based, community organizations, etc.

Activity 1: *Identify a point person for liaising with regional, national, and sub-national organizations that meet specific quality criteria, and develop a standard operating procedure to leverage opportunities to collaborate with these organizations.*

Activity 2: *Develop standards and guidelines for partnership, including adherence to evidence-based best practices and ethical standards, a co-branding agreement, and opportunities to interact with the membership of these organizations at regular meetings.*

Objective 3: Periodically convene large-scale global and separate regional events, to include training workshops, plenary presentations, and side meetings.

From time to time, online interactions between members of the workforce should be supplemented by large-scale events that convene the global treatment and prevention workforce. These will reinforce connections made between policymakers, practitioners, professors, and other professionals, provide opportunities for the development of new partnerships, and attract global attention to the grant recipients and its partners. The grant recipient should have the capacity to organize and execute these events, and to attract members from around the globe with opportunities to receive training, to network with other professionals, and to speak in plenary sessions.

Activity 1: *Develop a forward-looking plan to hold 2-3 global events within the next 5 years, in partnership with other organizations.*

Activity 2: *Coordinate with international organizations to offer INL-supported training sessions to event attendees, and with other partner organizations to encourage side meetings in conjunction with the event.*

Activity 3: *Increase the number of members attending the event and countries represented at the*

event.

TARGET POPULATION

Applicants should identify target audiences, specific demographics, and the region(s) in which the project will be implemented. It is particularly important to specify the approximate number of beneficiaries to be directly and indirectly impacted by project activities. The project may include participation from countries in Latin America and the Caribbean, Asia and the Pacific, Africa and Eastern Europe as well as other global partners in compliance with the regulations and notification requirements for INL funding. INL will review and approve the beneficiary countries, prior to the use of funds. Associated travel will be conducted with approval from INL in compliance with INL funding notifications and restrictions. All activities in country must be notified to INL a month in advance via a shared Google calendar.

DESIRED RESULTS AND ILLUSTRATIVE INDICATORS

By the end of the 1 year of the project, the selected applicant is expected to develop a project-level Performance Monitoring plan (PMP) with annual and end-of- project targets and results anticipated for key performance indicators. The following table shows indicators that will be measured, as well as illustrative targets, upon which the recipient will be responsible for monitoring and reporting during and after the project. In addition, INL will regularly monitor the project's performance to assess whether project activities are on track and targets are being achieved.

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

***Example* Outcome Indicators**	***Illustrative targets:***
Increase the percentage of members registering for a training event on the website by 10% per year.	Baseline TBD
Percentage of members increased by 15% per year.	Baseline TBD

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

***Example* Output Indicators**	***Illustrative targets:***
Number of visitors to the website per region.	TBD
Number of members receiving training and resources through the website.	TBD
Number of training events registered on the website.	TBD
Number of languages into which the website has been translated.	TBD
Number of trainees registered for membership.	TBD

Number of members of the organization.	TBD
Number of regional, national, and sub-national partner organizations.	TBD
Number of events co-sponsored with partner organizations.	TBD
Number of attendees at global event.	TBD
Number of training events offered at global event.	TBD
Number of survey responses received for feedback on website and global event.	TBD

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

[END OF SECTION I]

SECTION II – FEDERAL AWARD INFORMATION

INL expects to award one (1) grant agreement(s) based on this NOFO, in an amount not to exceed the total ceiling amount noted on page 1. The anticipated total federal funding amount is not to exceed $1,200,000. The period of performance is 1 year with an anticipated start date of September 1, 2019. INL may extend the award up to four (4) additional years contingent on INL priorities, good performance of the recipient, Department of State management approval, and funding availability.

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

The U.S. government may make an award on the basis of the initial application 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) to enter into discussions with one or more applicant(s) to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

[END OF SECTION II]

SECTION III – ELIGIBLITY INFORMATION

(1) Eligibility for this NOFO is limited to:

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

AND

- Applicants must have demonstrated experience implementing similar web development, education or capacity building programs, preferably in all regions of INL programs Latin America and the Caribbean, Asia and the Pacific, Africa and Eastern Europe. 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.
- Applicants must have the ability to produce materials, deliver training, and conduct evaluations in English with Spanish and other languages as a benefit. The applicant's staff should be proficient in English in order to fulfill reporting requirements.
- Applicants must have existing, or the capacity to develop, active partnerships with stakeholders in order to successfully carry out the proposed program.
- Organizations may form a consortium and submit a combined proposal. However, one organization should be designated as the lead applicant and other members as sub-award partners.
- Applicants must be able to respond to the NOFO and be able to mobilize in a short period after the award has been announced.

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

To be eligible for a grant award, in addition to other conditions of this NOFO, organizations must have a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. 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.**

(2) INL encourages applications from potential new partners.

[END OF SECTION III]

SECTION IV – APPLICATION AND SUBMISSION INSTRUCTIONS

INL urges prospective applicants to immediately confirm their organization'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.

Important Note:

Organizations physically located OUTSIDE of the U.S. and territories and wishing to conduct business (contracts/grants) with the U.S. Government, must FIRST request a NCAGE Code, followed by a DUNS Number and then complete 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. ***PLEASE NOTE: The organization's name, address, and email information must match what you used to request your Unique Entity Identifier (DUNS Number) Please ensure that alphabets, numerical characters, symbols, etc. and spacing is the same in both systems during the registration process.***. Otherwise, you will receive error messages when applying for the NCAGE code. Organizations can submit a request for an NCAGE Code using the NCAGE Request Tool at https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf. Detailed instructions are posted at that site. For additional information, please call 1-269-961-4623 or send an email message to NCAGE@dlis.dla.mil.

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

Unique Entity Identifier (DUNS Number)

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

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

SAM.gov Registration

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

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.

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.

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

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.

SAMS Domestic Registration

Users who had a GrantSolutions account and were assigned to an award in GrantSolutions will already have an account set up for them in SAMS Domestic and will need to unlock their account. All other applicants will need to create an account for the first time. Applicants using the SAMS Domestic Portal for the first time should complete their user registration as soon as possible. This process must be completed before an application can be submitted through SAMS Domestic.

For GrantSolutions users who had an account transferred to SAMS Domestic: Users who already have a SAMS Domestic account and need to activate their accounts must log in directly to SAMS Domestic https://mygrants.service-now.com and click on the "Forgot Password?" link. The username and email address will be the same as in GrantSolutions. A confirmation email will be sent once the account has been created. If users are experiencing difficulties with the registration process, please contact ILMS Support at 1-888-313-4567 or log a ticket via the ILMS Self Service Portal at: https://afsitsm.service-now.com/ilms/home.

To register for the first time, log in directly to SAMS Domestic https://mygrants.service-now.com and click on the link "Create an Account" on the homepage. Users will then complete the form with the requested information and click "submit." A confirmation email will be sent once the account has been created. If users are experiencing difficulties obtaining a user login and completing the registration process, please contact ILMS Support at 1-888-313-4567 or log a ticket via the ILMS Self Service Portal at: https://afsitsm.service-now.com/ilms/home. Customer Support is available 24/7/365.

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 should not expect a separate notification from INL upon receiving their application.

It is the responsibility of the applicant to ensure that it has an active registration in Grants.gov. 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.

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.

APPLICATIONS REQUIREMENTS

Complete applications must include the following items listed below:

1. **Completed and signed SF-424, SF-424A, and SF424B**, submitted via www.grants.gov, as well as, if applicable (*Please see Tab D for instructions for completion of Standard Forms 424, 424A, and 424B.*) ***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 and completed the online representations and certifications.***
2. A copy of your organization's **most recent audit (as required per 2 CFR 200.500 – Subpart F)**. ***If an audit cannot be provided, an explanation must be submitted with the proposal submission***.
3. **Cover Page** that includes a table with the organization name, project title, target country/countries, project synopsis, name and contact information for the application's main point of contact, project length (period of performance),and requested funding amount in U.S. dollars (see the award amount ceiling as stated in the NOFO)
4. **Table of Contents** (not to exceed one [1] page in Microsoft Word) listing all documents and attachments, with page numbers.
5. **Executive Summary** (not to exceed two [2] pages in Microsoft Word) that includes:
   a) a statement of work or synopsis of the program, including a concise breakdown of the project's goals, objectives, activities, and expected results, and
   b) a brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.
6. **Proposal Narrative** (not to exceed fifteen [15] pages in Microsoft Word). Please note the page limit ***does not*** include the required documents listed in items #2 - 5 and items #7 – 16 (below).

   A proposal narrative should:
   - Fully explain the program'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.
   - Activities should be clearly developed and detailed, and the narrative should clearly articulate how the proposed activities contribute to objectives and overall project goal.
   - Outline the applicant's **organizational capacity** to implement the proposed program,
   - Outline in detail the program approach, **sustainability, potential impact, and complementarity to ongoing efforts**.
   - Identify **target areas** for activities, identify target participant groups or selection criteria for participants, address how the program 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.

   The proposal narrative should 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.

7. **Summary and Detailed Line-Item Budget** (in Microsoft Excel) that includes the following three [3] columns: the amount requested from INL, cost sharing contributions (if any), and total budget (see below for more information on budget format). 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.)
8. **Budget Narrative** (in Microsoft Word) that includes an explanation and justification for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, INL recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification of the roles and responsibilities of key staff and percentage of time devoted to the project. 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%. 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. (Sample template is provided as an attachment under the announcement via www.grants.gov.)
9. **NICRA:** If your organization has a negotiated indirect cost rate agreement (NICRA) and will include NICRA charges in the budget, your latest NICRA must be included as a PDF file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding, and therefore does not count against the submission page limitations, as described above. If your proposal includes subgrants to organizations charging indirect costs, please submit the applicable NICRA also as a PDF file (see "INDIRECT COST RATE" below for more information on indirect cost rates).
   If your organization does NOT have a negotiated indirect cost rate agreement (NICRA) please specify if your organization elects to charge the de Minimis rate of 10% of the Modified Total Direct Costs (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.
10. **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.
11. **Logic Model;** (see **TAB B** below for more information on this section); Sample templates provided as attachments under the announcement via www.grants.gov.
12. **Roles and responsibilities of key program personnel with short bios** that highlight relevant professional experience. This relates to the organization's capacity. Given the limited space, CVs are not recommended for submission.
13. **Timeline of the overall proposal** - Components should include activities, evaluation efforts, and program closeout
14. **A list of previous and/or current U.S. federal assistance awards received**; please include the awarding agency, point of contact, name of the project, start and end dates, and amount of the award. ***If a list of previous and/or current U.S. federal assistance awards received cannot be provided, an explanation must be submitted with the proposal submission.***
15. **Program Risk Analysis**: Please provide the required risk analysis information as noted in **TAB B** of this NOFO. (Sample template is provided as an attachment under the announcement via www.grants.gov.)
16. **INL Pre Award Annual Survey –** template provided by INL that reviews the organization's financial capacity and infrastructure. (Sample template is provided as an attachment under the announcement via www.grants.gov.)

17. **Attachments** (not to exceed **five (5)** pages total, preferably in Microsoft Word) that include the following in order:
    a) ***Additional optional attachments***. Attachments may include further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations or government agencies that support the program rather than the actual documentation.

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

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

[END OF SECTION IV]

TAB A: PROPOSAL GUIDELINES

Proposals should include the following components:

- Introduction and Problem Statement
- Planned Activities
- Indicators

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

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

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

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

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

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

Process Indicator	*50 women trained in energy efficiency standards*

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

targets. Example of an output indicator involving the same participants:

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

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

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

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

TAB B: PROGRAM MONITORING AND EVALUATION PLAN, LOGIC MODEL, and PROGRAM RISK ANALYSIS

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

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

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

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

Performance indicators should be clearly defined, and are in many cases quantifiable. Qualitative indicators are encouraged if they provide a reliable means to measure a particular phenomenon or attribute. A good guide for determining the quality of performance indicators is the acronym SMART – i.e., are the indicators: specific, measureable, attainable, realistic, and timely.

Indicators can focus on (i) inputs / process (measures activities or the necessary components for an activity to occur—e.g. training curriculum developed), (ii) outputs (products and services delivered from project activities, and often stated as an amount—e.g. 100 civil society organization members trained in organizational fundraising, 60 radio programs produced), and (iii) outcomes (the specific results of a project, which are often measured as a degree of change—after receiving training on effective engagement in the political process, 40% of female participants ran for a seat in parliament).

LOGIC MODEL

A logic model is a useful tool to help "map" a project. It details planned activities, the immediate services or product of project activities (outputs), and the expected changes or benefits that occur after activities have been implemented (outcomes). Applicants can specify objectives, identify what resources (inputs) are needed, outline proposed activities (outputs) and beneficiaries, and illustrate how activities lead to expected results. The activities and expected outcomes documented within the logic model should be achievable within the level of funding and timeframe of the project.

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

- A results "Logic Model" planning document (see attached sample Logic Model template)
- 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. All indicators must include measurable, numerical targets. (see attached sample Monitoring and Evaluation template)
- 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, including methods or methodology that will be used.
- Plans should describe the projected outcomes and a dissemination plan where applicable, and how the project's impact and effectiveness will be monitored and evaluated throughout the project.

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

PROGRAM RISK ANALYSIS

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

The safety and security of recipients and beneficiaries are of utmost importance. INL requires all recipients to conduct thorough risk assessments and take all actions necessary in accordance with those assessments to mitigate those risks. INL does not take responsibility for the risks incurred by any recipient.

For more information about the Risk Analysis, please see 2 CFR 200.519.

TAB C: BUDGET GUIDELINES

Applications will not be considered complete unless they include a budget that responds to the NOFO guidelines.

Complete budgets will include:

1. Summary Budget (that includes approved budget categories)
2. Detailed Line-Item Budget (outlining specific cost requirements for proposed activities)
3. Sub-grantee Budgets (if applicable)
4. Corresponding 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).

All organizations, including those not offering any cost-sharing (cost share is not a requirement), should submit a detailed line-time budget, formatted to include three columns:

1. INL funding request,
2. Cost-share offered, and
3. Total project funding.

Please note: Grantees under INL-funded programs are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for program participants.

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

The three-column proposal line item budget template is provided as an attachment in www.grants.gov.

LINE-ITEM BUDGET NARRATIVE SAMPLE provided 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. For more information see **http://www.gsa.gov/portal/content/103191**.
2) in-country travel - Please indicate origin and destination (city), type of transportation, number of travelers and unit cost per traveler per trip.
3) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: http:/www.policyworks.gov/. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates.
NOTE: Per diem rates must be prorated and/or removed if applicant will pay for refreshments and/or meals for participants during a workshop/conference.

D. Equipment – Equipment is defined as an item with a per-unit cost of $5,000 or more and a service life of more than one year. If the item meets these criteria, all federal procurement policies and procedures must be followed. If an item does not meet these criteria, it should be considered a supply and listed under cost category E. Please provide justification for any equipment purchase/rental in the budget narrative.
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, please provide a detailed line-item breakdown explaining specific services in a separate tab in the excel workbook. Subgrant budgets should include the same level of detail for personnel, fringe benefits, travel, equipment, supplies, other direct costs, and indirect costs required of the direct applicant. If indirect costs are charged on a subgrant budget, please include the subgrantee's NICRA. Please note that a subgrantee who receives $25,000 or more is required to have a UEI number.
b) Consultant Fees - For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x $150/day x 2 days). Consultant/outside expert fees/honoraria should be consistent with the level of experience and based on a fair market value. (*NOTE: Consultant Fees and Honorarium should NOT EXCEED $526/day per person*)

G. Construction – Due to the nature of INL programs, construction costs are not allowable or applicable.

H. Other Direct Costs - these will vary depending on the nature of the project. The inclusion of items in this cost category should be justified in the budget narrative. All costs must be allowable, allocable, and reasonable, and consistent with OMB guidelines. Single audit or 2 CFR 200 Subpart F audit costs can be included if they are not part of indirect costs. Only the portion of an organizational audit cost associated with this project can be included in the budget. ***Line items including justifications using words such as "Miscellaneous," "Other," "Etc.", "Contingency Fund," and "Reserve Fund" are not permitted***.

I. Indirect Charges -
An organization with a NICRA should include a copy of their negotiated indirect cost-rate agreement with their application. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding. As such, it does not count against the submission page limitations. Applicants should indicate in the proposal budget how the rate is applied (e.g. to direct administrative expenses, to all direct costs, to wages and salaries only, etc.) and if any of the rate will be cost-shared.

Per 2 CFR 200.414, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de Minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Per 2 CFR 200.68, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subaward). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition reimbursement, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. The budget narrative should include a justification of the MTDC calculation, clearly describing which costs will be covered if using the 10% de Minimis indirect rate.

As described in 2 CFR 200.403, Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The elected methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Organizations not applying the de Minimis rate of up to 10% of MTDC but claiming indirect costs should have established NICRAs.

If the budget includes subawards, the recipient organization has the responsibility to honor an existing NICRA, negotiate an indirect rate, offer the 10% de Minimis, or allow costs to be directly charged to the sub-award budget for each sub-award, per 2 CFR 200.331.iiiv.4. If an organization has an established NICRA the agreement should be submitted with the proposal package.

J. Cost Share/Cost-Effectiveness -
Cost-sharing is the portion of program costs not borne by the Federal Government. While not a competitive element, INL encourages (but does not require) cost sharing, which may take the form of allowable direct or indirect costs offered by the applicant and/or in-country partners. Applicants should consider all types of cost sharing, including in-kind and public-private partnerships. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and project activities, translations, or consultations conducted by qualified volunteers. The values of offered cost-share should be reported in accordance with (the applicable cost principles outlined in) 2 CFR 200.306. Other United States federal funding does not constitute cost sharing.

Explanations of contributions should be included, 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 and the specific funding amount to be provided by those sources. In addition, it is recommended that the budget narrative address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources.

Please note: INL programs do not require cost share, but if it is included the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost sharing as stipulated in the recipient's budget, INL's contribution may be reduced in proportion to the recipient's contribution.
For information on Shared Cost Allocations, please reference 2 CFR 200.405 https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=c8ac158b49a23a38aa04b1ba0bb242ee&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1405.

BUDGET CONDITIONS AND RESTRICTIONS:

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

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

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

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

INL will consider budgeted line items for the following:

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

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

- Publication of materials for distribution within the United States that are not related to the project/program;
- 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 is received by the INL Grants Officer);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment and/or alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency;
- Land;
- Construction;
- Direct support or the appearance of direct support for individual or single-party electoral campaigns;
- Duplication of services immediately available through municipal, provincial, or national government;
- Expenses listed as "miscellaneous", "other", "etc.", 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

Organizations must fill out, sign, and submit SF-424, SF-424A, and SF-424B forms as directed on www.grants.gov. **Please note that all communications regarding the application will be directed to the points of contact identified on the SF-424 forms**.

I. SF-424 Application for Federal Assistance: Please refer to the following guidelines as you fill out the SF-424 form.

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
5. **Federal Identifiers**
    a. **Federal Entity Identifier:** Leave blank
    b. **Federal Award Identifier:** Leave blank
6. **Date Received by State:** Leave blank. This will automatically be assigned
7. **State Application Identifier:** Leave blank. This will automatically be assigned
8. **Applicant Information:**
    a. **Legal Name:** Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.
    b. **Employer/Taxpayer ID Number (EIN/TIN):** Non-U.S. organizations enter 44-4444444 (no dash).
    c. **Organizational DUNS:** Enter the organization's UEI (Unique Entity Identifier) number. If a UEI/DUNS number is not required at time of submission, please enter 4444-44444 (without the dash).
    d. **Address:** Enter the address of the applicant.
    e. **Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
    f. **Point of Contact:** Enter the name, title, and all contact information of the person to be contacted on matters involving this application.
9. **Type of Applicant:** Select an applicant type (type of organization).
10. **Name of Federal Agency:** Enter "Department of State"
11. **Catalog of Federal Domestic Assistance Number:** The CFDA number is normally 19.703, 19.704, or 19.705. However, please see the NOFO to confirm.
12. **Funding Opportunity Number:** Enter the Funding Opportunity Number and title. This number will be automatically completed on electronic applications. Otherwise, it can be found in the NOFO.
13. **Competition Identification Number:** Enter the Competition Identification Number and title. This number will be automatically completed on electronic applications.
14. **Areas Affected by Project:** List the country or countries where program activities will take place in alphabetical order; for programs that will take place in more than one region enter "Global."
15. **Descriptive Title of Applicant's Project:** Enter the title of your proposed program (if

necessary, delete pre-printed wording).

16. **Congressional Districts of:**
    a. **Applicant:** If based in the U.S. please enter congressional district; if unknown or a foreign applicant, please enter "90."
    b. **Program/Project:** For congressional district of program, please enter "90."
17. **Proposed Project:**
    a. **Start Date:** Please refer to the NOFO for the estimated start date.
    b. **End Date:** Enter your projected end date.
18. **Estimated Funding ($):**
    a. **Federal:** Enter the amount requested for the program described in the proposal.
    b. **Applicant:** Enter any proposed cost-share. If none, enter "0."
    c. **State:** Enter "0."
    d. **Local:** Enter "0."
    e. **Other:** Enter "0."
    f. **Program Income:** Enter "0."
    g. **TOTAL:** This field will auto-populate based on the numbers in fields a-f.
19. **E.O. 12372:** Enter "c. Program is not covered by E.O. 12372."
20. **Applicant Delinquent on Any Federal Debt?** Select the appropriate box. If you answer "yes" to this question you will be required to provide an explanation.
21. **Certification and Signature of Authorized Representative:** Enter the name, title, and all contact information of the individual authorized to sign for the application on behalf of the applicant organization.

II. SF-424A Budget Information – Non-Construction Programs: Please review the detailed instructions below *before* completing this form online.

***Please note: the person who signs the SF-424A must have legal authority to do so on behalf of the organization*.**

Section A – Budget Summary

Row 1:

a. This should be auto-populated as "INL Grants" However, if it does not, please write "INL."
b. This should auto-populate. If not, please see the NOFO for the CFDA number.
c. Leave blank.
d. Leave blank.
e. Enter the amount of federal funds requested for this project
f. Enter the amount of any other non-federal funds that will contribute to this project.
g. Enter the total cost of this project

Rows 2, 3, and 4 should be left blank.

Section B – Budget Categories

Enter total project costs in each category in Column 1. Columns 2, 3, and 4 should be left blank. In Column 5, the form should automatically calculate the sum.

6a-h. Enter the amount for each object class category (include cost share).
6i. Enter the sum of 6a-6h
6j. Enter any indirect charges
6k. Enter the sum of 6i and 6j
1. Enter any program income that will be earned as a result of the project. If there is none, leave this section blank.

Section C – Non-Federal Resources
Only complete this section if your project includes applicant cost share or funds from other sources (Cost share is not required)
8a. Under Grant Program enter "INL"
8b. Enter your cost share amount
8c. Enter the amount of any other funding sources for this project
8d. Leave blank
8e. Enter the total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 should be left blank. Row 12 should automatically calculate the totals.

Section D – Forecasted Cash Needs
13. In the first column enter the amount of federal funds you are requesting for this project. This amount should equal the amount in Section A 1e.

14. In the first column enter the amount of any other funds you will receive towards this project. This amount should equal the amount in Section A 1f.

15. In the first column enter the sum of 13 and 14 (the form should automatically show this sum). This amount should equal the amount in Section A 1g.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project
Rows 16, 17, 18, 19, and 20 should be left blank.

Section F – Other Budget Information
21. Direct Charges **–** Leave Blank
22. Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed)
23. Enter any comments

III. SF-424B Assurances – Non Construction Programs: Please complete the highlighted fields and ensure the document is signed by an Authorized Official. The Authorized Official is generally the grant signatory at the organization or business.

IV. SF-LLL Disclosure of Lobbying Activities (only if applicable): The filing of an SF-LLL form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

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

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

I. TECHNICAL EVALUATION CRITERIA

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

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

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

Quality of Program Idea (Total Possible Points - 25):

- Responsive to the solicitation (5)
- Appropriate in the country/regional context: Demonstrates activities in all priority regions Latin America and the Caribbean, Asia and the Pacific, Africa and Eastern Europe. (5)
- Exhibits substance, precision, innovation, feasibility. (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. Shows strong understanding of overall drug demand reduction global environment and ongoing DDR programs of the Department of State Bureau of International Narcotics and Law Enforcement Affairs (5)
- Demonstrates Cooperation with State INL's other DDR partners UNODC, CP, CICAD, AU, WHO, GCCC, etc.(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, INL DDR multilateral and regional program partners, and identifies local partners where appropriate (5)
- 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 (4)

Program Monitoring and Evaluation (Total Possible Points - 15):
The Monitoring and Evaluation (M&E) Plan includes:
- Narrative explaining how monitoring and evaluation will be carried out and who will be responsible for monitoring and evaluation activities (5)
- Table listing by program objectives the output- and outcome-based performance indicators with baselines and (yearly and cumulative) targets; data collection tools; data sources; types of data disaggregation, if applicable; and frequency of monitoring and evaluation (7)
- Includes an external midterm and/or final evaluation or justification for why one is not included (3)

Multiplier Effect/Sustainability of Impact Rating (Total Possible Points - 10):
- Clearly delineates how elements of the program will have a multiplier effect (5)
- Clearly delineates how impact will be sustainable beyond the life of the grant (5)

Institution's Record and Capacity Rating (Total Possible Points - 10):
- The proposal demonstrates an institutional record of successful programs in the proposed country and the content area (4)
- Personnel and institutional resources are adequate and appropriate to achieve the project's objectives (2)
- Roles, responsibilities, and brief bios/resumes are included for primary staff, and demonstrate relevant professional experience (2)
- Applicant is a current/past Department of State grantee where performance (2)
  was/is on target showed/shows responsible fiscal management
  OR
- The proposal is from a NEW APPLICANT and proposal demonstrates capacity for responsible fiscal management illustrates success in similar sized projects (2)

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)

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 that may be unallocable, unreasonable, or unallowable. Applications that

have more efficient operational systems that reduce operation costs will be favorably considered.

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

[END OF SECTION V]

SECTION VI – FEDERAL AWARD ADMINISTRATION INFORMATION

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

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

1) Approval of the recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
2) Approval of specified key personnel;
3) Approval of sub-award recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
4) Approval of Monitoring and Evaluation Plan
5) The project may include participation from other countries in compliance with the regulations and notification requirements for INL funding. INL will review and approve the beneficiary countries, prior to the use of funds. Associated travel will be conducted with approval from INL in compliance with INL funding notifications and restrictions.
6) All programs in country will be notified to INL/PC/DDR a month prior and will be posted on the shared Google calendar or other agreed notification mechanism.
7) Other country specific or program specific approvals will be included in the award documents

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

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

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

Reporting Requirements:

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

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

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

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

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

[END OF SECTION VI]

SECTION VII – AGENCY CONTACTS

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

Any questions or comments concerning this NOFO must be submitted in writing by email to Anne Chick at chickal@state.gov and Najar Washington at WashingtonND@state.gov by the deadline for questions indicated at the top of this NOFO's cover letter.

[END OF SECTION VII]