

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY MEXICO CITY**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** *Printed Circuit Boards (PCB) Workforce Development Program*

**Funding Opportunity Number:** OFOP0001480

**Deadline for Applications:** August 2, 2024

**Assistance Listing Number:** 19.750

**Total Amount Available:** \$250,000

**Solicitation Type:** Open Competition

**Award Type:** Grant

**Funding Floor:** \$250,000

**Funding Ceiling:** \$250,000

**Funding Authority:** Foreign Assistance Act of 1961, as amended (FAA)

**Cost Sharing:** Not Required

**Number of Awards:** 1 award

**Period of Performance:** 24 months

**Application Deadline:** 11:59 PM EST on 02, August, 2024

**Question Submission Deadline:** 11:59 PM EST on 26, July, 2024

**Notification of Recommendation for Funding:** 11:59 PM EST on 30, August, 2024

**Application Submission:** [www.grants.gov](http://www.grants.gov) or to the email: mexicoecongrants1@state.gov

**Eligibility Applicants:** U.S.-based non-profit/non-governmental organizations; U.S. public organizations; U.S.-based educational institutions; U.S.-based for profit organizations or businesses. Mexico-based non-profit/non-governmental organizations; Mexican public organizations; Mexico-based educational institutions; Mexico-based for-profit organizations or businesses. Taiwan-based educational institutions, private non-profit organizations, or for-profit organizations or businesses may participate as sub-awardees.

**Number of Applications:** 1 per applicant organization.

**A. PROGRAM DESCRIPTION**

U.S. Embassy Mexico City of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to promote workforce development in the printed circuit board (PCB) industry through curriculum development for PCB-focused courses at secondary and tertiary educational levels, certificate programs, vocational instruction, dual education, technical English language skills building, and full or partial support for internships in Taiwanese PCB manufacturing firms either in Taiwan or Mexico. Please follow all instructions below.

**Priority States:** Aguascalientes, Baja California, Chihuahua, Guanajuato, Hidalgo, Jalisco, Mexico State, Mexico City, Nuevo Leon, Puebla, Querétaro, Sonora, Tamaulipas, Veracruz, and/or Yucatán.

**Background:** Printed circuit boards (PCBs) are used to produce all final electronic goods, ranging from household appliances to automobiles to smartphones. Taiwanese firms produce 33% of PCBs globally and have sought to diversify their production base in various countries throughout the world. The United States and Mexico stand to benefit from increasing PCB production in North America both in terms of spurring economic development as well as ensuring secure supply chains, key objectives under the U.S.-Mexico High-Level Economic Dialogue (HLED). Due to the close relationship between the semiconductor and PCB industries, promoting PCB production in Mexico has emerged as one line of effort in the U.S.-Mexico Semiconductor Collaboration Forum (SCF).

Given its proximity to the United States, strong industrial base, and presence of primary customers such as auto parts suppliers, Mexico poses a potentially attractive option for Taiwanese PCB manufacturers. Although Taiwanese companies in the surface mount technology (SMT) industry have located operations in Mexico (concentrated in Ciudad Juarez in particular), Taiwanese PCB manufacturers have not yet begun operating in Mexico. The Mexican federal government has offered tax incentives to PCB manufacturers and various state governments have provided a range of assistance to help foreign electronics firms invest. Mexico and Taiwan have exchanged government and private sector delegations and continue to do so with the objective of fostering greater commercial ties.

Mexico produces large numbers of science, technology, engineering, and math (STEM) graduates, but access to a well-trained technical workforce in sufficient numbers remains a key impediment to Taiwanese firms expanding PCB manufacturing in Mexico. To that end, the PCB Workforce Development Program aims to support the training of workers that Taiwanese PCB manufacturers need to expand production in Mexico and integrate with North American supply chains. This program will also complement separate activities the United States is undertaking under the auspices of the Creating Helpful Incentives to Produce Semiconductors (CHIPS) Act of 2022.

## **A2. Program Goal and Objectives**

**Program Goal:** The goal of the PCB Workforce Development Program is to increase the number of Mexican workers with the education, skills, and knowledge necessary to support new and expanded operations of Taiwanese PCB manufacturers in Mexico.

**Program Objectives:** The selected grantee will carry out a series of interventions, where possible leveraging existing initiatives of electronics industry ecosystem actors and coordinating with the United States, Mexico, and Taiwan governments. The grantee should plan to provide regular reports and presentations to the SCF steering committee or in-person forums, as appropriate.

Proposals should specify the expected results and outcomes from projects benefitting from these funds. All proposals should state clear objectives and show plans to measure project performance and contributions through specific indicators which demonstrate progress to

meeting those objectives. In carrying out program objectives, proposals should also consider how to incorporate gender equity and provide opportunities for members of historically marginalized communities including migrants, people of African descent, LGBTQI+ persons, Indigenous populations, and persons with disabilities.

The specific interventions envisioned under this grant are as follows:

**Objective 1:** Promote collaboration between Mexican and Taiwanese universities, academic institutions, or research centers on workforce development for the PCB manufacturing sector.

**Activity 1.A:** Foster partnerships between Mexican and Taiwanese universities, academic institutions, or research centers to improve the quality and reach of PCB workforce development efforts in Mexico.

**Activity 1.B:** Support activities designed to promote early interest of Mexican students in the PCB manufacturing sector and foster connections with Taiwanese PCB manufacturing firms (e.g. student competitions).

**Objective 2:** Provide support for curriculum development and launch of new PCB-focused courses at secondary or tertiary educational institutions in Mexico, as well as at vocational training institutions and certificate programs on PCBs.

**Activity 2.A:** Design curriculum for PCB manufacturing courses. Curriculum should include input from Taiwanese PCB experts in industry or academia to ensure applicability to current manufacturing practice within Taiwanese PCB firms. Curriculum should include specialized English necessary for PCB manufacturing.

**Activity 2.B:** Launch new PCB courses in partnership with Mexican educational institutions, as well as Taiwan educational institutions as applicable. Courses should leverage the power of virtual instruction to increase the number of students served, but also consider incorporating in-person experiential components where applicable.

**Objective 3:** Connect workforce development efforts with private sector demand for qualified labor through the launch of new dual education, internship, and job placement programs in Mexico in partnership with Taiwanese firms in the PCB sector or other closely related sectors such as SMT or semiconductor assembly, testing, and packaging (ATP) operations.

**Activity 3.A:** Establish company-specific dual education programs pairing Mexican vocational institutions with Taiwanese firms in the PCB sector or other closely related sectors. Such programs should ensure students (1) receive an appropriate certification or degree, and (2) are afforded a reasonable period of apprenticeship or other work-based learning at a Taiwanese PCB, SMT, or ATP manufacturer in Mexico.

**Activity 3.B:** Provide partial support for internships in Taiwanese PCB, SMT, or ATP manufacturing firms for students not already participating in a dual education program. (Note: Such internships could take place in Mexico or in Taiwan to the extent budgetary limitations allow. Bidders can make connections with Taiwanese companies that could cost-share or sponsor a number of internships overseas. Bidders should take care not to concentrate too great a proportion of resources on high cost overseas internships at the expense of more cost-effective models of workforce development that would benefit large numbers of Mexican workers.)

**Activity 3.C:** Provide job placement services to ensure students with appropriate education, skills, and training are able to find employment opportunities in PCB manufacturing to the extent such jobs are available or in other closely related industries such as SMT or semiconductor ATP.

1. Applicants are encouraged to leverage existing Mexican educational institutions where possible, including those under the authority of the Secretariat for Public Education (SEP) such as the National Technological Institute of Mexico (TecNM), secondary and/or tertiary Technological and Polytechnic education institutions; and the National College of Professional Technical Education (CONALEP). Applicants may consider private educational institutions in certain states, where there are compelling reasons to do so. Applicants should also include coordination with state government authorities.

This grant is intended to facilitate Taiwanese firms' production of existing PCB designs in Mexico; it does not encompass research and development (R&D) activities into new or advanced PCB design. Applicants should not include R&D components in their proposals.

**Participants and Audiences:**

- Students.
- Young professionals, particularly in engineering or electronics professions.
- Educational institutions in Mexico and Taiwan.
- Taiwanese firms in the PCB sector and other closely related sectors such as SMT and semiconductor ATP.

**The following types of programs are not eligible for funding:**

- Programs relating to partisan political activities.
- Construction programs.
- Programs that support specific religious activities.
- Fundraising campaigns.
- Lobbying for specific legislation or programs.
- Scientific research.
- Programs intended primarily for the growth or institutional development of the organization, or
- Programs that duplicate existing programs.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 24 months

Number of awards anticipated: One award.

Award amounts: \$250,000

Total available funding: \$250,000

Type of Funding: Fiscal Year 2023 Economic Support Funds under the Foreign Assistance Act of 1961 and the Department of State, Foreign Operations, and Related Programs Appropriations Act, 2023 (Div. K, P.L. 117-328) (FY 2023 SFOAA)

Anticipated program start date: October 1, 2024

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Grant

**Program Performance Period:** Proposed programs should be completed in *24 months* or less.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

The following organizations are eligible to apply:

- Mexico based non-profit/non-governmental organizations, including think tanks and civil society/non-governmental organizations.
- Mexico public institutions
- Mexico based educational institutions.
- Mexico based for-profit organizations or businesses.
- Taiwan based educational institutions, private non-profit organizations, or for-profit organizations or businesses may participate as sub-awardees
- U.S.-based non-profit/non-governmental organizations
- U.S. public organizations
- U.S.-based educational institutions
- U.S.-based for-profit organizations or businesses

### **2. Cost Sharing or Matching**

Proposals which leverage funding or capabilities of partner organizations will be viewed favorably. Applicants should consider the diverse activities requested under the grant and consider which organizations are best positioned to undertake those activities and deliver expected results. Particularly regarding dual education or internship programs,

collaboration with leading private sector PCB manufacturers is key and bidders may want to include an estimate of in-kind or cost sharing contribution from private sector partners for such activities.

### 3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, bidders will be asked to withdraw redundant proposals or all proposals from that institution will be considered ineligible for funding.

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

Application forms required below are available at: [www.grants.gov](http://www.grants.gov)

### 2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

#### Content of Application

Please ensure:

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

The following documents are **required**:

#### 1. Mandatory application forms

- **SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)**
- **SF-424A (*Budget Information for Non-Construction programs*)**
- **SF-424B (*Assurances for Non-Construction programs*) (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)**

For More information on how to apply for grants please visit:

<https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants>

**2. Summary Page:** Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal (5 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles, and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**4. Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

**5. Attachments:**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

### 3. Unique Entity Identifier and System for Award Management (SAM.gov)

#### **Required Registrations:**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

***Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.***

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

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

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the



Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

**Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:**

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

**Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:**

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

**Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least one week prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

#### 4. Submission Dates and Times

Applications are due no later than *August 02, 2024*

#### 5. Funding Restrictions

Award funds cannot be used for construction, vehicle purchases, tobacco products, alcoholic beverages, and some other restricted items. Embassy Mexico City will make final determinations on additional funding restrictions.

#### 6. Other Submission Requirements

Applications may be submitted electronically through [www.Grants.gov](http://www.Grants.gov) or SAMS Domestic, or by email to [mexicoecongrants1@state.gov](mailto:mexicoecongrants1@state.gov)

### E. APPLICATION REVIEW INFORMATION

#### 1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea (30 points):** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants (15 points):** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

**Program Planning/Ability to Achieve Objectives (15 points):** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget (10 points):** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan (15 points):** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

**Sustainability (10 points):** Program activities will continue to have positive impact after the end of the program.

**Support of Equity and Underserved Communities (5 points):** Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

## 2. Review and Selection Process

A review committee will evaluate all eligible applications.

## 3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. The Federal awarding agency 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 completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

## 4. Anticipated Announcement and Federal Award Dates

There is no fixed date for the announcement of proposals selected for funding, but Mission Mexico will take up to two months from the date of submission to evaluate a proposal and notify applicants of final decision of funding. Within this period, Mission Mexico may contact the applicant with questions or comments on the proposal.

## F. FEDERAL 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 assistance award agreement is the authorizing

document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

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 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 proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payments will be made in at least two installments, as needed to carry out the program activities.

**Only the organization selected for funding will be notified via email.**

## 2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [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 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

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, the Department of State

will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [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 (Pub. L. No. 115—232) (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) (§§ 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), and
  - 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).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

### 3. Reporting

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

**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. Successful applicants 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, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact:  
mexicoecongrants1@state.gov

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff -both in the Department and at embassies overseas- may not discuss this competition with applicants until the entire review process is completed.

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.