U.S. DEPARTMENT OF STATE
Bureau of International Narcotics and Law Enforcement Affairs (INL)
Notice of Funding Opportunity (NOFO)

Announcement Type:	Request for Federal Assistance Award Applications
Funding Opportunity Title:	*Combatting Crime through Investigative Journalism in Cyprus and Malta*
Funding Opportunity Number:	INL22GR0003-Cyprus-Malta
Program:	Europe and Eurasia Regional Program
Catalog of Federal Domestic Assistance (CFDA) Number:	19.705 - Transnational Crime
Total Funding Available:	$1,000,000 U.S. Dollars
Application Ceiling:	Up to $1,000,000 U.S. Dollars
Application Floor:	At least $500,000 U.S. Dollars
Anticipated Number of Awards:	1 award
Initial Project Implementation Length:	24 months
Estimated Project Start:	May 1, 2022
NOFO Issuance Date:	December 15, 2021
Deadline for Submission of Questions:	January 14, 2022 by 11:59 PM EST via email
Deadline for Submission of Applications:	**February 15, 2022** by 11:59 PM EST via www.grants.gov
Assistance Type:	Grant
Applicant Type:	Organizations only – See Section C
Eligibility Categories:	Refer to Section C: Eligibility Information for more information. *Public International Organizations (PIOs) and Private For-Profit Organizations are excluded from applying to this grant announcement. – If you are unsure about your eligibility status, please consult the INL POCs during the Q&A period.*
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EXECUTIVE SUMMARY

The mission of the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL) is to keep Americans safe by countering criminal activity abroad, alongside allies and partners. The U.S. government works hand-in-hand with allies and partners to combat transnational crime as a threat to public safety, national security, and good democratic governance. The Administration's strategic approach recognizes that international security depends on the cooperation of strong, sovereign nations that respect the rights of their citizens while advancing safety and security. INL is at the forefront of responding to these challenges through foreign assistance programs and diplomatic engagement.

INL works closely with allies and partners to strengthen their criminal justice sector capacity to combat transnational threats. INL's work promotes a rule- and norms-based international order grounded in the rule of law. INL leads U.S. government efforts to develop new, and implement existing, international standards on drug supply and drug demand reduction and against corruption and organized crime. INL draws from a wide range of expertise in implementing criminal justice capacity-building programs and through promoting international cooperation, common standards, and interoperability, INL's work contributes to effective criminal investigations. INL works closely with U.S. law enforcement agencies to develop and deliver both foundational reform and provide advanced skills ranging from basic police training to complex cybercrime and money laundering investigations. This work enhances critical relationships between U.S. law enforcement entities and foreign counterparts.

INL's foreign assistance programs and diplomatic engagement are critical tools in advancing U.S. policy objectives. INL prioritizes foreign assistance around three strategic goals.

1. **Disrupt or deter significant illicit drug trafficking and other transnational criminal activity that threatens U.S. national security, public safety, or drives irregular migration to the United States.**
2. **Reduce instability in strategically vital regions and strengthen the resilience of partners facing malign influence.**
3. **Drive global action through international engagement that promotes interoperable criminal justice systems and common standards to combat shared criminal threats.**

INL's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize the 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.

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A. PROJECT DESCRIPTION

The Bureau of International Narcotics and Law Enforcement Affairs of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a pilot project to strengthen investigative journalism in Malta and Cyprus to uncover crime and corruption. If successful, the pilot may be expanded to the other countries in Europe.

Democracies across the globe are increasingly under siege. Free societies have been challenged from within by corruption, inequality, polarization, populism, and illiberal threats to the rule of law. Democratic nations are increasingly challenged from outside by antagonistic authoritarian powers. Anti-democratic forces use misinformation, disinformation, and weaponized corruption to exploit perceived weaknesses and sow division within and among free nations, erode existing international rules, and promote alternative models of authoritarian governance. Corruption threatens security and stability, creates obstacles to economic growth, facilitates transnational criminal activity, and siphons away public and private resources, often costing lives and livelihoods.

The most effective antidote to corruption is transparent and accountable democratic institutions held to account by an informed and engaged public. Investigative journalists equipped with the right tools and training are essential to keeping society informed by uncovering corruption through meticulous research and presenting the information in a format that is easy to understand. Investigative journalists unravel complex corruption schemes hidden in the darkness of offshore corporate entities, obscured by opaque nameless and faceless transactions, and agreed to in encrypted conversations outside of the public view.

In addition to the work of governments to prevent and combat corruption, civil society and investigative journalists play an important role in exposing corruption and scrutinizing government. In this context, the U.S. government has identified combating corruption as a national security priority within the March 2021 Interim U.S. National Security Strategy. INL leads the Department of State's efforts to prevent and combat corruption globally by strengthening justice sector institutions, supporting criminal justice reform, and empowering citizen advocates to hold governments accountable to anti-corruption standards. INL tailors its technical support to bolster capacities of partner countries through multilateral, regional, and country-specific programs.

Southern Europe and the Mediterranean region are a priority for anti-corruption action and reform. To that end, two countries from the region have been chosen as the focus of a pilot program. In Malta, murky energy deals involving offshore companies enriching connected political figures are emblematic of the corrosiveness of corruption. Investigating corruption cost one intrepid journalist her life. In Cyprus, an investigation by *Al Jazeera* uncovered an extensive corruption scheme involving bribes for Cypriot citizenship by criminals and politically exposed persons, including U.S. sanctioned Ukrainian oligarch Ihor Kolimoisky.

Cyprus and Malta are both signatories to the UN Convention Against Corruption, obliging them to promote and strengthen measures to prevent and combat corruption, and promote integrity, accountability, and proper management of public affairs and public property, critical issues at odds with corrupt energy deals and murky citizenship-by-investment schemes. Corruption in the programs was brought to light by investigative journalists.

To ensure effective and democratic governance and empower justice systems to fight corruption, it is important that journalists have the capacity to uncover illicit activity and the resources to disseminate their reporting to a broad audience.

In Malta, independent media proved instrumental in revealing corrupt deals involving high-level officials, but journalistic standards are limited by a lack of resources, staffing, and professional training. Journalists are vulnerable to libel suits and especially Strategic Lawsuit against Public Participation (SLAPP) suits, which further compromises their ability to investigate important issues. A handful of local independent media groups are empowered by their connection to Forbidden Stories, an international network of journalists that continues and publishes the work of other journalists facing threats, prison, or murder. The Institute of Maltese Journalists and local NGOs are making efforts to set up data platforms for independent newsrooms to collaborate on investigative journalism, but struggle with lack of funding and expertise to maintain them. Recently introduced regulations threaten to cripple the non-governmental organizations' fundraising efforts and compromise their ability to hold the authorities to account.

Since 1974 the island of Cyprus has been de facto divided between the internationally-recognized Republic of Cyprus (ROC), which controls the southern two-thirds of the island, and the area administered by Turkish Cypriots, which controls the northern third. The northern part of Cyprus proclaimed itself the "Turkish Republic of Northern Cyprus (TRNC)" in 1983. The United States does not recognize the "TRNC" nor does any country other than Turkey. The two sides are separated by a UN-patrolled Buffer Zone, and there are also two British Sovereign Base Areas.

Investigative journalism is an underdeveloped skill in the ROC. Journalists are not taught to ask insightful or challenging questions of their subjects and rarely have the training, resources of high-level support necessary to investigate and uncover corruption in the private or public sector activity. While the media environment is generally free and fair, the educated class in the country of less than 1,000,000 people is very small and interconnected, complicating matters. The largest corruption stories of the last few years were all broken by international news organizations such as Reuters, Al-Jazeera, and non-profit Organized Crime and Reporting Project (OCCRP) and not by local news organizations.

Despite the proliferating number of universities in the north, "TRNC" residents suffer from a lack of easy access to training in best practices for journalists. There is also a disturbing history of journalists either self-censoring or being rebuked by "government" authorities for writing anything deemed too harsh towards Turkey, on which the "TRNC" is politically and economically dependent. Turkish Cypriot press has also historically been reliant on government subsidies for at least some of their operating expenses. Additional training in investigative journalism and in English language skills, which would give these journalists better access to internet resources, would help advance U.S. interests in the Turkish Cypriot area.

In addition to building the long-term investigative capacity of journalists, there is a need to provide them with the tools and resources they need to undertake their important work. Domestic crime and corruption often have an international nexus. For example, transnational criminal organizations have money and properties in other countries, but Cypriot and Maltese journalists often lack the resources and knowledge to follow the money or gain information on the bank accounts or properties. They need access to international databases where the money or properties are registered in order to determine from where the funds are coming and if money laundering or tax fraud is occurring. Thus,

building linkages between journalists and regional and/or international networks is critical to enable them to undertake thorough and comprehensive investigations.

To support investigative journalism on the topic of crime and corruption, the U.S. Department of State has allocated $1,000,000 in FY 2020 International Narcotics and Law Enforcement (INCLE) funds to this grant opportunity. Foreign assistance will support work in Cyprus, Malta, and other locations as needed to provide journalists with investigative capacity building assistance. Assistance provided through this program will help keep the public informed of possible corruption, bolstering democracy and enhancing transparency. This project may serve as a pilot for future programming in other countries in the region.

1. **Priority Countries**
   Cyprus and Malta

2. **Project Goal(s)**
   Investigative journalists and outlets in Cyprus and Malta can uncover crime and corruption in the region and globally and report the information in easy-to-understand formats and to multiple audiences. Investigative journalism units work on long-term investigative reporting and utilize links to international and regional networks and a range of open-source data to enhance their reporting. Investigative journalists in Cyprus and Malta take necessary precautions to protect their electronic, data, and personal security. They serve as a resource for investigating and corroborating information requested by journalists outside of the region, including on issues related to property and assets maintained by foreign persons. In turn, investigative journalists and criminal justice sector officials in Cyprus and Malta have open lines of communication and officials are aware of relevant information uncovered by journalists.

3. **Project Objectives**

   Objective 1:
   Investigative journalists and media houses in Cyprus and Malta possess the skills and access to information necessary to uncover suspected crime and corruption in their countries, the region, and potentially globally. The journalists can uncover suspected corruption linked to government contracting and procurement, and other programs. Where applicable, journalists can link possible crimes with offshore entities and determine the real ownership of companies linked to government purchases. Investigative journalists can scrutinize the declared property and assets of politically exposed persons and uncover any discrepancies with real assets. They are able to assist non-resident journalists in verifying information on assets and property in their countries owned by foreign persons and entities. Investigative journalists take steps to ensure their personal security and safety, as well as the security, safety, and integrity of their data, including on confidential and other sources.

   Activities may include, but are not limited to:
   - Establishing and funding investigative reporting units within existing media houses for at least two years;
   - Training and developing investigative skills and techniques to uncover possible crime and corrupt activities, including those related to government procurements and programs.
   - Educating and training on the nexus between corruption and transnational organized crime, including practical tools and resources that would assist in identifying possible links.

- Training on how to determine the beneficial ownership of companies linked to government procurements and programs.
- Training on scrutinizing the declared assets of politically exposed persons and assisting foreign journalists in verifying the real ownership of foreign-owned property and assets in Malta and Cyprus.
- Networking and awareness raising between journalists and civil society to ensure civil society is aware of investigative reporting and can take action to hold government accountable.
- Journalist protection training focused on journalist security and proper steps to ensure protection of their physical person, investigative information, and digital presence throughout investigations.
- Establish tools to assist journalists in emergencies connected to their reporting, such as emergency safety and relocation services.
- Provide tools and resources to assist journalists facing lawsuits due to their reporting.
- Conduct legal and institutional analyses of laws and policies related to journalist freedoms and protections, including defamation laws, as these are especially relevant and useful in the local context.
- Establish and fund the use of tools or platforms for independent newsrooms to collaborate on investigative journalism.

Objective 2: Investigative journalists in Malta and Cyprus possess strong connections with regional and international networks and maintain regular contact.

Activities may include, but are not limited to:
- Establish and fund tools or platforms for independent newsrooms to collaborate on investigative journalism.
- Connect journalists to international and regional networks
- Supporting investigative journalists' participation in international conferences (e.g., International Anticorruption Conference).
- Starting a regional chapter of an investigative journalism network.

Objective 3: Criminal justice sector officials in Cyprus and Malta readily use open-source information and journalism products to develop leads and conduct research on complex crimes. Officials are aware of relevant information produced by investigative journalists and other media sources and regularly use the information to improve their understanding of criminal activity and emerging challenges.

Activities may include, but are not limited to:
- Training for law enforcement and other justice sector actors on where and how to access available reporting and other publicly available information on corruption and how to use that information to pursue case leads (i.e. tips or actionable reports).
- Activities designed to increase awareness among justice sector actors and other stakeholders of ways in which they might engage each other, where possible and helpful.

Objective 4: Investigative journalists in Cyprus and Malta can communicate their findings in an easy-to-understand manner utilizing contemporary media and long-form journalism.

Activities may include, but are not limited to:

- Training on producing multimedia products using free tools on contemporary platforms such as YouTube, Instagram, Facebook, TikTok, and others as appropriate.
- Training to produce high-quality web pages, vlogs, blogs, informational clips, and other tools to publish content.

4. **Participants and Audiences**
   Investigative Journalists in Cyprus and Malta
   Criminal justice sector officials in Cyprus and Malta
   Foreign criminal justice sector officials and government regulators
   Regulatory officials in Cyprus and Malta
   Civil society in Cyprus and Malta
   Non-resident journalists and civil society in Cyprus and Malta
   Independent subject matter experts
   Citizens of Cyprus and Malta

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

B. FEDERAL AWARD INFORMATION

Applicants are encouraged to reference the table on the first page(s) of this NOFO to determine the basic federal award information (e.g., project length, amount of funding available, anticipated number of awards, assistance type, etc.). Additional award information is included in this section, although specific aspects of the award(s) issued from this NOFO may differ from program to program.

1. **Project Implementation Period**
   The initial project implementation length is the amount of time (e.g., months) applicants should plan to implement the project. If a range of months is listed, applicants should propose a realistic project length within that range.

   INL may extend the project implementation period, contingent on INL priorities, good performance of the recipient, Department of State management approvals, and funding availability. INL projects shall not exceed five (5) total years of project implementation.

2. **Assistance Type: Cooperative Agreement**

3. **Funding Notices**
   This award will be supported with International Narcotics Control and Law Enforcement (INCLE) funds under the Foreign Assistance Act of 1961. This notice is subject to availability of funding.

   Length of performance period: 24 months

Number of awards anticipated: One (1) award

Award amounts: $500,000 - $1,000,000

Total available funding: *$1,000,000*

Type of Funding: FY 2020 INCLE

Anticipated program start date: May 1, 2022

C. ELIGILIBITY INFORMATION

1. **Eligible Applicant Types**
   The following organizations are eligible to apply:
   - U.S.-based non-profit/non-governmental organizations (NGOs);
   - U.S.-based educational institutions subject to section 501(c)(3) of the U.S. tax code;
   - Foreign-based non-profits/non-governmental organizations (NGOs);
   - Foreign-based educational institutions

Note: Public International Organizations (PIOs) and For-Profit Organizations are excluded from applying to this grant announcement. *– If you are unsure about your eligibility status, please consult the INL POCs during the Q&A period.*

2. **Cost Sharing or Matching**
   Cost share is the portion of project costs not borne by the U.S. government. Cost share is recommended but not required for this project.

   Any cost share proposed must be appropriately captured within the SF-424A, budget, and budget narrative.

3. **Other Eligibility Requirements**
   - In order to be eligible to receive an award, all organizations must have a unique entity identifier (also known as UEI or DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Individuals are not required to have a unique entity identifier or be registered in SAM.gov. Refer to Section D for additional guidance.
   - Applicants are only allowed to submit one proposal per organization. Organizations may form a consortium and submit a combined proposal, however one organization should be designated as the lead applicant and other organization(s) listed as sub-recipient partner(s).
   - To be eligible to receive a federal assistance award, 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.

D. APPLICATION AND SUBMISSION INFORMATION

Applicants should carefully follow all instructions in this section to ensure their application is formatted properly and includes all required documents. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be deemed ineligible for review.

1. **How to Apply and Submit Questions**
   This opportunity is posted on www.grants.gov, along with all required application forms and, where applicable, templates for application documents. Applications and all supporting documents must be submitted via www.grants.gov. INL reserves the right to reject any applications submitted through improper channels.

   Applicants are encouraged to closely review the NOFO and email questions to the INL points of contact by the deadline listed on the first page(s) of this document. After the question deadline has passed, INL will respond to all questions publicly through a Questions & Answers document uploaded to the Related Documents tab of this opportunity.

2. **Required Application Documents**
   All documents in the following list must be included in your application, unless explicitly listed as optional. If a document includes a page limit, please adhere to that limit in your application. Applicants that do not submit all required documents will be notified via email of their ineligibility after the application deadline.

   Standard Application Forms

   ☐ **SF-424 (Application for Federal Assistance – Organizations)**
   - Must be signed by an authorized signatory of the applicant's organization.

   ☐ **SF-424A (Budget Information for Non-Construction Programs)**

   ☐ **SF-424B (Assurances for Non-Construction Programs)** – *Optional*
   - The SF-424B is only required for applicants who are not registered in SAM.gov.

   Project Proposal
   The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant is proposing to do. The following documents may be submitted separately or combined into one document. If combined, please be sure to adhere to the page limits for each section.

   ☐ **Proposal Narrative –** *Maximum 10 pages*
   Applicants may use their own proposal template, but it must include all the sections below. Refer to Appendix A for additional guidance on drafting a proposal narrative.

- **Cover Page:** include organization name, project title, requested number of months, target country(ies), point(s) of contact, and requested funding amount.
- **Table of Contents:** list all documents and attachments with page numbers.
- **Executive Summary:** include a synopsis of the project, including a breakdown of the goals, objectives, and activities. Include a brief statement on why the project is likely to achieve the goal and how it will be sustainable.
- **Timeline:** outline key milestones in the project, project start-up, and closeout, programmatic activities, and monitoring and evaluation activities (e.g., monitoring trips or semi-annual reviews).
- **Activity Map:** outline the goal, objectives, sub-objectives (if applicable), activities, and indicators. Refer to the table in Appendix A for additional guidance.
- **Future Funding Plan/Sustainability:** briefly discuss the plan for ensuring the sustainability of the project (i.e., that the project continues to have impact beyond the grant period). Applicants may also include a brief section outlining how additional funds could potentially be used to expand work into additional activities or countries beyond the initial project period.

☐ **Monitoring and Evaluation Plan**
This document outlines how activities will be monitored to ensure they are executed in a timely manner, and how the project will be evaluated to ensure the goals are met. A template is included under the Related Documents section of this NOFO announcement on www.grants.gov. Refer to Appendix B for additional guidance on drafting a Monitoring and Evaluation Plan.

☐ **Project Risk Analysis**
A template is included under the Related Documents section of this NOFO announcement on www.grants.gov. Refer to Appendix B for additional guidance on drafting a Project Risk Analysis.

Organization, Staff, and Partners

The following documents may be submitted separately or combined into one document. If combined, please be sure to adhere to the page limits for each section.

☐ **Biographical Information of Applicant Organization** – *Maximum 4 pages* (Recommended page limit: 4)
- Introduce the applicant organization, including biographical information such as mission statement, organization size, relevant office location(s), etc.
- Provide a summary description of past and present operations, demonstrating the applicant's ability to carry out the project
- Describe any experience the organization has in the target country or region
- Confirm whether the organization is a registered business entity within the target country or region

☐ **List of Key Personnel** – *Maximum 3 pages* (Recommended page limit: 3)
- Names, titles, responsibilities, and relevant experience or qualifications of key personnel involved in the management of the project

☐ **Partner Information** – *Maximum 3 pages* (Recommended page limit: 3)

- Introduce and provide relevant information about key partner organizations and sub-awardees
- Briefly describe the division of labor and/or distinct roles and responsibilities among the applicant organization and its partners
- If proposing a sub-grantee, please briefly describe the applicant organization's experience related to managing sub-recipients

☐ **Letters of Support** – *Optional*
- If desired, applicants may submit letters of support from project partners, host government entities, or other relevant stakeholders

Project Budget and Cost Documents

☐ **Summary and Detailed Budgets**
A proposal budget must be submitted in spreadsheet format (e.g., Microsoft Excel). A template is included under the Related Documents section of this NOFO announcement on www.grants.gov. Refer to Appendix C for additional guidance on drafting a proposal budget.
- One tab of the spreadsheet shall contain the Summary Budget, which lists the OMB-approved budget categories and total estimated cost per category
- One tab of the spreadsheet shall contain the Detailed Budget, which breaks down the OMB-approved budget categories into individual line items and provides detailed cost estimates per line item
- If applicable, federal costs and recipient cost share must be reported in separate columns

☐ **Budget Narrative**
The Budget Narrative is a companion document to the summary and detailed budgets, and must be submitted in word document format. A template is included under the Related Documents section of this NOFO announcement on www.grants.gov. Refer to Appendix C for additional guidance on drafting a Budget Narrative.
- The Budget Narrative should communicate to INL any budgetary information that is not readily apparent in the detailed budget. Rather than simply repeating with words what is stated numerically in the budget, the Budget Narrative should explain the logic behind the amount budgeted for each line item
- If applicable, proposed recipient cost share must be included in the Budget Narrative, including reference to the source of the cost share

☐ **NICRA** – *Optional*
- If the applicant has an approved Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, a copy of the organization's most-recent NICRA must be included in the application
- If the applicant is proposing a sub-grantee that has an approved NICRA, and includes NICRA charges in the sub-award budget, a copy of the sub-grantee organization's most-recent NICRA must be included in the application

Applicant Management Capabilities

INL must assess each potential applicant for organizational risks related to the financial and programmatic management of a federal assistance project.

☐ **History of U.S. Government Federal Assistance Awards**

This document outlines the applicant organization's experience with implementing U.S. government-funded federal assistance awards, including current and completed projects.

- The list should include the awarding agency, point of contact, name of the project, start and end dates, and amount of the award.
- If the applicant has never received a U.S. federal assistance award, please list other projects the organization has implemented, including the information requested in the bullet above.

☐ **Organizational Audit**

- If the applicant organization is required to undergo an audit (per regulations outlined in 2 CFR 200.500 – Subpart F), a complete copy of the organization's most-recent audit must be submitted
- If the applicant organization is not required to undergo an audit (per the regulation cited above), a brief explanation must be submitted, via a separate word/pdf document, with the application. This explanation shall include confirmation that the organization is under the threshold for which an audit is required and/or plans for the organization to undergo an audit in the future.

☐ **INL Applicant Pre-Award Risk Survey**

This risk survey reviews the applicant organization's financial capacity, policies, and infrastructure. A template is included under the Related Documents section of this NOFO announcement on www.grants.gov.

- Please take note of the questions within the survey that request additional documentation. These documents must be included in the application.

3. Document Formatting

Applicants must ensure that their application documents conform to the following requirements:

- ☐ The proposal clearly addresses the goals and objectives of this funding opportunity
- ☐ All documents are in English
- ☐ All budgets are in U.S. dollars
- ☐ All pages are numbered
- ☐ All documents are formatted to 8 ½ x 11 inch paper, and
- ☐ All Word documents are, at minimum, single-spaced with 12 point Times New Roman font and 1-inch margins

4. Required Entity and Account Registrations for Applicants

All prospective applicant organizations must register and/or maintain active registration in the systems outlined below in order to submit an application to this NOFO.

Organizations that are first-time applicants may need to register and/or create accounts in these systems. INL encourages prospective applicants to initiate these registrations as soon as possible. Applicants that have previously applied to other opportunities may already have registrations

and/or accounts in the necessary systems, though applicants should ensure their registrations are active.

Registration in these systems is ***free of charge***; Applicants will never be asked to pay a fee to register or submit an application in these systems.

Unique Entity Identifier (DUNS Number)
Organizations must have a DUNS number from Dun & Bradstreet.

- If your organization does not have a DUNS Number already, you may obtain one by calling 1-866-705-5711 or submitting a request at http://fedgov.dnb.com/webform.

Effective April 4, 2022, the DUNS Number will be replaced by the Unique Entity Number (UEI) as the primary means of entity identification for all federal awards U.S. government wide.

NCAGE Code
Organizations physically located outside the United States and its territories must also register for an NCAGE code. This request can be completed simultaneously with a DUNS Number request.

- NCAGE application: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
- NCAGE application instructions: https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

Help with NCAGE Code registration issues:

- Call 1-888-227-2423 (callers within the U.S.)
- Call 1-269-961-7766 (callers outside the U.S.)
- Email NCAGE@dlis.dla.mil

System for Award Management (SAM.gov)
Prior to submitting an application in grants.gov, organizations must register in SAM.gov and/or ensure that their SAM.gov registration is active. Organizations are required to renew their SAM.gov registration annually.

- Initiate the registration or renewal process at https://www.SAM.gov. Select "Entity Registration" to begin the registration or renewal request.
- First-time applicants should initiate the SAM.gov registration after receiving their DUNS Number and, if applicable, NCAGE Code.

NOTE: As of April 2021, any new or renewed SAM.gov registrations were given a Unique Entity Number (UEI). UEI do not expire, however you must renew your SAM.gov registration annually.

For more information regarding the transition from UEI(DUNS) to UEI(SAM), please click on the following link: GSAFSD Tier 0 Knowledge Base - Help For the Transition from UEI (DUNS) to UEI (SAM).

Any applicant listed on the Excluded Parties List System (EPLS) in SAM.gov is not eligible to apply for an assistance award. 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 no ineligible entity is included in their proposal.

Grants.gov

To submit an application to this NOFO, applicants must register in grants.gov.

- Go to www.grants.gov and select "Register" from the banner at the top of the page.
- This should be the last step of the entity registration processes, completed after obtaining a DUNS Number, NCAGE Code (if applicable), and SAM.gov registration.

Help with grants.gov registrations and application submission:

- Go to the grant.gov support page at https://www.grants.gov/web/grants/support.html
- Call +1 800-518-4726
- Email support@grants.gov

It is the responsibility of each applicant to ensure that its application was submitted in www.grants.gov correctly. INL bears no responsibility for errors resulting from transmission or conversion processes associated with application submissions. If applicants are unable to resolve technical issues in the system, they should email the INL points of contact listed on the first page(s) of this NOFO with an explanation of the issue and proof of attempts to resolve it (e.g., emails with grants.gov support). INL Grants Office will then determine whether the applicant is allowed to submit application materials via email.

E. APPLICATION REVIEW INFORMATION

1. Technical Evaluation Criteria

A technical evaluation committee, using the criteria shown in this Section, will evaluate the 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.

Project Analysis & Design – Total Possible Points: 44

- Analysis enables proposal reviewers to determine:
  - if objectives are necessary and sufficient to reach the goal;
  - if activities are engaging the right people to achieve the project's goal and objectives; and
  - if activity dosage is sufficient (i.e., will the activities engage enough people for enough time for it to be reasonable to expect to achieve the objectives?) (15)
- The goal aligns to INL policy and is clear and feasible (3)
- Objectives are clear, necessary, and address systemic barriers to reaching the goal, including one concept, and specifying a target population (2)

- Activities are likely to bring about the change described in their related objectives/sub-objectives. The effectiveness of the activities at catalyzing the desired change is based in evidence, where possible (8)
- Activities engage enough people for enough time to be likely to achieve the desired change and engage people with the power to support or block achieving the desired change (8)
- Objectives and activities include approaches to mitigate the risk of the project failing to meet its goal and/or causing inadvertent harm (8)

Program Monitoring and Risk – Total Possible Points: 12

- Proposes indicators that are useful for decision making, accurate in measuring the intended result, reliable, and timely (4)
- Monitoring plan demonstrates a focus on collecting useful monitoring data and understanding of how to link that to real project management decision making (4)
- Risk assessment is thorough and realistic, addresses challenges in the operating environment, and proposes adequate strategies to mitigate risks to the project (4)

Institution's Record and Capacity Rating – Total Possible Points: 32

- The applicant demonstrates an institutional record of successful programs in the program area (12)
- Professional experience of staff and institutional resources are adequate and appropriate to achieve the project's objectives (10)
- The roles and responsibilities are clearly delineated among staff and partners (10)

Cost Effectiveness – Total Possible Points: 12

- Activity-related costs are realistic, appropriate, and clearly linked to project objectives (4)
- Personnel costs (e.g., staff salaries, contractor rates, and honoraria) are reasonable given the amount of work and oversight needed to manage the project (4)
- Administrative costs (e.g., staff travel, supplies, office costs) are necessary, justified, and in good proportion to direct activity costs (4)

2. Review and Selection Process

INL first reviews all submitted applications for technical eligibility, based on the list of required documents in Section D: Application and Submission Information. All technically eligible applications are then passed to a review committee, which will evaluate the applications against the Technical Evaluation Criteria listed in the previous sub-section. The application(s) selected by the review committee are then presented to INL management and the Grants Officer for approval.

INL will notify successful applicant(s) via email and pass along any conditions, recommendations, or questions from the review committee. INL will notify unsuccessful applicants via email after an award has been issued to the successful applicant(s); therefore, this notification process may take several months.

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).

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For all awards with a federal total exceeding $150,000, INL is required to review and consider any information about the applicant in FAPIIS.

Organizations are able to review and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system, accessible through SAM.gov. INL will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when conducting pre-award due diligence.

F. AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The DS-1909 award agreement is the authorizing document and will be provided to the recipient for review and signature via email or SAMS Domestic. The recipient may only start incurring program expenses beginning on the official project start date, unless pre-award costs are authorized in the award agreement.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO neither constitutes 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 proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and that will apply to this award to ensure that they will be able to comply. These include, but may not be limited to:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)

- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 200 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

INL will review and consider applications in accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance. This may include, but is not limited to:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205)
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (2 CFR part 200.216)
    - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (2 CFR parts 200.300, 200.303, 200.339, and 200.341)
    - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322)
    - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340)

3. Program-Specific Requirements

State Department Leahy Amendment Vetting Requirements

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

The recipient will be required to exercise due diligence to ensure compliance with the Leahy provision and State Department policy, and to cooperate with the State Department in implementation of the Leahy requirement for funds under this award. The Department implements the Leahy requirement by vetting units or individuals proposed for training or other

assistance to check for credible information of a gross violation of human rights by such units or individuals. To facilitate State Department vetting, the Recipient must provide the required information for proposed participants at least sixty (60) calendar days prior to commencing award activities. This information should be submitted to the U.S. Embassy in the country where the award will be implemented in order to initiate Leahy vetting procedures.

4. Reporting Requirements

Recipient Reports

Recipients will be required to submit financial reports and program narrative reports. The award document will specify how often these reports must be submitted.

Applicants should be aware of the post-award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

Foreign Assistance Data Review

As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Recipient(s) will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, the successful applicant will be required to maintain separate accounting records.

APPENDIX A: PROPOSAL GUIDELINES

This document provides additional guidance on drafting proposal documents. Applicants should also refer to Section A of this NOFO for detailed guidance on INL's design standards for this project. INL will use these standards when assessing the degree to which proposals are likely to achieve significant results.

A. ANALYSIS OF THE PROJECT CONTEXT

Building off the information provided in the NOFO and demonstrating applicants' expertise in both analysis and country context, this section should provide information to contextualize the activities the applicant proposes as the best way to reach the goal. This should include:

- Additional causes of, or additional details on, the problem that the project seeks to address. This is particularly important if the proposal recommends adding or altering any objectives. Objectives must be necessary and sufficient to reach the goal. This analysis should enable proposal reviewers to determine if that is the case.
- Detailed power analysis: who can affect or block the desired changes outlined in the objectives and goals? Be as specific as possible. This analysis should enable proposal reviewers to determine if activities are engaging the right people to achieve the objectives and goal.
- Overview of who needs to change how much. The objectives in the NOFO identified the target populations for those respective changes. In this context, how much of the target population will the project's activities need to reach to achieve the objectives? How close or far from the objective is the target population? This analysis should enable proposal reviews to determine if activity dosage is sufficient. In other words, will the activities engage enough people for enough time for it to be reasonable to expect to achieve the objectives?

B. PROJECT DESCRIPTION

This section captures what the project seeks to change (goal and objectives), how (activities), when (timeline), and the underpinning logic of the overall approach. Please review the INL design standards guidance and ensure the project description aligns to those concepts. If, based on your analysis, you recommend a revised goal or objectives, use those in the below.

This section should include the following:

- A one-paragraph narrative overview of the project goal and key elements for reaching that goal
- A brief outline of the proposal's theory of change and how the goal, objectives, and activities will create change and produce results

<u>Timeline</u>

The narrative should include a chart or other linear schedule to outline a realistic timeline of all key activities related to project implementation.

- Provide a time-based breakdown of key project phases, including start-up, implementation of activities, monitoring and evaluation efforts, and closeout
- Include the dates, times, and locations of planned activities and events, where possible

Activity Map

Refer to the table below for guidance and as an example of the preferred formatting to present the proposed goals, objectives, measures, and indicators. The guidance inserted in the template should be deleted as it is filled out with project content.

Vision: X (Optional)	Vision Indicator: X (Optional) Vision Measure: X (Optional)
Goal: Goal Title Either use the goal provided in the NOFO or suggest an alternate one here. A goal is the most significant change you expect the project to create. If you are proposing an updated goal, it must: • Align to INL policy • Be relevant (i.e., worth prioritizing in a given context) • Be a change, not activities • Be clear enough to establish a common understanding of what success looks like, including by defining potentially ambiguous terms • Be achievable given the time, resources, and context	Goal Indicator: Indicator Title Indicators: • indicate the state that would demonstrate success of the goal, objective, sub-objective, or activity • denote either measures or milestones • begins with an adjective (e.g., improved, increased) Example: "Increase in new anti-corruption laws adopted by the host government." Goal Measure: X Measures are: • the tangible way to quantify progress and demonstrate how we will record and evaluate that progress • possibly similar to indicators, but not always • always a numerical value or quantity and must begin with a unit of measure (e.g., quantity, weight, time, knowledge/capacity) Example: "Number of new anti-corruption laws adopted."
Objective 1: Objective Title Either use the first objective from the NOFO or propose an alternate. Objectives are the changes that need to occur to achieve the goal. If you are proposing an updated objective, each objective must: • be a clear change, not an activity; • include a clear target population for each objective (i.e., the specific actors or group that will change) • contain just one concept per objective. Taken together, all the objectives must: • be necessary and sufficient to add up to the change specified in the goal • address systemic change needed to reach the goal Failure to build sustainability into a project's design is a common way in which projects fail to meet their goals. To prevent that, consider objectives necessary for sustainability.	Indicator 1: Indicator Title Measure 1: X
Sub-Objective 1.1 Due to the complex systems and contexts, some objectives may require another layer of smaller changes to add up to the change	Indicator 1.1: Indicator Title Measure 1.1: X

described in the objective. Sub-objectives are not required but should follow the same guidelines as objectives if used.		
Activity 1.1.1	Activities are the actions the grantee undertakes to catalyze the changes described in the corresponding objective or sub-objective. There can be more than one activity per sub-objective. Activities must: • be likely to bring about the change described in the corresponding (sub)objective, ideally based in evidence • engage enough people for enough time to be likely to achieve the desired change • engage people with the power to support or block achieving the desired change • include approaches to mitigate the risk of the project failing to meet its goal and/or causing inadvertent harm	Indicator 1.1.1: Indicator Title Measure 1.1.1: X

APPENDIX B: PROJECT MONITORING PLAN AND PROJECT RISK ANALYSIS

A. Monitoring Plan

Monitoring is the ongoing collection and analysis of information to inform project management decision making. A monitoring plan is an agreement between stakeholders about how, when, and by whom the intervention's results will be measured, and how measurement will inform decisions. Monitoring plans should provide clear and concise information that can be reviewed easily and updated for the ultimate purpose of use. Monitoring plans should include:

Indicator Tracking Table

This is where all the indicators are documented with information about their baselines and targets, as well as space for recording results. Tables should make it clear which indicators are connected to the project goal(s) and objectives; what the indicators are; the baseline for each indicator; the data source; data disaggregation; frequency of data collection; cumulative target; cumulative actual results (to date); Q1-4 target; and Q1-4 actual results. Indicators should be useful for decision making, valid (i.e., accurately measure the intended result), reliable, and timely.

- **Unit of Measure**
- Unit of measure (e.g., number of hours, percent of households) must be indicated. Minimum or maximum values should be included, if applicable. Indicate if the number is cumulative or specific to the reporting frequency.

- **Data Type**
  Data types include but are not limited to the following:
  - *Integer*: A whole number having no decimal places (e.g., number of people trained).
  - *Decimal:* Define if the number is expected to have a decimal and how many decimal places must be tracked (e.g., average time to export goods along trade corridor).
  - *Percentage*: Both numerator and denominator must be defined.
  - *Proportion/Ratio*: Both numerator and denominator must be defined.
  - *Currency:* Must include a conversion to USD rate, rate source, and date (e.g., price of wheat).

- **Disaggregated by:**
  List any planned ways of disaggregating the data and note why this disaggregation is necessary and useful.
  - *Sex:* Performance indicators must be disaggregated by sex when measuring person-level data.
  - *Geography*: It is recommended that indicator data be disaggregated by a geographic level that is feasible and useful for management purposes.

- **Rationale for the Indicator**
  Optional. Briefly describe why this particular indicator was selected to measure the intended result and how it will be useful for managing performance. It is recommended that both a use and user for the indicator data are identified here.

- **Data Source:**

Specific sources of data must be identified. If data are from third-party sources such as a government ministry or international organization, include the location/link to the source. If data are collected by implementing partners, specify where the partner is getting the data. It is critical that sources be specific and detailed to ensure that data collection is consistent and verification is possible.

- **Method of Data Collection and Construction:**
  Tools, methods, and procedures for collecting raw data must be described. Examples include document review, structured interviews, focus group interviews, written survey, ledger of patients, etc. If the indicator is an index or composite indicator, describe the procedure or formula for construction or calculation. Include information about who collects the raw data and where it is stored before it gets to INL.

- **Reporting Frequency:**
  Specify how often, when, and to whom data will be reported to INL. Most common reporting frequencies are quarterly, semiannual, and annual. The reporting frequency must be the same for every instance of the indicator (i.e., individual indicators being reported by multiple sources must not have different reporting frequencies). It is recommended that reporting frequency remain constant throughout the life of the indicator.

- **Baseline Timeframe:**
  The timeframe (month/year) that will serve as the baseline value for the indicator must be stated. If baselines have not been set, identify when and how this will be done. If it is expected that this indicator will have a rolling baseline, the dates when the baselines are expected to take place should be noted.

- **Rationale for Targets:**
  Optional. Explain the general basis on which targets are set for the indicator (e.g., identify specific trends to make reasonable projections based on anticipated level of effort and resources).

- **Known Data Limitations:**
  Any major data limitations must be indicated. Plans on how to address these limitations should be stated. Data limitations can be derived from the DQA summary and include the following indicator quality issues: Validity, Reliability, Timeliness, Precision, and Integrity. Any additional limitations should also be listed.

- **Data Review Proposal:**
  Outline how you propose INL and the organization jointly review monitoring data and use it to inform decision making. Note the questions and data reviews should answer and provide a brief description of the process for how such reviews would occur.

B. Project 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 project in the application, rate the likelihood of the risks, rate the potential impact of the risks on the

project, 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 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 incorporate all assumptions and external factors identified in the Monitoring Plan and Proposal Narrative into the risk analysis. Applicants should rate the likelihood of a risk and potential impact of the risk as "high", "medium", or "low."

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.

INL has included a template for the Project Risk Analysis in the Related Documents tab of the NOFO announcement on grants.gov. For more information about the Risk Analysis, please see 2 CFR 200.519.

APPENDIX C: BUDGET AND BUDGET NARRATIVE

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.

A. Budget Proposal

Complete budget proposals should include a Summary Budget; Detailed Budget; and Sub-grantee Detailed Budget(s), if applicable. The Summary Budget and Detailed Line-Item Budget should be combined in one spreadsheet document. They should be organized according to the OMB-approved budget categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other Direct Costs
- Indirect Costs

If proposing sub-grantee(s), applicants should include detailed sub-grantee budget(s) as additional tabs within the budget spreadsheet. These budgets should follow the same formatting as the primary budget proposal, including all OMB-approved budget categories.

B. Budget Narrative

The Budget proposal provides a numeric-based description of costs under the project. The Budget Narrative is a critical companion document to the Budget that provides numeric and narrative descriptions of each cost item included in the Budget.

All costs included in the project, whether federal or recipient cost share, must be allowable, allocable, reasonable, necessary, and consistent with OMB guidelines. The applicant should keep this in mind when drafting the Budget Narrative, as INL will reference both the Budget and Budget Narrative to determine whether proposed costs fit these requirements.

<u>Category A. Personnel</u>

This section should include all staff from the applicant organization that will work on this project.

- Identify staff by name, where possible, and position title and include a brief description of duties.
- List the annual or monthly salary of each position, their level of effort (i.e., percentage of time working on project), and number of months or years they will work on the project.
- If applicable, separate personnel by location (e.g., headquarters staff and field office X staff)

Category B. Fringe Benefits

Fringe Benefits are the non-wage compensation provided to employees in addition to their normal wages or salaries. Common examples include health insurance, vacation and sick leave, and employer-paid taxes. Fringe benefit application must be consistent with organization's written policy.

- Explain how benefits are computed for each category of employee
- Specify the type of benefit and rate. If applicable, reference rates found in NICRA.

Category C. Travel

This category outlines travel planned for staff and participants.

- **Domestic and International Airfare**
  - Indicate origin and destination (city and country), number of travelers, number of trips each, unit cost per round trip, and purpose.
  - All travel must be booked with economy class fares only.
  - Where applicable, travel should comply with the Fly America Act. More information located here: http://www.gsa.gov/portal/content/103191.
- **In-Country Travel**
  - Indicate origin and destination cities, mode of transportation, number of travelers, and unit cost per traveler per trip.
- **Per Diem**

  This includes lodging, meals and incidentals (M&IE) for staff and participant travel.
  - Rates of maximum allowances for U.S. and foreign travel are located here: 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.
  - Per diem rates must be prorated and/or removed if the project is paying for refreshments and/or meals for participants (e.g., while attending a workshop or conference).

Category 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 listed as a supply item under Category E.

- Provide a description and justification for all equipment, breaking down the total cost into its components where possible.
- Specify whether the equipment will be purchased or rented.

Category E. Supplies

Supplies include tangible items (e.g., toner, laptops, paper) and intangible items (e.g., computer software and licenses) used to manage the project and activities.

- List items separately, including a brief description and justification for the item, number of units, and unit cost.
- For electronic supplies (e.g., mobile phones and laptops), specify which staff will receive the items and the programmatic need.

Category F. Contractual

- **Sub-grants**

A common distinction between sub-grantees and contractors is the amount of work being

- Each sub-grant should be listed as a line within the main budget and be supported by a separate line-item sub-grant budget.
- For simple sub-grants, the applicant may elect to include the sub-grant's line items within the contractual section of the Budget Narrative; for more complex sub-grants, the applicant should include the sub-grant's line items at the end of the Budget Narrative.
- All proposed sub-grantees are required to have a DUNS, regardless of the proposed budget amount, prior to receiving funding. An active SAM.gov registration is not required for sub-grantees.

NOTE: All proposed sub-grantees who currently do not have a DUNS are required to make a UEI-Only request in SAM.gov before the April 4, 2022, transition.

For more information regarding the UEI(SAM) transition, please click on the following link: GSAFSD Tier 0 Knowledge Base - Help For the Transition from UEI (DUNS) to UEI (SAM).

- **Consultant Fees and Contracts**
  Common examples include lecture fees, honoraria, travel and per diem for outside speakers or independent evaluators, and subject-matter expert consultants.
  - Describe the nature of the contract/consultancy and list number of people and rates
  - Fees and rates should be consistent with the level of experience and based on a fair market value.
  - Fees and honorarium should not exceed $698/day per person, effective January 1, 2021. The 2020 rates will apply to all NOFOs issued on/after January 1, 2021, until amended.

Category G. Construction

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

Category H. Other Direct Costs

Other directs costs are any costs not included in the other categories. This category may include the entity's operating expenses that are directly linked to the award but not included as an indirect cost.

- For shared costs (e.g., office rent, utilities, wifi, etc.), justify the percentage of the total cost that is being charged to this project.
- Audit costs can be included if they are not covered by indirect costs. Only the portion of an organizational audit cost associated with this project should be charged to this project.
- Avoid using vague wording such as "miscellaneous", "other", "etc.", and "contingency fund".

Category I. Total Direct Costs

This category simply adds together the totals of all previous categories (A through H) to provide a summary of all direct costs. No additional narrative information is necessary for this category.

Category J. Indirect Costs

Indirect costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The organization's elected methodology must be used consistently for all federal awards.

Indirect costs can be included in the budget under one of the following methods:

- **Negotiated Indirect Cost Rate Agreement (NICRA)**
  Applicants with an established NICRA may charge their approved indirect rate(s).
  - Indicate the rate(s) and the base(s) to which they are applied (e.g., all direct costs, to wages and salaries only, etc.)
  - If an applicant is electing to charge a rate lower than their approved NICRA, an explanation should be provided within the Budget Narrative.
- **De Minimis Rate**
  Applicants that have never received a NICRA can charge a de minimis rate of 10% of modified total direct costs (MTDC) to cover indirect expenses.
  - MTDC includes "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.
  - Justify the MTDC calculation and outline which costs the applicant is proposing to be included within the MTDC base.

Cost Share

Cost Share is the portion of program costs not borne by the Federal Government. Cost sharing 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. Common examples include the use of office space owned by other entities; donated supplies and equipment; and activities and services conducted by qualified volunteers.

- Line items that include cost share should be identified as such within the Budget Narrative and include the same level of detail requested within this Appendix for federal expenses.
- Monetary values should be assigned to each cost-share line item, in accordance with 2 CFR 200.306.
- Funding from other U.S. government entities or programs does not constitute cost sharing.

Additional information on cost share can be found in 2 CFR 200.405.

C. Budget Allowances and Restrictions:

Program Income

Recipients must report any income generated by the project, also known as "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 addressed in one or more of the following ways:

- added to the award total and used to further program objectives
- used toward the recipient's cost sharing requirement
- deducted from the total allowable costs in order to determine the net allowable costs for the award

Cost Share

If a resulting federal award includes recipient cost share, the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost share. 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 may reduce the federal share of the award in proportion to the recipient's actual cost share contribution.

Considered Costs

INL will consider approval of the following (non-exhaustive) list of expenses:

- External evaluation to assess the project's impact
- Internal evaluation conducted by the grantee
- Audit for the recipient organization or specific project
- Visa fees, immunizations, and medical insurance necessary for travel under the project
- English translations for reporting, relevant documents, or events
- Training for project staff related to monitoring and evaluation, financial management, and other skills necessary to effectively manage the project

Unallowable Costs

The following (non-exhaustive) list of expenses are not allowed in INL grants and cooperative agreements and should not be included within the proposed budget:

- Profit for the grantee and/or sub-grantees
- Expenses incurred before or after the award period of performance, unless prior written approval is given by INL Grants Officer
- 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, except where these costs have a demonstrable programmatic purpose and are authorized by INL
- Buying or leasing 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

Additional Notices

The applicant is reminded that funds provided under this agreement must be used in a manner fully consistent with U.S. law.

The applicant will be responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for program participants.