

Proposal Submission Instructions
U. S. Department of State
Bureau of International Narcotics and Law Enforcement Affairs
Embassy Mexico City

TECHNICAL REQUIREMENTS

Technically eligible submissions are those which: 1) arrive electronically via www.grants.gov by the designated due date and time; 2) heed all instructions contained in the solicitation document and Proposal Submission Instructions (PSI), including length and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document.

The information contained herein is to assist applicants as a general reference for completion of the proposal submission. It is the sole responsibility of the applicant to ensure that all of the material submitted in the grant application package is complete, accurate, and current.

Proposals that do not fully comply with the requirements of the RFA will not be considered. Applicants must set forth full, accurate, and **complete** information. The penalty for making false statements to the U.S. Government in proposals is prescribed by 18 U.S.C. §1001.

DUNS, CAGE/NCAGE, and SAM.gov Registration

Applicant organizations applying for federal assistance through INL are required to have a DUNS number, CAGE/NCAGE code, and SAM.gov registration in order to submit applications via grants.gov and/or grantsolutions.gov. This requirement is a result of the OMB policy directive published in the Federal Register on June 27, 2003. Please follow the required registration processes as described in the

SAM.gov registration is required of all INL awardees prior to receiving any federal assistance award. INL recommends that all applicants begin the SAM.gov registration process BEFORE applications are being submitted. If your organization was previously registered in CCR, you must still create a new Individual User Account in SAM prior to receiving a future federal grant. You should open an Individual Account as soon as possible and then migrate your legacy (CCR) account to SAM. **PLEASE NOTE: When you create a new SAM.gov account you must use the same e-mail address and DUNS number that you entered when you registered previously in the CCR. It is critical that you enter the correct DUNS number in your SAM.gov account. If the DUNS number does not match the number and mailing address on record for the grantee on the Dun and Bradstreet website, you will not be able to complete your registration.**

FORMATTING REQUIREMENTS

For all application documents, please ensure:

1. Maximum number of pages is 10 per proposal (does not include attachments)
2. All pages are numbered, including budgets and attachments
3. All documents are formatted to 8-½ x 11 inch paper
4. All documents (excepting scanned attachments, which must be in .pdf format) are Microsoft Word or Microsoft Excel compatible, as applicable. Text documents must be single-spaced, use 12 point, Times New Roman font, and have a minimum of 1-inch margins; and
5. All documents must be submitted in English. ***(Please note: The official language of the Department of State is English and all documents associated with this Request must be received in standard English).***

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Proposals that do not meet the requirements as outlined in this Request will be deemed technically ineligible and will not be considered for funding.

INFORMATION ON STANDARD FORMS

Organizations must fill out and submit an SF-424, SF-424A, and SF-424B forms, as directed and include with the proposal submission. In addition, please refer to the following guidelines as you fill out the SF-424:

1. Type of Submission: *Application*
2. Type of Application: *New*
3. Date Received: *Leave blank*
4. Applicant Identifier: *Leave blank*
5. (5a). Federal Entity Identifier: *Leave blank*
(5b). Federal Award Identifier: *Leave blank*
6. Date Received by State: *Leave blank*
7. State Application Identified: *Leave blank*
8. (8a). Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.
(8b). Employer/Taxpayer ID Number: *Non-U.S. organizations enter 44-4444444*
(8c). Enter organizational DUNS number (Data Universal Numbering System).
Organizations can request a DUNS number
at <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
(8d). Enter the address of the applicant
(8e). Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
(8f). Enter the name, title, and all contact information of the person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: *Department of State*
11. The CFDA number is **19.703**
12. Enter the Funding Opportunity Number and title. *INL-15GR0001-WHPMexico-100614, Enhance Culture of Lawfulness (CoL) in Mexico*
13. Enter the Competition Identification Number and title: *Leave blank*
14. Areas Affected by Project: *List the country or countries where project activities will take place in alphabetical order; for projects that will take place in more than one region enter "Global".*
15. Enter the title of your proposed project
16. Congressional districts of Applicant and Program: *foreign applicant please enter "90." In box 16(b) for congressional district of program please enter "90."*
17. Please refer to the solicitation for the estimated start date and enter your projected end date
18. (18a) Enter the amount requested for the project described in the proposal under "Federal"; (18b) enter any cost-share under "Applicant". Otherwise, use zeros.
19. Enter "c"
20. Select the appropriate box. If you answer "yes" to this question you will be required to provide an explanation.
21. Enter the name, title, and all contact information of the individual authorized to sign for the application on behalf of the applicant organization.

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Please fill in the highlighted fields of the SF 424A with information from your proposed budget.

Please fill in the highlighted fields of the SF-424B: Page 2 - Complete applicant organization and title of authorized official sections. The Authorized Official is generally the grant signatory at the organization or business.

SYSTEM REQUIREMENTS

The U.S. Department of State requires proposals be submitted electronically via email or via www.grants.gov. INL will make a determination in the RFA which electronic system will be used to submit applications.

It is the responsibility of all applicants to ensure that proposals have been received by email or www.grants.gov in their entirety. INL bears no responsibility for data errors resulting from transmission or conversion processes.

Grants.gov Applications

***PLEASE be advised that completing all the necessary registration steps for obtaining a username and password from www.grants.gov can sometimes take up to two full weeks. INL strongly urges applicants to begin this process on www.grants.gov well in advance of the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps to post applications on www.grants.gov. Once registered, the amount of time it can take to upload an application varies depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via www.grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through www.grants.gov.*

The www.grants.gov website includes extensive information on all phases/aspects of the [grants.gov](http://www.grants.gov) process, including an extensive section on frequently asked questions, located under the "For Applicants" section. INL strongly recommends that all potential applicants review thoroughly the [grants.gov](http://www.grants.gov) website well in advance of submitting a proposal through the [grants.gov](http://www.grants.gov) system.

Please refer to the [grants.gov](http://www.grants.gov) website for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from [grants.gov](http://www.grants.gov) upon the successful submission of an application. Again, validation of an electronic submission via www.grants.gov can take up to two business days. INL will not notify you upon receipt of electronic applications. Faxed, couriered, or emailed documents will not be accepted. Applicants must follow all formatting instructions in the applicable request for proposals (RFA) and these instructions.

A valid DUNS number AND a SAM.gov registration ARE BOTH required prior to submitting an application via Grants.gov. Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm> and for SAM.gov registration at www.sam.gov. Click "create user account" and sign up for an "individual account." An organization must wait approximately 3-5 business days after registering with the SAM.gov before the organization

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may obtain a username and password for Grants.gov. This may delay the organization's ability to submit applications through www.grants.gov. In addition, SAM.gov registration must be updated annually to maintain a valid registration.

Electronic applications submitted via www.grants.gov must contain the three parts listed as mandatory forms in the application package, including the proposal documents. Upon completion of a successful electronic application submission on Grants.gov, the applicant will receive an email confirmation that the application has been successfully submitted and is in the process of verification. The applicant will then receive another email confirming that the application has been verified. Both emails are provided by Grants.gov to verify that an application was received. Please save these emails for your records.

For assistance with Grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov.

SUBMISSION REQUIREMENTS

Applications must include the documents set forth below. To ensure that applications receive balanced evaluations, the Proposal Review Committee will review each section of the application up to the specified page limit and no further.

1. **Proposal**, consisting of:
 - a. **Cover Page** that sets forth proposal title, name of lead applicant, names of any other participating organizations, name and number of the Target Themes to which the proposal responds, and requested funding amount in U.S. dollars (see the award amount ceiling as stated in the RFA).
 - b. **Table of Contents** (not to exceed one [1] page) that includes a page-numbered contents page, including any attachments.
 - c. **Executive Summary** (not to exceed one [1] page) that includes:
 1. The target country
 2. Name and contact information for the project's main point of contact
 3. A one-paragraph "statement of work" or synopsis of the program and its expected results
 4. A concise breakdown of the project's objectives and activities, and
 5. The total amount of funding requested and program length.
 - d. **Proposal Narrative**:
 1. *An explanation of why the program meets the INL mandate:* Proposals should clarify how the program is necessary for the region and addresses INL's mandate to install a sense of individual responsibility and support the ability of Mexico's citizens to participate in the law enforcement process. In countries where similar activities are already taking place, an explanation should be provided as to how new activities will not duplicate existing activities.

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2. *Demonstrated Program Planning:* The program plan should clearly describe the proposed objectives and activities, demonstrating clear linkages between activities and objectives. If applicable, proposals should identify local partners, target areas for activities, target participant groups or selection criteria for participants, among other pertinent details. Where appropriate, applicants may include back-up plans if the program or components of the program are not able to be implemented as initially conceived.
 3. *Institution's Record and Capacity:* The organization should briefly describe any experience it has in the target country/ies and/or similar experience in the region or globally, as well as specific and relevant program successes which demonstrate the organization's institutional capacity, including technical, organizational, and financial capacity. Given the page limitations, it is recommended applicants avoid including general organizational history.
 4. *Multiplier Effect and Sustainability.* The proposal should demonstrate how the program will include elements of sustainability and achieve lasting impact.
2. **Summary and Detailed Line Item Budgets** (in a separate Microsoft Excel or compatible format file – **see attached sample INL budget template**): Budget line items should reflect specific program activities, and the categories set forth below are OMB approved cost categories for grants and cooperative agreements.

All organizations, including those not offering any cost - sharing, should submit a budget, formatted to include three columns for each line item: INL funding request, cost-share offered, and total funding. Sources of all cost-share offered in the application should be identified and explained in the budget narrative. When organizations have made a reasonable, good-faith effort to obtain cost sharing or are pursuing avenues to cost share, INL encourages applicants to note this in the proposal.

The Summary Budget should contain an overview by category of expenditures:

	INL Request	Cost Share	Total
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Equipment			
E. Supplies			
F. Contractual			
G. Construction	N/A		
H. Other Direct Costs			
I. Total Direct Charges (sum A-H)			
J. Indirect Charges			

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K. Total USG Funds (sum I-J)			
L. Cost Share, if applicable			

The Detailed Line-Item Budget should include:

- a. **Personnel** – Identify staffing requirements by each position/ title and short and concise description of duties. List the annual salary for each position, percentage of time and number of months devoted to the project (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$).
- b. **Fringe Benefits** – State benefit costs separately from salary costs and explain how benefits are computed for each category of employee, specifying type and rate. Fringe benefit application must be consistent with organization’s written policy.
- c. **Travel** – Staff and participant travel:
 - i. International and/or domestic airfare. Please indicate origin and destination (country/city), number of travelers and unit cost per round trip
 - ii. In-country travel. Please specify type of transportation
 - iii. Domestic travel (train, bus, or taxi, please specify) in the U.S., if any. Indicate origin and destination; number of travelers and unit cost and specify type of transportation
 - iv. Per diem: Includes lodging, meals and incidentals for both participants and staff travel. Per diem should be separated from airfare. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.gsa.gov/portal/category/21287> and http://aoprals.state.gov/content.asp?content_id=184&menu_id=78. Per diem rates may not exceed the approved U.S. government per diem rates; however, institutions may use per diem rates lower than official government rates. All travel must be booked with economy class fares only. Applicants must explain differences in fares among travelers on the same routes. Note that all travel, where applicable, must comply with the Fly America Act. For more information see <http://www.gsa.gov/portal/content/103191>.
- d. **Equipment** – Provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and a unit cost of \$5,000 or more.
- e. **Supplies** – List items separately using unit costs, where possible, (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months} = \300).
- f. **Contractual** –
 - i. Sub-grants. For each sub-grant, provide a detailed line item budget following OMB’s cost categories. In the sub-grant budgets, provide the same level of detail

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- for personnel, travel, supplies, equipment, direct costs, and fringe benefits as for the lead applicant. See above.
- ii. **Consultant Fees, e/.g/** lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and honoraria rates per day (e.g., 2 x \$150/day x 2 days = \$600). Consultant/outside expert fees/honoraria should be consistent with the level of experience and based on a fair market value. (*NOTE: Consultant Fees and Honorarium should NOT EXCEED \$600/day*)
- g. **Construction** – N/A
- h. **Other Direct Costs** – these will vary depending on the nature of the project, such as monitoring and evaluation, venue rental, purchase of vehicle, etc. should be listed in the Other Direct Cost category. The inclusion of each anticipated cost must be addressed and justified in the budget narrative.
- j. **Indirect Charges** – See OMB Circular A-122, "Cost Principles for Non-Profit Organizations."
- l. **Cost-Share** – If applicable, an explanation of cost-share contributions should be included, whether cash or in-kind. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. In addition, it is recommended that the budget narrative address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources.
3. **Budget Narrative** that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of any cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification on the roles and responsibilities of key staff. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including any cost-share offered (see below for more information on cost-sharing and cost-effectiveness).

Other Budget Guidelines

The Bureau of International Narcotics and Law Enforcement Affairs will consider budgeted line-items for the following:

- External evaluations to assess the project's impact (costs must be built into the overall original budget proposal and must be reasonable);
- Costs associated with an internal evaluation conducted by the grantee (costs must be built into the overall original budget proposal and must be reasonable);
- Visa fees, immunizations, and medical insurance associated with program travel;
- A-133 Audit or internal audit
- English translation (cost must be built into the original budget proposal and must be reasonable)

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The Bureau of International Narcotics and Law Enforcement Affairs does not pay for the following, under any circumstances:

- Salaries and/or Consultants Fees exceeding \$157,100 per year (Note: salaries/consultants fees that exceed \$157,100 annually, the difference may be included in the budget as a cost share);
 - Publication of materials for distribution within the United States;
 - Administration of a program that will make a profit;
 - Expenses incurred before or after the specified dates of the grant (unless prior approval received from an INL Grants Officer);
 - Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
 - Entertainment expenses, including alcoholic beverages;
 - Contingency funds to cover unexpected or miscellaneous costs, including inflationary factors.
4. **Attachments** (not to exceed ten pages total) that include the following in order:
- Pages 1-2: Monitoring and Evaluation Plan (see below for more information on this section).
 - Page 3-4: Short bios of key program personnel that highlight relevant professional experience. Given the limited space, CVs are not recommended for submission.
 - Page 5-6: Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.
 - Page 7-10: Additional optional attachments. Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations/government agencies that support the program rather than the actual documentation.
5. **NICRA** - An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant federal government agency other than the U.S. Department of State should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. INL generally does not pay indirect costs against participant expenses, but each case may vary. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. These documents will not count against the submission page limitations.

If an organization does not currently have a NICRA in place, ALL COSTS must be budgeted as DIRECT COSTS for this program. INDIRECT COSTS will not be allowed.

Note: To ensure all applications receive a balanced evaluation, the INL Review Committee will review the first page of the requested section up to the page limit and no further. INL encourages organizations to use the given space effectively.

MONITORING AND EVALUATION

Monitoring and evaluation (M&E) is essential to program transparency and accountability. Program monitoring is required for all U.S. programs in accordance with the Government Performance and Results Acts (GPRA) of 1993 and 2010 and the "Evaluation Guidelines for Foreign Assistance Planning;"

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Planning and Performance Management Unit Office of the Director of U.S. Foreign Assistance, Final
Version: March 25, 2009.

Proposals must have a clearly articulated performance measurement system showing how the project's impact and effectiveness will be monitored throughout the project lifecycle. Successful monitoring and evaluation depends on the following: (a) Setting objectives that are clear, specific, attainable, measurable, results-focused, (b) defining a Results Framework linking program activities to attainment of stated program objectives, (c) developing clear baselines, targets, and performance indicators that measure realistic progress towards the objectives, indicating how progress will be measured, and (d) establishing a time frame and milestones.

Proposals must include a description of the methodology and data collection strategies for indicators and milestones. Where appropriate, applicants must be able to track participant training responses, such as changes in attitudes, information learned, and effects of the program on participant institutions. When feasible, impact evaluations are preferred.

Complete proposals shall include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project. (**See attached Sample Monitoring and Evaluation Plan**)

Successful monitoring and evaluation depend on the following:

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

A performance indicator is an observable measurement related to the achievement of a stated objective. Two types of performance indicators are outputs and outcomes. Findings on outputs and outcomes should both be reported.

Outputs are products and services delivered from the program activities, often stated as an amount. Output data show the scope or size of project activities, such as the number of participants trained. **Outcomes** represent the specific, realistic results of a project and are usually measured as an extent of change. Outcomes may include progress toward expected program objectives or other results of the program. For example, a program's objective could be to increase convictions in cases that have DNA evidence presented. One outcome of the program would be that after receiving training on DNA analysis and presentation in a courtroom, prosecutors successfully use that evidence to prosecute five cases to conviction.

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

Recipients will be required to provide reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular program reports to the Bureau.

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PROPOSAL REVIEW CRITERIA

Review Process

Initially, INL staff will review all proposals to determine their compliance with the Technical and Submission requirements as noted in the RFA and the PSI. Compliant proposals will then be reviewed by the Proposal Review Committee, which will consist of personnel from INL, other DOS bureaus, and other USG agencies with equities in the project. Proposals may also be reviewed by the Office of the Legal Advisor or by other Department offices as deemed necessary.

During the review process, INL may request additional programmatic, organizational and/or financial information. The Proposal Review Committee may make recommendations and impose conditions on any given proposal to enhance the proposed program. Requests for this additional information does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals.

Each proposal will be evaluated on how well it satisfied U.S. foreign policy objectives, the priority needs of INL, the availability of funding, and the following review criteria:

1. Quality of Program Idea (20 points)

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Bureau's mission.

2. Program Planning/Ability to Achieve Objectives (25 points)

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide a monthly timeline of project activities.

3. Multiplier Effect/Sustainability (20 points)

Proposed programs should address long-term institution building demonstrating capacity-building results.

4. Program Evaluation Plan (15 points)

Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

5. Institution's Record and Capacity (15 points)

The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

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6. Cost Effectiveness (5 points)

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required.

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

REPORTING REQUIREMENTS

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

Recipients will, at a minimum, be required to submit Quarterly Progress Reports (to include the SF-PPR, as the cover page) and Quarterly Financial Reports (SF-425). Progress Reports will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report ***immediately*** to INL when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget will require **prior** approval from the INL Grants Officer.

Please note: It is the Department of State's policy that English is the official language of all documents. If reports or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

IMPORTANT INFORMATION TO APPLICANTS

The Department of State will exercise normal federal stewardship responsibilities during the implementation of programs. Department of State involvement will include, but is not limited to: site visits, review and response to performance, technical or subject matter involvement, review of financial reports, and audit of programs to ensure that the objectives, terms, and conditions of a grant award are accomplished. INL reserves the right to exclude specific countries from programmatic or advisory activities.

INL will not consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, whether or not elected members of government.

ADDITIONAL INFORMATION

Once the Request for Proposals deadline has passed, U.S. Government officials - including those in the Bureau, the Department and at embassies/missions overseas - shall not discuss this competition with applicants until the entire proposal review process is completed.

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Applicants will be notified by the INL Grants Office only with regard to the status of an application. Funding commitments can only be made by an INL Grants Officer. All other commitments from any representative other than an INL Grants Officer will be deemed unauthorized.

Recipients of federal assistance awards are advised that adherence to these policies and procedures are considered to be a material requirement of their award.

Recipients of federal assistance awards are reminded that **only** the Grants Officer has the authority to modify the Notice of Award, such as but not limited to budget revisions, extension of the period of performance, change of scope of work, etc. Recipients shall proceed with any security guidance provided by the RSO, but shall advise the Grants Officer and the GOR of the guidance received and any potential cost or schedule impact.

DISCLAIMER

The information contained in this RFA is authoritative and may not be modified by any bureau representative. Explanatory information provided by INL that contradicts this RFA will not be binding on INL. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. ***INL reserves the right to reduce, revise, or increase proposal budgets in accordance with program needs.***