

United States Department of State
Bureau of International Narcotics and Law Enforcement Affairs (INL)
Notice of Funding Opportunity (NOFO)
Amended: June 8, 2016

Announcement Type: Request for Federal Assistance Awards Applications

Public Opportunity Title: Evaluation of Colombian National Police's DARE Drug Prevention Education Campaign

NOFO Opportunity Number: SCO-200-16-GR066

Catalog of Federal Domestic Assistance (CFDA) Number: 19.704 – Counter-narcotics

Funding Amount: \$250,000.00 U.S. Dollars

NOFO Issuance Date: June 9, 2016

Deadline for Receipt of Questions: **June 30, 2016**
5:00 PM Eastern Standard Time

Closing Date and Time for Submission of Applications: **July 15, 2016**, 11:59 PM Eastern Standard Time

Program Type: U.S. Embassy INL / Drug Demand Reduction Program

Grant Program: Drug Demand Reduction Program

Assistance Type: Grant

Eligibility Category: U.S. private/state institutions of higher education.

Applicant Type: Organizations

Award Ceiling: \$250,000.00

Award Floor: \$50,000.00

Cost Sharing Requirement: Not required but recommended

EXECUTIVE SUMMARY

The Bureau of International Narcotics and Law Enforcement Affairs (INL) leads the Department of State's anticrime and counter-narcotics efforts. INL assistance programs help partner nations to build their capacities to extend the reach of justice under the rule of law, including respect for human rights and gender equality, and to deny safe haven to criminals who would otherwise operate with near impunity. The resources entrusted to us, enables INL to deliver technical assistance and capacity to: enhance international drug control through interdiction and supply reduction; develop civilian law enforcement capacity, regional partnerships, and information sharing; and further the administration of justice and corrections under the rule of law with respect for human rights. This mission supports **peace and security** by stabilizing and strengthening security institutions and by combating narco-trafficking and other transnational crimes such as money laundering, criminal gangs, and wildlife trafficking. It promotes **governing justly and democratically** by strengthening justice sector institutions, good governance and respect for human rights.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global efforts to support critical country and global programs that combat transnational crime, disrupt illicit trafficking, and build their capacities to extend their reach of justice under the rule of law. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by supporting and assisting in capacity building of host nation justice, law enforcement, and corrections institutions, promote human rights and diversity, protect vulnerable groups, and collaborate with multilateral and international partners to establish global standards and accountability mechanisms;
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counter-narcotics and institution-building assistance and coordination with foreign nations and international organizations, and;
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks in the U.S. and its allies to oppose and counter corruption; wildlife crimes; cybercrime; intellectual property rights (IPR) fraud; transnational organized crime; environmental crime; crimes that threaten civilian security; and activities using the proceeds of crime.

NOTICE OF FUNDING OPPORTUNITY

The United States Department of State, Bureau of International Narcotics and Law Enforcement Affairs, is seeking applications from U.S. private/public educational institutions for a grant to implement a program entitled "Evaluation of Colombian National Police's DARE Drug Prevention Education Campaign." The authority for this Notice of Funding Opportunity (NOFO) is found in the Foreign Assistance Act of 1961, as amended.

Pursuant to 2 CFR 200.400g, it is U.S. Department of State policy not to award profit under assistance instruments. All reasonable, allocable, and allowable expenses, however, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (2 CFR 200 for US and overseas-based non-profit organizations, and universities); the Federal Acquisition Regulation (FAR) Part 31 48 CFR 31.2 for-profit organizations; may be paid

under the grant agreement. NOTE: Overseas-based nonprofit organizations are legally required to comply with the 2 CFR 200.

Subject to the availability of funds, INL intends to issue an award in an amount not to exceed \$250,000.00 in total funding. The U.S. Dollar amount will be funded from INL allocated funds, for an initial project period of one year. INL may award up to an additional year, contingent on INL priorities, good performance of the recipient, and funding availability. INL reserves the right to fund any or none of the applications submitted and will determine the resulting level of funding for the award.

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

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

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This funding opportunity is posted on www.grants.gov and may be amended. See Section IV for further details. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this NOFO. Applicants will need to have available or download the most updated version of the Adobe program to their computers in order to view and save the Adobe forms properly. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

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

Any questions concerning this NOFO should be submitted in writing to Alexandra Paez via email at paeza@state.gov. The deadline for submission of questions for this NOFO is **June 30, 2016** at 5:00 PM post local time. Responses to questions will be made available to all potential applicants through an amendment to this NOFO and posted on grants.gov.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal INL procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

SECTION I – PROGRAM DESCRIPTION

BACKGROUND

According to the 2011 Colombian National Study on the Use of Psychoactive Substances among School Children, the number of children and adolescents who have a substance abuse issue is increasing. Youth from troubled backgrounds, low-income communities and/or violent areas are particularly susceptible. While drug education efforts have been shown to be effective in preventing and reducing youth consumption, Colombia lacks a national prevention campaign. Current drug education efforts are, for the most part, carried out on an ad-hoc, school-by-school basis and tend to be focused on easily accessible, often urban, centers. Only one government entity operates in every single department of the country: the Colombian National Police (CNP)'s DARE program. Since its inception, DARE has reached more than three million students nationwide. It is entirely organized and operated by the CNP, with police officers serving as the instructors and community liaisons.

The Colombian government views DARE as a vital component of the nation's overall drug prevention strategy. However, the CNP's program has been in operation for almost twenty years and no longer reflects the latest scientific findings in the area of drug demand reduction. In order to ensure the continued success of DARE, the CNP has decided to conduct a thorough academic evaluation of the curriculum and its implementation, with the overall aim of modernizing the program. Both the CNP and its partner ministries within the Colombian government share a common goal – to have a successful, advanced, evidence-based and evaluated nationwide drug prevention program. The purpose of the assessment and the subsequent reengineering process is to transform DARE into a model for all other drug prevention campaigns in the country and the region at large.

INL Bogotá provides financial and technical support to government institutions and civil society in the formulation and development of policies and programs for prevention, mitigation and treatment of psychoactive substances, contributing to the generation of knowledge and the strengthening of institutional responsiveness to this issue at both local and national levels. INL Bogotá currently supports several education-based drug demand prevention projects, including DARE.

PROJECT PURPOSE/DESCRIPTION

The objective of this project is to develop a proposal to modernize the DARE campaign and transform it into the best possible evidence-based, evaluated, and nationwide drug prevention program in Colombia.

PROJECT GOALS

To partner with a Colombian academic institution in order to conduct a thorough evaluation of the drug demand situation within Colombia, the current prevention activities of the CNP, and the latest academic literature on drug prevention in order to develop a plan to transform and modernize the DARE program.

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

PROJECT OBJECTIVES

Objective 1: Conduct an academic review of the latest findings in the field of drug prevention, as well as an assessment of the drug demand situation within Colombia.

Objective 2: Conduct a thorough evaluation of all aspects of the CNP's DARE program, from its curriculum to its implementation.

Objective 3: Develop recommendations for an overall reform of the DARE program, based on the findings of the academic review and evaluation phases.

Objective 4: Compile a written report, containing the evaluation findings and reform proposals, and present it to the CNP and INL Bogota.

ACTIVITIES PER OBJECTIVE

Objective 1: Conduct an academic review of the latest findings in the field of drug prevention, as well as an assessment of the drug demand situation within Colombia.

Activity 1: Identify and partner with an appropriate Colombian university. If the selected U.S. university does not have previously established academic ties with an appropriate Colombian partner institution, they must develop such a relationship prior to the beginning of the evaluation. The chosen local university must have demonstrated experience in the fields of childhood and special education. The subsequent assessment should then be conducted by a mixed team of American and Colombian academics and students.

The proposed partnership must be approved by the Review Board, which will be comprised of representatives from the CNP, INL and the United Nations Office of Drugs and Crime (UNODC), before proceeding. UNODC Bogota will serve as the project manager for the duration of this grant and assist with the coordination of the various involved parties during the evaluation.

Activity 2: Conduct a complete review of current international academic standards and of the high standards evidence based programs in US that can be potentially be replicated in different contexts and/or in a larger scale. The subsequent evaluation must be based on the latest international findings on education and drug prevention strategies. As such, a complete review of current literature on these themes is first necessary. The final report should also detail the findings of this initial review.

Activity 3: Conduct a complete review of the drug demand and prevention situation within Colombia. The evaluation team should speak to civil society, academic and government officials in each of the departments within Colombia. The assessment team should also interview relevant Colombian experts from the fields of education, health, and public policy. Each phase of the regional review should be conducted in coordination with the CNP.

Objective 2: Conduct a thorough evaluation of all aspects of the CNP's DARE program, from its curriculum to its implementation.

Activity 1: Design a methodology and schedule for the evaluation. The investigation must cover all aspects of the DARE program, including its design, its curriculum, its funding, and its implementation. It should plan to review the program's operations in public and private schools, urban and rural areas, and across as much of the country as possible. It should also consider the structure, funding, culture and capacity of the Colombian Police as an organization and how these factors might be used to transform DARE and its work. As with all other evaluated prevention programs, the assessment must include a cost-benefit analysis, as well as the anticipated cost per student of the program, after the recommended changes. The evaluation should be done with careful consideration to both the history of Colombia and the ongoing peace process.

Activity 2: Present the proposed evaluation methodology and schedule to the Review Board, which will be comprised of representatives from the CNP, INL Bogota and UNODC Bogota (serving in its role as project manager). The Board will have the right to request reasonable modifications to the proposed methodology and schedule and must approve of the plan before the evaluation can begin.

Activity 3: Present the proposed evaluation methodology and schedule to the Committee of Interested Parties, which will be comprised of the Review Board, as well as experts from the Colombian government, including the Ministries of Health, Justice and Education, and team members from the CNP-contracted design firm. The Committee may suggest reasonable modifications to the proposed methodology and schedule, pending approval by the CNP and INL Bogota.

Activity 4: Carry out the evaluation. The CNP, and its partner organizations, like the Ministry of Education, have agreed to provide access and support to the evaluation team. The police will facilitate all aspects of the diagnostic, from arrangements to visit target schools to, where feasible and required, transport on CNP aircraft. In its role as project manager, UNODC Bogota will assist with the coordination of the various involved parties and the legal agreements required to conduct the evaluation.

Objective 3: Develop recommendations for an overall reform of the DARE program, based on the findings of the academic review and evaluation phases.

Activity 1: Compile the results of the evaluation. The results should cover the initial academic review, the regional assessment, and the program evaluation.

Activity 2: Considering the findings of the complete evaluation, develop recommendations for reform. The reform proposals should be innovative and reflect the overall goal of making DARE into the best possible evidence-based, evaluated, and nationwide drug prevention program in Colombia. They should consider the traditional role of DARE within schools, but also explore other areas of Colombian society in which the program might be able to have an impact, such as community organizations. The proposals should be as comprehensive as possible, covering both small and large scale changes. They should feel free to address all aspects of the program, from its pedagogical basis to its implementation. The proposals should also address those issues already identified by the police as possible areas of reform, including:

- Expansion of target populations to include pre-primary and primary school (0 – 7 years old) students and university students.
- Development of specialized curriculums in the case of a school based program to address targeted consumption problems, such as the abuse of controlled substances.

- Inclusion of programs to cover students with disabilities.

The proposals should be regionally specific and reflect the differences that exist across the departments of Colombia. The proposals must be reasonable in cost, flexible in nature, and be able to be implemented by the police’s Drug Prevention unit. They should outline the minimum requirements needed for their implementation by the Police. The proposals should also be able to adapt to any structural changes that may take place within the CNP in the future. Finally, the recommendations should take into account questions of sustainability and allow for the long-term growth of the program.

Objective 4: Compile a written report, containing the evaluation findings and reform proposals, and present it to the CNP and INL.

Activity 1: Compile a final report, covering both the evaluation’s findings and the reform proposals.

Activity 2: Present the final report, including reform recommendations, to the Review Board. The Board reserves the right to make reasonable quality control modifications to the report prior to its ultimate publication. All products developed during the evaluation process, including the methodologies and databases, should be delivered to the Board members.

Activity 3: Present the final report, including reform recommendations, to the Committee of Interested Parties. The Committee may suggest reasonable quality control modifications to the report prior to its ultimate publication, pending approval by the CNP and INL Bogota. The final report may then be shared internally for use in the subsequent reengineering process, pending approval by the CNP and INL Bogota.

DESIRED RESULTS AND ILLUSTRATIVE INDICATORS

By the end of the yearlong project, the selected applicant is expected to complete a thorough evaluation of current academic literature on prevention, the drug demand situation within Colombia, and the CNP’s DARE campaign and deliver a final report that includes recommendations for programmatic reform.

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

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

<i>Example Outcome Indicators</i>	<i>Illustrative targets:</i>
Percentage of schools districts reviewed over course of evaluation	TBD

Percentage of DARE students surveyed about understanding of basic drug prevention principles	TBD
Percentage of CNP educators surveyed about experience teaching and implementing the existing curriculum.	TBD
Percentage of city officials interviewed about experience with DARE in their respective district.	TBD

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

<i>Example Output Indicators</i>	<i>Illustrative targets:</i>
One (1) print document, as well as one (1) electronic copy, of the complete evaluation for each committee member.	TBD
One (1) final report, outlining the findings of the evaluation as well as the reform recommendations suggested by these conclusions, for each committee member.	TBD
One (1) database with all the relevant statistics and figures developed during the evaluation phase.	TBD
Two (2) final presentations to the Review Board and Committee of Interested Parties on the methodology and the results of the evaluation phase.	TBD

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

[END OF SECTION I]

SECTION II – FEDERAL AWARD INFORMATION

INL expects to award one (1) grant agreement based on this NOFO. The anticipated total federal funding amount is not to exceed \$250,000.00. The period of performance is one (1) year with an anticipated start date of August 2016.

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

The U.S. government may make award on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (but is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

(1) Eligible Entities: Applicants who are eligible to apply include:

- U.S. private or public educational institutions that can demonstrate competent programmatic ability, drug prevention education expertise, experience evaluating and implementing drug prevention programs in foreign countries (with particular preference for experience in Latin America), experience in conducting long-term evaluations and the ability to meet INL reporting requirements;

AND

- The U.S. university must have previously established academic ties to a Colombian academic institution or the demonstrated ability to, upon receiving the grant, partner with an in-country university within a timely manner. Preference will be given to those applicants with an existing, formal relationship to an appropriate Colombian academic institution. The selected Colombian university must have experience and adequate personnel in the areas of health, education or drug prevention and have experience partnering with a foreign institution. Preference will also be given to a partner institution that can demonstrate past experience working with the CNP. While the U.S. university will assume the lead for the evaluation process, the American team will be expected to work closely with its Colombian partners throughout the assessment and reporting phases.
- Colombian and American universities may form a consortium and submit a combined proposal. The U.S. institution should be designated as lead.
- As part of the evaluation team, the applicant must include one international drug prevention expert or someone with extensive international experience in this field. Preference will also be given to a team that includes a professional with experience

conducting economic analysis of prevention programs, as well as someone with experience evaluating the institutional capacity and human resources of partner organizations.

- Prior experience developing and implementing long-term evaluations, as well as conducting academic studies on behalf of a government (preferably, the Colombian government).
- Prior experience evaluating national education programs and investigating issues related to drug prevention.
- Preference will be given to those applicants with prior experience implementing a project at the national level on behalf of the CNP, the Colombian government, and/or international organizations. Preference will also be given to applicants who can demonstrate existing partnerships with the Committee of Interested Parties' institutional members. If such a relationship does not already exist, the applicant must be able to demonstrate the ability to develop productive working relationships with these entities.
- INL reserves the right to request additional background information on organizations that do not have previous experience administering similar programs and/or federal grant awards.
- Applicants must have the ability to produce diagnostic materials, deliver final reports, and conduct evaluations in Spanish and English. Those members of the applicant's staff involved with in-country evaluations should be proficient in Spanish. Other staff must be proficient in English in order to fulfill reporting requirements.
- Applicants must be able to respond to the NOFO and be able to mobilize in a short period of time.

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

To be eligible for a grant award, in addition to other conditions of this NOFO, organizations must have a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in any sub-awards issued under this grant award.

(2) INL encourages applications from potential new partners.

[END OF SECTION III]

SECTION IV – APPLICATION AND SUBMISSION INSTRUCTIONS

INL urges prospective applicants to immediately confirm their organization has a current Unique Entity Identifier (Dun and Bradstreet (DUNS) number) as well as a current Central Contractor Registration via www.sam.gov. Additionally, please ensure that registration in

the following systems is in a current/active status prior to your organization's application submission.

Unique Entity Identifier (DUNS Number)

All organizations (foreign and domestic) must obtain a DUNS number. **US-based organizations** may request a DUNS number by calling 1-866-705-5711; the DUNS number is usually provided immediately.

Foreign organizations that do not have a Unique Entity Identifier (DUNS number) will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> to obtain the number. **The webform requests generally takes 1-2 business days.*

CAGE/NCAGE Registration

For US-based organizations, a CAGE code will automatically be assigned to your entity once you submit your entity's registration in SAM.gov and the TIN validation has been returned.

NCAGE Codes are required for all foreign entities prior to starting a SAM registration. **PLEASE NOTE: The organization's name, address, and email information used to request your NCAGE Code must match what you used to request your Unique Entity Identifier (DUNS Number)**. Otherwise, you will receive error messages when applying for the NCAGE code. You can submit your request for an NCAGE Code using the NCAGE Request Tool at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. Detailed instructions are posted at that site. For additional information, please call 1-269-961-4623 or send an email message to NCAGE@dliis.dla.mil.

SAM.gov Registration

SAM.gov registration is required of all INL applicants prior to registering with Grants.gov. If your organization was previously registered in the Central Contractor Registry (CCR), you must still create a new Individual User Account in SAM prior to receiving a future federal grant.

Applicant organizations can obtain assistance for SAM.gov registration by using the following link: <https://www.fsd.gov> or by calling 1-866-606-8220 (U.S. calls)/or 1-324-206-7828 (international calls).

PLEASE NOTE: The organization's name, address, and email information used to request your organization's Unique Entity Identifier (DUNS number) and the NCAGE Code must match what is used to request the SAM.gov validation. Otherwise, you will receive error messages when registering in SAM.gov.

US-based organizations that already have a TIN (taxpayer identification number), your SAM registration will take 3-5 business days to process. US-based organizations applying for an EIN (employer identification number), please allow up to 2 weeks.

Foreign organizations **must** have a DUNS number and an NCAGE code prior to completing the SAM.gov registration process.

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

Grants.gov Registration

In order to apply for a grant, your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Please log into

<http://www.grants.gov/web/grants/applicants/organization-registration.html> to obtain complete instructions on the registration process.

Foreign Registrants: Anyone residing and doing business outside of the United States is still required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government. Please ensure that you have obtained a DUNS number, an NCAGE code, and an “ACTIVE” status in SAM.gov prior to registering in Grants.gov.

Grantsolutions.gov Registration

Applicants using www.grantsolutions.gov for the first time should complete their “New Organization Registration” as soon as possible. This process must be completed before an application can be submitted. Registration with www.grantsolutions.gov usually occurs directly after an applicant submits their registration documents. To register with www.grantsolutions.gov, click “Login to GrantSolutions” and follow the “First Time Users” link to the “New Organization Registration Page.” There are different ways to register your organization, click on the link that fits best your organization’s structure. If your organization is experiencing difficulties with registration process, please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771.

Organizations that have previously used www.grantsolutions.gov do not need to register again. If an organization that has previously used GrantSolutions.gov is not able to access the system, please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771.

TECHNICAL FORMAT REQUIREMENTS

For all application documents, please ensure:

- A. All pages are numbered, including budgets and attachments,
- B. All documents are formatted to 8 ½ x 11 paper, and
- C. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
- D. All documents must be submitted in English. *(Please note: Per Department policy, English is the official and controlling language for all submitted application/award documents.)*

Complete applications must include the following for proposal submissions:

- 1. Completed and signed SF-424, SF-424A, and SF424B, submitted via grants.gov (OR grantsolutions.gov), as well as, if applicable *(Please see Tab D for instructions for completion of Standard Forms 424, 424A, and 424B.)*
- 2. A copy of your organization’s most recent audit.
- 3. **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 NOFO)
- 4. **Table of Contents** (not to exceed one [1] page in Microsoft Word) that includes a page-numbered contents page, including any attachments.
- 5. **Executive Summary** (not to exceed two [2] pages in Microsoft Word) that includes:

- a) the target country(ies),
 - b) name and contact information for the project's main point of contact,
 - c) a statement of work or synopsis of the program, including a concise breakdown of the project's objectives, activities, and expected results,
 - d) the total amount of funding requested and program length, and
 - e) a brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.
6. **Proposal Narrative** (not to exceed ten [10] pages in Microsoft Word). Please note the ten page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative or NICRA. Applicants are encouraged to submit multiple documents in a single Microsoft Word, (i.e., Table of Contents, Executive Summary, Proposal Narrative, and Budget Narrative in one file).
 7. **Summary and Detailed Line-Item Budget** (preferably in Microsoft Excel) that includes three [3] columns including the request to INL, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424 as a sample). Costs must be in U.S. dollars.
 8. **Budget Narrative** (preferably in Microsoft Word) that includes an explanation and justification for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, INL recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification of the roles and responsibilities of key staff and percentage of time devoted to the project. The budget narrative should communicate to INL any information that might not be readily apparent in the budget, not simply repeat with words what is stated numerically in the budget.
 9. **NICRA:** If your organization has a negotiated indirect cost rate agreement (NICRA) and will include NICRA charges in the budget, your latest NICRA must be included as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations, as described above. If your proposal involves subgrants to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file (see "INDIRECT COST RATE" below for more information on indirect cost rates). If your organization does NOT have a negotiated indirect cost rate agreement (NICRA) please specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs. The de minimis rate must be included in the detailed budget and an explanation must be provided in the budget narrative.
 10. **Attachments** (not to exceed twelve [12] 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) Pages 3-4: ***Roles and responsibilities of key program personnel with short bios*** that highlight relevant professional experience. This relates to the organization's capacity. Given the limited space, CVs are not recommended for submission.
 - c) Pages 5-6: ***Timeline of the overall proposal***. Components should include activities, evaluation efforts, and program closeout.
 - d) Page 7: ***A list of previous and/or current federal assistance awards received***; please include the awarding agency, point of contact, name of the project, start and end dates, and amount of the award.

e) Pages 9-10: **Additional optional attachments**. Attachments may include further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations or government agencies that support the program rather than the actual documentation.

f) Pages 11-12: **Risk Analysis**: Please provide the required risk analysis information as noted on pages 19 – 20 of this NOFO. Additionally, please complete the INL Risk Assessment Form that's included as an attachment in Grantsolutions.gov.

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

ADDITIONAL INFORMATION

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Organizations should be familiar with 2 CFR 200 on cost accounting principles. For a copy of the OMB circular cited, please contact Government Publications or download from http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Overseas-based nonprofit organizations are legally required to comply with 2 CFR 200.

AUDITS

The recipient's proposal should include the cost of an audit that:

- 1) Complies with the requirements of 2 CFR 200 Subpart F "Audit Requirements;"
- 2) Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations Receiving Federal Awards;"
- 3) Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, "Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents," where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required;
- 4) A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200 subpart F. *The audit costs shall be identified by 2 CFR 200.435.*

INDIRECT COST-RATE

An organization with a negotiated indirect cost rate agreement (NICRA) negotiated with a cognizant federal government agency other than the U.S. Department of State must 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. Per 2 CFR 200.414. any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in 2 CFR 200.403, factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected

must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

[END OF SECTION IV]

TAB A: PROPOSAL GUIDELINES

Proposals should include the following components:

- Introduction and Problem Statement
- Planned Activities
- Indicators

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

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

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

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

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

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

Process Indicator	<i>50 women trained in energy efficiency standards</i>
--------------------------	--

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

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

Output Indicator	<i>80 percent of participants demonstrate at least 75 percent cognizance of efficiency standards</i>
-------------------------	--

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

Outcome Indicator	<i>30 percent of efficiency standards being implemented in a participant's country as a result of participant's participation.</i>
--------------------------	--

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

TAB B: PROGRAM MONITORING AND EVALUATION PLAN and RISK ANALYSIS

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

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

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

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

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

- A results “Logic Model” planning document (see sample M&E template)
- Indicators, as described in Tab A, as well as details on how each indicator will be measured, frequency of the measurements, units of measure, etc. Provide indicators at the output and outcome levels. Monitoring and evaluation plans should include a chart component that clearly delineates indicators and targets. All indicators must include measurable, numerical targets.
- Establish, where possible, performance baseline data and expected performance targets for each indicator/outcome. In some cases, the baseline may be zero.
- Describe monitoring and evaluation tools, such as rapid assessment surveys, site visits, key stakeholder interviews, etc., that will be used.
- Plans should describe how the project’s impact and effectiveness will be monitored and evaluated throughout the project.

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

RISK ANALYSIS

Risks are unavoidable – all programs inherently contain both internal and external risks. However, with proper identification and management, risks can be prepared for, minimized or mitigated. The purpose of a risk analysis is to identify the internal and external risks associated with the proposed program in the application, rate the likelihood of the risks, rate the potential impact of the

risks on the program, and identify actions that could help mitigate the risks. A risk analysis should not be considered a one-time exercise or a static document. INL defers to organizations to conduct adequate risk analysis and remediation for all of its operations and advises that risk analysis and remediation occur throughout the life of a program and should result in revisions to risk analysis documents and processes as necessary. Applicants should include all assumptions and external factors identified in the logic model in the risk analysis. Applicants should rate the likelihood of a risk and potential impact of the risk as “High,” “Medium,” or “Low.”

TAB C: BUDGET GUIDELINES

Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns should be used to delineate the bureau funding request, cost-share by applicant, and total project funding. 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).

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

		INL Request	Cost Share	Total
A. PERSONNEL				
a) Primarily Headquarters-Based Personnel				
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr			
-H.Q.-based administrative staff salary (X months)	X% of \$X/yr			
b) Primarily Field-Based Personnel				
-Field-based Country Director salary (x months or year)	X% of \$X/yr			
-Field-based Program Assistant salary (x months or year)	X% of \$X/yr			
Subtotal Personnel				
B. FRINGE BENEFITS				
a) Primarily H.Q.-Based Fringe Benefits				
-H.Q.-based project -dedicated staff fringe (X months)	fringe=X% salary X% fringe			
-H.Q.-based administrative staff fringe(X months)	X% fringe			
b) Primarily Field-Based Fringe Benefits				
-Field-based Country Director fringe (x months or year)	fringe=X% salary X% fringe			
-Field-based Program Assistant fringe (x months or year)	X% fringe			
Subtotal Fringe Benefits				
C. TRAVEL				
a) Monitoring Travel				
-Monitoring Trip: H.Q. to field (X)	\$X/RT flight			
-Per diem (X days)	\$X/day			
b) Field Travel				
<u>Activity 1: Workshop</u>				
-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			
<u>Activity 2: Town Hall Meeting</u>				
-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				
a) Primarily H.Q.-Based Equipment (if applicable)				
-H.Q.-equipment (if applicable)	\$X/unit			
d) Primarily Field-Based Equipment				
-Field-equipment	\$X/unit			
Subtotal Equipment				
E. SUPPLIES				
a) Primarily H.Q.-Based Supplies (if applicable)				
-Printing and Photocopying (X months)	X% of \$X/yr			
b) Primarily Field-Based Supplies				
-Markers and dry erase board	\$X/set			
-Telephone (X months)	X% of \$X/yr			
-Office Supplies (X months)	X% of \$X/yr			
Subtotal Supplies				
F. CONTRACTUAL				
a) Subgrants				
-Local Subgrantees (X subgrants)	\$X/unit			
b) Consultant Fees				
-Media Specialist/Honoraria (X days/hours)	\$X/consult			
-Independent M & E specialist	\$X/unit			
-Translation Fees (X pages)	\$X/page			
Subtotal Contractual				
G. CONSTRUCTION	N/A			
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)

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

As mentioned above, the detailed budget should also include an accompanying budget narrative document that explains and justifies each line item, in the suggested format below:

LINE-ITEM BUDGET NARRATIVE –

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. Fringe benefit application must be consistent with organization's written policy.

C. Travel - Staff and any participant travel (Note: Staff refers to grantee staff only, and not sub-grantee staff or contractors):

1) international and/or domestic airfare - Please indicate origin and destination (country/city), number of travelers and unit cost per round trip

NOTE: All travel must be booked with economy class fares only. Applicants must explain differences in fares among travelers on the same routes. Note that all travel, where applicable, must comply with the Fly America Act. For more information see

<http://www.gsa.gov/portal/content/103191>.

2) in-country travel - Please indicate origin and destination (city), type of transportation, number of travelers and unit cost per traveler per trip.

3) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates.

NOTE: Per diem rates must be prorated and/or removed if applicant will pay for refreshments and/or meals for participants during a workshop/conference.

D. Equipment – 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: $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$).

F. Contractual –

a) **Subgrants** - For each subgrant/contract please provide a detailed line-item budget breakdown explaining specific services. Please provide a subgrant budget using the approved OMB budget format. (See Tab C: Budget Guidelines, above.)

b) **Consultant Fees** - For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days). Consultant/outside expert fees/honoraria should be consistent with the level of experience and based on a fair market value. (NOTE: *Consultant Fees and Honorarium should NOT EXCEED \$610/day*)

G. Other Direct Costs - these will vary depending on the nature of the project. The inclusion of

each should be justified in the budget narrative. All costs must be allowable, allocable, and reasonable, and consistent with OMB guidelines. *Line items such as “Miscellaneous,” “Other,” “Contingency Fund,” and “Reserve Fund” are not permitted.*

H. Indirect Charges - See 2 CFR 200.414 , "Indirect Costs"

- 1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. Please specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs. 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 Share/Cost-Effectiveness - Explanation of contributions should be included in the budget narrative, 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 budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources. Cost sharing or matching refers to a portion of project or program cost that is not borne by the Federal Government. Grantees must follow cost sharing or matching policy as stipulated in 2 CFR 200.306. Cost sharing amounts proposed will be incorporated as part of the allowable budget items. If selected for an award, your organization will have to provide the minimum amount of cost sharing as stipulated in the budget approved by the Grants Officer. If your organization does not meet its cost share amount stipulated in the approved budget by the end of the period of performance INL will have the option to (1) reduce its contribution in proportion to your organization’s contribution in the event that you do not provide the minimum amount of cost sharing stipulated in the budget or (2) hold your organization accountable for the amount specified in the approved budget.

BUDGET CONDITIONS AND RESTRICTIONS:

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

Per 22 CFR 200.307 ((e) (1), (2) and (3) of this section please note the following guidance concerning use of Program Income:

- Program income earned during the project period shall be retained by the recipient and, in accordance with the terms and conditions of the award, shall be used in one or more of the ways listed in the following:
 - 1) Added to funds committed to the project by the Department and recipient and used to further eligible project or program objectives.
 - 2) Used to finance the non-Federal share of the project or program.
 - 3) Deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based.
- It is emphasized, however, that the above three alternatives are applicable only when the grantee is a non-profit entity. Any grant to a commercial firm must state that the first of the

alternatives is not available for program income earned by the grantee. (GAO noted in its Principles of Federal Appropriations Law at 10-57, that “This approach [option (1)] increases program size. Both OMB and GAO have expressed preference for the deduction method [option (3)] since it results in savings to the federal government and to grantees.”)

INL will consider budgeted line-items for the following:

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

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

- Publication of materials for distribution within the U.S.;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment and/or Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency;
- Land;
- Construction;
- Direct support or the appearance of direct support for individual or single party electoral campaigns;
- Duplication of services immediately available through municipal, provincial, or national government;
- Expenses listed as “miscellaneous”, “other”, or “contingencies”;
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

INL may make conditions and recommendations on proposals to enhance proposed programs. Conditions and recommendations are to be addressed by the applicant before approval of the award. To ensure effective use of INL funds, conditions or recommendations may include requests to increase, decrease, clarify and/or justify budget costs.

TAB D: GUIDELINES FOR STANDARD FORMS

SF-424 – Complete all fields except fields noted as “Leave Blank” below.

1. Type of Submission: *Application*
 2. Type of Application: *New*
 3. Date Received: *Leave blank. This will automatically be assigned*
 4. Applicant Identifier: *Leave blank*
 - 5a. Federal Entity Identifier: *Leave blank*
 - 5b. Federal Award Identifier: *Leave blank*
 6. Date Received by State: *Leave blank. This will automatically be assigned*
 7. State Application Identified: *Leave blank. This will automatically be assigned*
 - 8a. Enter the legal name of the applicant organization.
 - 8b. Employer/Taxpayer ID Number: *(Non U.S. organizations leave blank)*
 - 8c. Organizational DUNS: Organizations can request a DUNS number at <http://fedgov.dnb.com/webform>
 - 8d. Enter the full 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, organization, and contact information of person to be contacted on matters involving this application
 9. Select an applicant type (type of organization)
 10. Enter: *Department of State*
 11. Enter: the CFDA number is *(19.703, 19.704, 19.705)*
 12. Enter the Funding Opportunity Number and title. *This information will already be entered on electronic applications in Grantsolutions.gov. For grants.gov, the info must be provided here.*
 13. Enter the Competition Identification Number and title. *This number will already be entered on electronic applications in Grantsolutions.gov. For grants.gov, 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 the proposed project (if necessary, delete pre-printed wording)
 - 16a. Enter congressional district of Applicant. *(foreign applicants please enter “90.”)*
 - 16b. Enter: *(foreign applicants, please enter “00”)*
- Program: Leave blank
17. Enter a start date and a projected end date
 18. Enter the amount requested for the project under “Federal” (18a); enter any cost-share under “Applicant” (18b).
 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 contact information of the individual authorized to sign for the application.

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

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

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

I. TECHNICAL EVALUATION CRITERIA [Note: INL POs should revise these criteria and points as it relates to their programs]

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

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

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

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

- Responsive to the solicitation (5)
- Appropriate in the country/regional context (5)
- Exhibits originality, substance, and precision (5)
- Prioritizes innovation but is feasible (5)
- In countries where similar activities are already taking place, provides an explanation as to how new activities will not duplicate or merely add to existing activities (5)

Program Planning/Ability to Achieve Objectives (Total Possible Points – 25):

- Includes a clear articulation of how the proposed program activities contribute to the overall program objectives (3)
- Each activity is clearly developed and detailed (3)
- Provides a comprehensive quarterly work plan for project activities that demonstrates substantive undertakings within the logistical capacity of the organization (3)
- Objectives are clear, specific, attainable, measurable results-focused and placed in a reasonable time frame (3)
- Addresses how the program will engage or obtain support from relevant stakeholders and identifies local partners where appropriate (3)

- Describes the division of labor among the direct applicant, any partners and any potential subgrantees (2)
- Proposal clearly articulates understanding of the security situation/operating environment and plans for ensuring safety of participants (2)
- Includes contingency plans for potential difficulties in executing the original work plan (6)

Cost Effectiveness/Cost Sharing (Total Possible Points - 15):

- The overhead and administration of the proposal, including salaries and honoraria, are explained and justified for the work involved (5)
- All budget items are necessary, appropriate and linked to program objectives (5)
- Personnel costs are reasonable for the work involved (5)

Program Monitoring and Evaluation (Total Possible Points - 15):

The Monitoring and Evaluation (M&E) Plan includes:

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

Multiplier Effect/Sustainability of Impact Rating (Total Possible Points - 10):

- Clearly delineates how elements of the program will have a multiplier effect (5)
- Clearly delineates how impact will be sustainable beyond the life of the grant (5)

Institution's Record and Capacity Rating (Total Possible Points - 10):

- The proposal demonstrates an institutional record of successful programs in the proposed country and the content area (4)
- Personnel and institutional resources are adequate and appropriate to achieve the project's objectives (2)
- Roles, responsibilities, and brief bios/resumes are included for primary staff, and demonstrate relevant professional experience (2)
- Applicant is a current/past Department of State grantee where performance (2) was/is on target showed/shows responsible fiscal management

OR

- The proposal is from a NEW APPLICANT and proposal demonstrates capacity for responsible fiscal management illustrates success in similar sized projects (2)

COST EVALUATION

Cost will be evaluated for realism, reasonableness, allowability, allocability, and cost effectiveness. The pre-award evaluation of cost effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs which may be unallocable, unreasonable, or unallowable. Applications that have more efficient operational systems that reduce operation costs will be favorably considered.

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

[END OF SECTION V]

SECTION VI – FEDERAL AWARD ADMINISTRATION INFORMATION

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

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

- 1) Approval of the Recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
- 2) Approval of specified key personnel;
- 3) Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
- 4) Approval of Monitoring and Evaluation Plan
- 5) Other country specific approvals will be included in the award documents

Terms and Conditions: Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>.

It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit

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

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S.

flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Reporting Requirements:

1. Recipients are required to submit quarterly program progress and financial reports throughout the project period. Progress (SF-PPR and narrative) and financial reports (SF 424 and a detailed financial expenditure report) are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.
 - First Quarter (October 1 – December 31): Report due by January 30
 - Second Quarter (January 1 – March 31): Report due by April 30
 - Third Quarter (April 1 – June 30): Report due by July 30
 - Fourth Quarter (July 1 – September 30): Report due by October 30

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

2. Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed by the Grants Officer.
3. The Awardee must provide to INL an inventory of all the U.S. government provided equipment purchased with grant funds using the SF428 form on an annual basis.

[END OF SECTION VI]

SECTION VII – AGENCY CONTACTS

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

Any questions or comments concerning this NOFO must be submitted in writing by email to [Alexandra Páez paezA@state.gov] by the deadline for questions indicated at the top of this NOFO's cover letter.

[END OF SECTION VII]