

**Department of State
Public Notice**

Federal Agency Name: U.S. Department of State, Bureau of International Narcotics and Law Enforcement Affairs (INL)

Funding Title: Afghanistan Vulnerable Incarcerated Populations

Announcement Type: Request for Cooperative Agreement Proposals

Funding Opportunity Number: INL-12-CA-0025-APCorrections-07262012

CFDA Number: 19.703

Statutory Authority: Foreign Assistance Act Of 1961, PL 87-195, as amended (22 USC)

Number and Amount of Awards: INL anticipates making several awards for a period of 12 to 36 months; the award floor is **\$100,000** and the award ceiling is **\$3,000,000**. The awards may be extended up to two additional years contingent upon availability of funds, recipient's performance, and INL's priorities. INL reserves the right to reduce or increase the amount of an award.

Deadline for Applications: Complete proposals must be submitted via grants.gov by 11:59 p.m. Eastern Standard Time (EST) on **September 10, 2012**.

Anticipated Award Date: Within 12 weeks of the closing of this announcement. Organizations will be notified if the anticipated award date will be later than November 30, 2012.

APPLICANT/ORGANIZATION ELIGIBILITY CRITERIA

Organizations submitting proposals must meet the following criteria:

- Be a registered U.S. non-profit organization that can demonstrate current registration in Afghanistan and meet the provisions described in Internal Revenue Code section 26 USC 501(c)(3). Applicants in the process of registration must submit proof that they are seeking non-profit status from the Internal Revenue Service at the time of proposal submission. Should the applicant be selected for a cooperative agreement award, funding will be contingent upon 501(c)(3) status; **OR**
- Be a U.S. university or research institution that can demonstrate current registration in Afghanistan and meet the provisions described in Internal Revenue Code section 26 USC 501(c)(3); **OR**

- Be an in-country non-profit organization (Public International Organizations excluded) that can demonstrate current country registration, competent programmatic ability, and meet reporting requirements; **OR**
- Be an international non-governmental organization (Public International Organizations excluded) that can demonstrate current country registration, competent programmatic ability, and meet reporting requirements;

AND

- Have demonstrated experience administering successful technical assistance projects, preferably targeting the requested country and/or region, or similarly challenging program environment. INL reserves the right to request additional background information on organizations that do not have previous experience administering federal assistance awards. These applicants may be subject to limited funding on a pilot basis;
- Have demonstrated experience implementing projects of similar dollar amount as the one being announced.
- Have existing, or the capacity to develop, active partnerships with organization(s) in the target country and/or region such as travel agencies, in order to successfully fulfill the proposed program.
- Organizations may form consortia and submit a combined proposal. However, one organization should be designated as the lead applicant. The lead applicant must meet the qualification criteria listed above.
- Be a registered user of www.grants.gov

- Be able to provide INL with a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number -- per the OMB policy directive published in the Federal Register on June 27, 2003, which requires all organizations applying for Federal grants and cooperative agreements to provide the issuing agency a DUNS number.

- Be registered with the Central Contractor Registry (CCR) – www.ccr.gov and be able to maintain updated registration during the period of performance. Organizations must have a DUNS number in order to complete the registry process. International organizations can obtain assistance for this process using the following link:
<https://www.bpn.gov/ccr/international.aspx>

SUMMARY

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

INL supports this mission by combining forces with other USG and international agencies, by taking a regional approach to widespread problems, and by helping stronger governments take responsibility as equal partners in this struggle to disrupt organized crime and other destabilizing groups. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights;
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations, and;
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

Introduction

The United States Government represented by the Bureau for International Narcotics and Law Enforcement Affairs, Office for Afghanistan and Pakistan, (INL/AP) directs and oversees foreign assistance programs pertaining to rule of law, law enforcement, and justice sector development in Afghanistan.

INL programs in Afghanistan have included training local police forces, helping create programs to reduce poppy cultivation, providing educational advancements to the community especially women and children, funding drug rehabilitation centers, and helping create a justice program that the Afghan people can trust. Corrections institutions are a critical component of an effective justice sector, and INL programs aim to assist Afghanistan as it builds the capacity and quality of these institutions.

Women and juveniles face unique hardships when they are incarcerated. Making training and services available to these populations in prison and assisting them as they transition back into society will improve the human rights record of the Afghan correctional system and enable more women and juveniles to lead peaceful, productive lives post-incarceration.

Background Information

Incarcerated women and juveniles are among the most vulnerable populations in Afghanistan. Approximately 575 women and 900 juveniles live in prisons and juvenile detention centers throughout the country. Additionally, nearly every correctional facility in Afghanistan faces challenges in providing its inmates with adequate nutrition.

Women

Many women are imprisoned without consideration for extenuating circumstances such as abuse, rape, or forced marriage. Common charges include *zina* (adultery), a broad category of charges that often includes extramarital sex, and ‘running away’, which is frequently used as a euphemism for moral crimes. After release, these women are often ostracized and/or abused by their families and communities.

Because of the adversity women face upon release from prison, programs that provide literacy, job skills, drug addiction treatment, and mental health services are essential. Without skills that will enable women to successfully reintegrate into society, they may be forced into begging, prostitution, or dangerous home situations for lack of other options. Their children may also face discrimination and suffer from being cut off from important family and community relationships. However, beyond programs funded by the international community at Herat and Kabul, few women’s prisons regularly provide reintegration services.

Social work services are another area of need for incarcerated women, especially conflict mediation services and legal advice. Access to legal advice can help women navigate the system and challenge rulings when necessary. Conflict mediation can help women work with their families to prevent abuse after their release.

Finally, there is a significant need for facilities that can house women who have nowhere to go when they are released. Currently, there are 14 women’s centers in Afghanistan that can accept women who are transitioning out of prison. Women may be referred to shelters by the Ministry of Women’s Affairs in Kabul, their respective provincial Department of Women’s Affairs, the Family Response Unit at their district police station, the Afghan Independent Human Rights Council, NGO-operated shelter referral centers, or by self-referral. However, these shelters are insufficient for current needs.

Juveniles

The juvenile rehabilitation system in Afghanistan currently consists of 34 Juvenile Rehabilitation Centers (JRCs), most of which are located in rented structures not intended to house juvenile offenders. Challenges to JRCs include limited educational and vocational programming, overcrowding, intermingling of pre-trial and convicted juveniles, crumbling infrastructure, underfunding, insufficient staffing, and severely limited recreational space. Additionally,

alternatives to incarceration for juvenile offenders – while included in the juvenile code – are rarely utilized.

The current state of juvenile rehabilitation risks incubating a growing number of disenfranchised juveniles who may ultimately engage in criminal or insurgent activity. Devoting even minimal resources to juveniles now is more cost effective than addressing their potential criminal and insurgent activity as adults. Programming directed toward juveniles can implant a sense of belonging and divert juveniles from criminal activity to more productive, peaceful livelihoods.

INL has identified several specific ways the juvenile justice system might be improved. Open Centers (OCs) are an alternative to incarceration that should ultimately be sustainable for the Afghan government. Juveniles sentenced to an OC are not housed overnight but are transported to the OCs each day for educational and vocational programming. Other projects that would improve outcomes for juvenile offenders are educational and vocational training. Classes should take into account the local situation, tailoring subject matter to the ability of students and the needs of the community. Finally, juveniles would benefit from the development of a case management approach to monitoring their cases. Such a system would employ social workers to follow all juvenile cases from the time of police contact through all the stages of the justice system with the intent of diverting juveniles into alternative sanctions as appropriate and in accordance with Afghan laws.

Objectives:

1. Improve the conditions for women in prison in Afghanistan as well as the ability of women in Afghan corrections institutions to safely establish themselves in society after their release and meet their families' basic needs.
2. Improve the conditions for juveniles in prison in Afghanistan as well as the ability of the Afghan corrections system to rehabilitate juvenile offenders so they can transition to more productive, peaceful lives.

Activities:

Proposed funding for this initiative would support activities that improve conditions for **incarcerated populations in Afghanistan** and their ability to safely establish themselves in society after their release. Activities might include, but are **not** limited to the following components. Individual proposals do not need to address all components.

- A. Vocational and educational training for incarcerated or recently released women and juveniles
- B. Social work and mediation services for incarcerated or recently released women and juveniles
- C. Transitional women's shelters for recently released female prisoners
- D. Open-format juvenile rehabilitation centers
- E. Employing social workers to monitor cases of imprisoned juveniles

Expected outcomes:

Projects should be designed to achieve **one or more** of the following outcomes:

Women

- Enhance women prisoners' understanding of their rights and access to legal advice;
- Improve the ability of women who have been incarcerated to earn a living and support their families after they are released;
- Increase the number of women who have access to safe housing upon release from corrections institutions in Afghanistan;
- Reduce the number of women who are forced back into abusive situations after their release from corrections institutions;
- Reduce the number of women who face violent retribution at the hands of family members after their release.

Juveniles

- Improve the ability of juveniles who have been incarcerated to earn a living or continue their education after they are released;
- Make open juvenile rehabilitation centers more available and more utilized;
- Increase the number of pre-trial juveniles released to their parents' custody;
- Increase the number of juveniles sentenced to alternative sanctions.

Substantial Involvement:

INL shall be substantially involved during the implementation of this Cooperative Agreement in the following ways:

- 1) Approval of the Recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
- 2) Approval of specified key personnel. The organization shall proposal which individuals shall be key personnel in their project proposal;
- 3) Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and

- 4) Approval of Monitoring and Evaluation Plan;
- 5) Approval of decisions related to special circumstances or problems that arise throughout the duration of the program.

Applicant Vetting as a Condition of Award

Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* (attached to this solicitation) about their company and its principal personnel. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via Email to RAM@state.gov, or hardcopy to the Grants Officer. Questions the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

TECHNICAL REQUIREMENTS

Please Note: Each applicant may submit up to five (5) proposals. The official and controlling language of the Department of State is English and all documents associated with this Request must be received in Standard English version. Proposals that do not meet the requirements of the announcement may not be considered. Proposals that request less than the award floor or more than the award ceiling will be deemed technically ineligible.

For all application documents, please ensure:

- 1) All pages are numbered, including budgets and attachments,
- 2) All documents are formatted to 8 ½ x 11 paper, and
- 3) All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Complete applications should include the following for proposal submission:

- 1) Completed and signed SF-424, SF-424a and SF424b, as directed on grants.gov.
- 2) Table of Contents (not to exceed one [1] page in Microsoft Word) that includes a page-numbered contents page, including any attachments.
- 3) Executive Summary (not to exceed two [2] pages in Microsoft Word) that includes:

- A. Name of organization**
- B. Contact information (headquarters and in-country)**
- C. Point of contact, titles**
- D. Project title**
- E. Countries/regions targeted by project ·Number and description of beneficiaries**
- F. Proposed period of activity**
- G. Total dollar amount of project – including the breakdown of the dollar amount requested from the specific Bureau/Office, the dollar amount provided through other sources, and the dollar amount of any in-kind contributions**
- H. Brief project description – in one succinct paragraph, describe the problem and how it will be addressed. Also state the goal(s), expected results and intended impact of the project.**

- 4) Proposal Narrative (at least ten [10] pages but not to exceed fifteen [15] pages in Microsoft Word). Please note the fifteen page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative or NICRA. Applicants may submit multiple documents in one Microsoft Word file, i.e. Table of Contents, Executive Summary, Proposal Narrative, and Budget Narrative in one file or as separate, individually-submitted files. Submissions should address the specific criteria outlined in the solicitation, which may include:
- a) 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 support security sector reform and the rule of law. In countries where similar activities are already taking place, an explanation should be provided as to how new activities will not duplicate existing activities.
 - b) 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.
 - c) Multiplier Effect and Sustainability. The proposal should demonstrate how the program will include elements of sustainability and achieve lasting impact.
 - d) Institution's Record and Capacity. The organization should briefly describe any experience it has in the target countries and/or similar experience elsewhere, as well as specific and relevant program successes which demonstrate the organization's record and capacity. Given the page limitations, it is recommended applicants avoid including general organizational history.
- 5) Budget Narrative (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all 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).

- 6) Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from INL and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars.
- 7) Attachments (not to exceed seven [7] pages total, preferably in Microsoft Word) that include the following in order:
 - a) Pages 1-2: Monitoring and Evaluation Plan (see below for more information on this section).
 - b) Page 3: Short bios of key program personnel that highlight relevant professional experience. Given the limited space, CVs are not recommended for submission.
 - c) Page 4: Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.
 - d) Page 5-7: 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.
- 8) If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be sent as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding. Hence, this document does not count against the submission page limitations. If your proposal involves sub-grants to organizations charging indirect costs, and those organizations also have a NICRA, please submit the applicable NICRA as a .pdf file (see below for more information on indirect cost rate).
- 9) 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.

Organizations must fill out and submit SF-424, SF-424A, and SF-424B forms as directed on www.grants.gov. Please fill out the highlighted yellow fields and use the following specific information for the below fields:

INSTRUCTIONS FOR COMPLETING THE SF-424

Please fill in the highlighted yellow fields and use the following guideline for the SF-424:

1. Type of Submission: Application
2. Type of Application: New
- 5b. Federal Award Identifier: Please enter zeros or leave blank
- 8a. Please enter name of applicant (organization)

- 8b. Please enter the organization's EIN or TIN number
- 8c. Please enter the organization's DUNS number
- 8d. Please enter the organization's address
- 8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
9. Please select type of applicant from pull down list
11. The CFDA number is 00.000
12. Please enter the Funding Opportunity Number and Title.
15. Please enter descriptive title of project
- 16a. Please enter congressional district of applicant organization
- 16b. Please enter N/A or zeros
17. Please enter the approximate start and end dates of the proposed activities
18. Please enter the amount requested from the USG under "Federal," any cost-share under "Applicant," fill in the total, and otherwise use zeros.
19. Please enter "c"
20. Complete as indicated
21. Complete as indicated

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

Please fill in the highlighted yellow fields of the SF-424B: Page 2 - Complete applicant organization and title of authorized official sections.

MONITORING AND EVALUATION

Complete proposals will include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project.

Successful monitoring and evaluation depend on the following:

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

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.

Grantees 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.

BUDGET GUIDELINES

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the program’s cost-effectiveness). Applicants must adhere to the appropriate regulations found in 2 CFR 220 (previously OMB circulars A-21, cost principles for education institutions) and 2 CFR 230 (previously OMB circular A-122, cost principles for non-profits).

The proposal line item budget should include the following components, in the suggested format below:

1. Summary Budget
2. Line-Item Budget

		INL Cost	Cost Share
A. PERSONNEL			
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr		
-Field-based Country Director salary (x months or year)	X% of \$X/yr		
Subtotal Personnel			
B. FRINGE BENEFITS			
-H.Q.-based project -dedicated staff fringe (X months)	X% fringe		
-Field-based Country Director fringe (x months or year)	X% fringe		
Subtotal Fringe Benefits			
C. TRAVEL			
a) Field Travel			
<u>Activity 1: Needs Assessment Workshop</u>			
-Staff Travel (# staff)	\$X/RT		

-Staff Per Diem (X days)	flight/# staff \$X/day/#		
-Participant Travel (# participants)	day/# staff \$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
Activity 2: Training program			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
Subtotal Travel			
D. EQUIPMENT			
-H.Q.-equipment	\$X/unit		
-Field-equipment	\$X/unit		
Subtotal Equipment			
E. SUPPLIES			
-H.Q. Printing and Photocopying (X months)	X% of \$X/yr		
-Field Markers and dry erase board	\$X/set		
-Field Telephone (X months)	X% of \$X/yr		
-Field Office Supplies (X months)	X% of \$X/yr		
Subtotal Supplies			
F. CONTRACTUAL			
a) Consultant Fees			
-Policing Specialist/Honoraria (X days/hours)	\$X/consult		
-Translation Fees (X pages)	\$X/page		
Subtotal Contractual			
G. CONSTRUCTION			
H. OTHER			
a) Other Direct Costs			
-Field Office Rent (X months)	X% of \$X/mo		
Subtotal Other			
I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)			
J. INDIRECT CHARGES			
a) Indirect Costs/NICRA (X% of costs)			
Subtotal Indirect Charges			
K. TOTAL COSTS (Sum I-J)			

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (pax = participants)

1. SUMMARY BUDGET:

Please include the applicant organization name, title and duration of the project, and the following:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Construction
- H. Other
- I. Total direct charges (sum a – h)
- J. Indirect Charges
- K. Total

2. LINE-ITEM BUDGET:

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$)

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

C. Travel - Staff and any participant travel:

- 1) International airfare
- 2) In-country travel
- 3) Domestic travel in the U.S., if any
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

D. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

E. Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

F. Contractual –

a) Subgrants. For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subgrant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

G. Construction – For this solicitation, construction costs are not applicable.

H. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

J. Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations"

- 1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.
- 2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
- 3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Cost-Effectiveness – If applicable, include an explanation of cost-share contributions should be included, whether cash or in-kind. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources.

REVIEW PROCESS

INL will review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Bureau regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with INL's Grants Division. INL reserves the right to request any additional programmatic and/or financial information regarding the proposal. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of INL. A State Department Review Committee will evaluate proposals submitted under this request. Proposals

will be scored based on the applicants response to each Review Criteria listed below. Review criteria will include:

1) Quality of Program Idea (20%)

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 (20%)

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 (15%)

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

4) Program Evaluation Plan (20%)

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%)

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.

6) Cost Effectiveness (10%)

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.

DEADLINE AND SUBMISSION INSTRUCTIONS

Applicants must submit proposals using www.grants.gov by 11:59 p.m. Eastern Standard Time (EST) on **September 20, 2012**. INL will require applications to be submitted via www.grants.gov.

Please note: In order to safeguard the security of applicants' electronic information, www.grants.gov utilizes a credential provider. It is the process of determining, with certainty, that someone really is who they claim to be.

The credential provider for www.grants.gov is Operational Research Consultants (ORC). Applicants **MUST** register with ORC to receive a username and password which you will need to register with www.grants.gov as an authorized organization representative (AOR). Once your

organization's E-Business point of contact has assigned these rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Each organization will need to be registered with the Central Contractor Registry (CCR) and you will need to have your organization's DUNS number available to complete this process. After your organization registers with the CCR, you must wait approximately 3-5 business days before you can obtain a username and password. This may delay your ability to post your proposal. **Therefore, 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.

ADDITIONAL INFORMATION

INL is dedicated to strengthening the rule of law and criminal justice systems in order to minimize transnational crime. INL plays a vital role in the development and synchronization of U.S. international anti-crime assistance.

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.

Recipient will maintain regular contact with the designated INL Grants Officer Representative (GOR) and will be required to obtain the GOR's approval for (a) location for program events; (b) any agenda or curriculum to be utilized during the course of the project; and (c) proposed foreign travel related to the project.

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.

IMPORTANT NOTE: The following clause will be included in as a provision in this award:

SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA (CURRENTLY IRAQ AND AFGHANISTAN) (Revised November 2011)

Each federal assistance award within areas of combat operations, as designated by the Secretary of Defense (currently Iraq and Afghanistan), over \$100,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. The DoS SPOT Program Office can assist with entering awards in SPOT. Please send an email to AQMOps@state.gov for information. Information on

how to register in SPOT and how to report the total number of recipient personnel deploying under each award will be contained in a Special Provision within each assistance award.

Recipients that do not utilize personnel who are performing a private security function; or require access to U.S. facilities, services, or support can be entered through the SPOT aggregate functionality. Upon the award of a grant/and or cooperative agreement in a designated area of combat operations (currently Iraq and Afghanistan), the Grants Officer or his/her designee will enter the following award information into SPOT to include (i) a brief description of the contract (to the extent consistent with security considerations); (ii) the total value of the contract; and (iii) whether the contract was awarded competitively. The Recipient should send updated deployment numbers for each award sent to the Grants Officer and his/her designee and the Department of State's SPOT program office on a quarterly basis as follows:

The Recipient is required to submit with the quarterly financial report submission information regarding the number of individuals receiving payment from the funds being granted under this award. This report is due 30 days after the calendar year quarter and 90 days after the award period end date and also should be sent to AQMOps@state.gov with the subject line "SPOT Quarterly Report -- Award Number". The following information shall be provided:

1. Total number of individuals receiving payment from the funds being granted:
 - a. Total Number U.S. Personnel:
 - b. Total Number Host Country Personnel:
 - c. Total Third Country Personnel:

These reports should be sent to AQMOps@state.gov. The SPOT program office will enter the numbers into SPOT.

Recipients utilizing personnel performing who are performing a private security function; or require access to U.S. facilities, services, or support must be entered into SPOT individually with all required personal information. The Recipient organization will designate a SPOT administrator who will obtain a SPOT company administrator account. Recipients of federal assistance awards shall register personnel in SPOT before deployment, or if already operational in the designated operational area, register personnel upon becoming an employee under the award and maintain current data in SPOT. Procedures on how to register in SPOT will be provided by the Grants Officer and his/her designee.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, Recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

In a designated area of combat operations, the term PSC includes any personnel providing protection of the personnel, facilities, property of a Recipient or subrecipient at any level, or

performing any other activity for which personnel are required to carry weapons in the performance of their duties.

As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

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

Recipients of federal assistance awards are reminded that only the Grants Officer has the authority to modify the Notice of Award. 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.

IMPORTANT INFORMATION TO APPLICANTS

The information contained in this solicitation is binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts this language will not be binding. Issuance of the solicitation 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. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

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

For technical, programmatic, and/or administrative questions, please contact Lourdes F. Stein at SteinLF@state.gov. Questions must be received, in writing, no later than September 3, 2012 by 5pm EST. *(Please Note: All programmatic and administrative questions received and their responses shall be posted via www.grants.gov.)*