

## **Request for Applications (RFA) Announcement**

### **Bicommunal Support Program Cyprus**

Announcement Type: New Cooperative Agreement

Funding Opportunity Title: Bicommunal Support Program Cyprus

Funding Opportunity Number: EUR-09-CA-001-Cyprus-022309

Catalog of Federal Domestic Assistance Number: 00.000

Key Dates:

1. Submission of Applications by 6:00 p.m. Eastern Standard Time (EST) March 27, 2009.
2. Notification of application approval or rejection expected by May 29, 2009.
3. Agreement signing expected by May 29, 2009.

#### **Executive Summary**

The Bureau of European Affairs (EUR) at the Department of State announces a Request for Applications for management of the Bicommunal Support Program in Cyprus. This program promotes cooperation between Greek Cypriots and Turkish Cypriots on initiatives that benefit the island as a whole and that support a broad political settlement based on a bizonal, bicommunal federal framework. The Bicommunal Support Program (BSP), established in 2000, provides training programs for Cypriots in areas of common interest that, over the years, have ranged from education and media, to youth leadership, combating trafficking in persons and promoting social responsibility. Participants work together to break down barriers and find practical solutions to island-wide concerns.

The grantee will work collaboratively with the U.S. Embassy in Cyprus to develop and implement programs by awarding sub-grants.

Total U.S. funding for this cooperative agreement is \$430,000.00 for a one year period. U.S.-based, non-governmental Organizations (NGOs) with experience coordinating international programs, specifically in areas of conflict, are encouraged to submit proposals.

**Contact Person:** Juliette Dickstein  
U.S. Embassy Cyprus  
[DicksteinJA@state.gov](mailto:DicksteinJA@state.gov)  
Phone: +357-22-393-909  
Fax: +357-22-393-931

Please carefully read the entire solicitation package if you plan to submit an application; there are steps that you should take immediately in order to make your submissions by the deadline.

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## **SECTION 1 – FUNDING OPPORTUNITY DESCRIPTION**

### **1A. Background Information**

Cyprus is a study in contrasts. An island roughly the size of the state of Connecticut situated in the middle of the Mediterranean, it is home to both natural beauty and an ongoing conflict of considerable proportions. Barbed wire, a buffer zone and 850 United Nations peacekeeping forces now run the width of the island, cordoning off the island's two physically divided communities from one other. The division is a result of inter-communal violence that began in the 1960s and culminated in armed conflict in the summer of 1974. Approximately 200,000 Cypriots, nearly one-third of the 1974 total population, were displaced during the events. Today, despite negotiations between the communities' two leaders, the political conflict persists. Nicosia remains the world's last divided capital.

To assist Cypriots through this long-standing conflict, the U.S. Government provides funds, which have, over the years, shifted in emphasis from emergency relief to longer-term development and coexistence. The U.S. assistance program seeks to promote bicomunal cooperation between Cypriots on initiatives that benefit the island as a whole and support a broad political settlement, based on a bizonal, bicomunal federal framework. While a settlement must be reached at the political level, it will be largely up to Cypriots from both communities to implement that agreement and ensure it results in an enduring peace for the island.

### **1B. Program Goals**

Through implementation of the BSP program, U.S. Embassy Cyprus will strive to achieve the following goals:

- Bolster the on-going peace process through the implementation of programs that further the goals of tolerance, reconciliation and conflict mitigation.
- Create island-wide networks and affiliations with a view to paving the way for a bicomunal, bizonal, federal solution acceptable to majorities in both communities

### **1C. Expected Results**

The Initiative should strive to achieve the following expected results:

- Successful island-wide collaborations
- Sustainable island-wide networks
- Perceptible attitudes of tolerance

#### **1D. Main Activities**

The grantee will implement BSP programs by awarding sub-grants. In support of its base of operations it will maintain a full-time resident representative in Cyprus in a Nicosia Field Office to organize bicomunal programs with input from the U.S. Embassy via the Bicomunal Coordinator. The Bicomunal Coordinator will approve all sub-grants prior to award and will assist contractor in establishing and maintaining a viable portfolio of activities.

#### **1E. Performance Indicators**

The project should monitor performance indicators that are time-bound and measurable. Following is a list of potential indicators for this program to assist applicants.

- Success of island-wide training programs
- Success of island-wide collaborations
- Sustainability of island-wide networks
- Success of promotion of tolerance

### **SECTION 2 - AWARD INFORMATION**

#### **2A. Available Funding and Legislative Authority**

Overall grant making authority for this project is contained in the Foreign Assistance Act of 1961, as amended. EUR has funding available for a single cooperative agreement for \$430,000 for a one year project period.

#### **2B. Award Management**

The Department of State will award one Cooperative Agreement for the implementation of this program. In a cooperative agreement, the U.S. Embassy Cyprus, European Bureau at the Department of State, is substantially involved in program activities. The awardee of the Bicomunal Support Program RFA will need to collaborate routinely with the U.S. Embassy Cyprus. The activities and responsibilities of U.S. Embassy Cyprus are as follows:

The U.S. Embassy's Bicomunal Coordinator is responsible for overseeing the grantee's Nicosia Field Office, its activities and local staff, ensuring that programs follow U.S. policy guidelines and legal requirements, and that funds are spent in line with bicomunal objectives.

### **SECTION 3 –ELIGIBILITY INFORMATION**

### **3A. Eligible Applicants**

Eligibility is limited to not-for-profit/nongovernmental organizations subject to 501 (c) (3) of the U.S. tax code and international organizations. Applicants must have expertise in international affairs with particular knowledge about the current political, economic, and social environment in Cyprus.

Applications received after the deadline (6:00 p.m. EST **March 27, 2009**) will not be considered.

## **SECTION 4 - APPLICATION AND SUBMISSION INFORMATION**

### **4A. Requesting an Application Package**

This RFA contains all of the information and links necessary for potential applicants to apply. This RFA and all required forms can be downloaded at [www.grants.gov](http://www.grants.gov). If you have trouble obtaining them, please contact Dr. Juliette Dickstein at [DicksteinJA@state.gov](mailto:DicksteinJA@state.gov) with your request and a reference to funding opportunity EUR-09-CA-001-Cyprus-022309.

### **4B. Content and Form of Application Submission**

Any prospective applicant who has questions concerning the contents of this RFA should submit them in writing by emailing them to Dr. Juliette Dickstein at [DicksteinJA@state.gov](mailto:DicksteinJA@state.gov) or to Ms. Patricia Pearce at [PearceP@state.gov](mailto:PearceP@state.gov). An email response should be provided within two working days. Responses to all questions received will be publicly posted on [www.grants.gov](http://www.grants.gov) on a weekly basis. Any other updates about this RFA will also be posted on [www.grants.gov](http://www.grants.gov).

### **4C. Submission Method and Dates**

Completed applications should be submitted electronically through [www.grants.gov](http://www.grants.gov). Please follow all RFA instructions carefully and start early to ensure you have time to collect all of the required information. All applications must be submitted by 6:00 pm Eastern Standard Time (EST) on **Friday, March 27<sup>th</sup>**. If you are experiencing problems submitting your application, contact Juliette Dickstein at [DicksteinJA@State.gov](mailto:DicksteinJA@State.gov) no later than Thursday, March 19, 2009, to arrange alternate submission. Applicants will be emailed regarding acknowledgement of receipt of their application. It is each applicant's responsibility to monitor for confirmation of receipt. All applications must be submitted by 6:00 pm Eastern Standard Time (EST) on **Friday, March 27<sup>th</sup>**. Applications received after the deadline will not be considered.

The Department of State has set aside \$430,000 from FY09 funds to support the BSP Initiative. The initial period of performance will be one year from the initial award of the Cooperative Agreement with the DOS. Depending upon quality of performance and other factors, the DOS reserves the right to supplement this budget and extend the period of performance for up to four additional years, as appropriate, and if the DOS and the recipient mutually agree.

#### **4D. Proposal Narrative Guidelines**

An important part of the application is the Proposal Narrative, which should be organized using the following section headings: Executive Summary, Organizational Capacity and Past Performance, Program Strategy and Technical Merit of Approach, Performance Monitoring and Evaluation, and Management. The key information to include in each section is described below. The point value shown for each section indicates its relative importance in the application review process – see Section 5 for more information.

##### 1. Executive Summary (0 points)

This section should be a succinct, one-page summary containing information that the Applicant believes best represents its proposed program and includes: the name and contact information for the project's main point of contact; the project's purpose and expected results; and a one paragraph statement of work.

##### 2. Organizational Capacity and Past Performance (20 points)

This section of the application provides information about the applicant's organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the BSP Initiative.

- ❖ Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken.
  
- ❖ Include a description of all key partners and proposed working relationship with them. Applicants should clearly distinguish between partners with whom they intend to enter into a sub-granting relationship and those with whom they intend to collaborate, but not

transfer program funds.

- ❖ Discuss the applicant organization's and key partners' past experience in designing, implementing, monitoring, and/or evaluating similar programs, with a specific focus on knowledge and experience of Cyprus and its conflict as well as any other relevant experiences and successes achieved.
- ❖ As an attachment, please provide at least one past performance reference which describes any contracts, grants, cooperative agreements which the applicant organization has implemented involving similar or related programs over the past three years. Please provide the reference in an attachment and include the following information: name and address of the organization for which the work was performed; current telephone number and email address of responsible representative from the organization for which the work was performed; contract/grant name and number (if any), annual amount received for each of the last three years and beginning and end dates; brief description of the project/assistance activity and key project accomplishments / results achieved to date.

### 3. Program Strategy and Technical Merit of Approach (45 points)

- ❖ Propose a clear and realistic implementation plan to significantly address the Goals in Section 1B, achieve the Expected Results in Section 1C, and accomplish the Main Activities in Section 1D. Explain the assumptions on which the success of the project depends, and the involvement of other stakeholders.
- ❖ In table format, please present a brief, one to two page work plan matrix with a time line including target dates for activities for the first year, which reflects the overall program approach, and objectives.

### 4. Performance Monitoring and Evaluation (10 points)

- ❖ Discuss how progress towards the expected results will be measured. Identify which performance indicators will be measured and how data on these indicators will be collected, analyzed and used for program management. Present indicators linked to specific project objectives in table format and include source of data and proposed frequency of collection.

### 5. Management Plan (15 points)

- ❖ Describe the proposed management structure for this project and provide a project

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organizational chart in the attachments. Include in the narrative a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority and lines of communication within and between each of these organizations.

- ❖ Include job descriptions and CVs of key staff (Project Director, etc.) as attachments, which demonstrate that the proposed key staff are consistent with the requirements and needs of the project, including a project director with at least 3 years of substantial and appropriate experience coordinating or implementing similar programs. Note the location where key staff will be based.

## **SECTION 5 – APPLICATION REVIEW INFORMATION**

### **5A. Evaluation Criteria and Selection Process**

Each application will be evaluated and scored using a 100 point scale by a peer review committee of Department of State and other experts, as deemed appropriate. The committee will score each of the five sections of the Proposal Narrative based on how completely they address the bulleted points described in the Proposal Narrative Guidance in Section 4B. The importance of each section is indicated by the maximum score as follows:

- Executive Summary – 0 point
- Organization Capacity and Past Performance – 20 points
- Program Strategy and Technical Merit of Approach – 45 points
- Performance Monitoring and Evaluation – 10 points
- Management Plan – 15 points

The committee will also review the proposal narrative and budget in order to assign **up to 10 points for the overall program budget and cost-effectiveness**. Cost-effective proposals keep estimated overhead and administrative costs as low as possible and have proposed expenditures that are reasonable, allowable, and allocable to the proposed project activities and reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122.

## **SECTION 6 – AWARD ADMINISTRATION INFORMATION**

### **6A. Award Notices**

The cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. 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 either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Applicants should expect to be notified if they have or have not been selected for the award in May, 2009, and the cooperative agreement should be signed with the successful applicant and funds should be available shortly thereafter.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

Timeline for Award Adjudication

Deadline for applications	6:00pm EST March 27,2009
Application Review and Selection	Expected April, 2009
Notification of Project Approval/Disapproval and Grant Signing	Expected May , 2009

**6B. Administrative and National Policy**

Applicants should plan to coordinate carefully with U.S. Embassy Cyprus throughout the course of the agreement to ensure assistance is provided only to eligible recipients.

**6C. Reporting Requirements**

The recipient, at a minimum, shall provide Grants Officer and U.S. Embassy Cyprus with the following reports:

- ❖ Comprehensive Implementation Plan: Within ninety days after signature of the agreement, the grantee shall provide the DOS with a detailed implementation plan that expands on the plans in the proposal.
- ❖ Progress and Financial Reports: The grantee is required to submit quarterly program progress reports. Once each year the grantee should submit a more detailed performance report and a financial report.
- ❖ Final Report: This report will be due no later than sixty days after completion or termination of all project activities. The Final Report shall include a final performance report, a final evaluation report measuring successes, failures, and difficulties encountered over the course of the project (including difficulties encountered while working with partners, the Department of State POC, and the U.S. Embassy), a final financial report, and a

general report outlining the project undertaken and completed in each country and how each project will be sustainable.

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

## **APPENDIX 1 – PROPOSAL SUBMISSION INSTRUCTIONS (PSI)**

### **Proposal Submission Instructions (PSI)**

Bicommunal Support Program Cyprus

U.S. Department of State

U.S. Embassy Cyprus

Nicosia, Cyprus

#### **A1.1 TECHNICAL ELIGIBILITY**

Technically eligible submissions are those which: 1) arrive electronically via [www.grants.gov](http://www.grants.gov) by the designated due date by 6pm Eastern Standard Time (EST); and 2) have heeded all instructions contained in the solicitation document and Proposal Submission Instructions (PSI).

#### **A1.2 INFORMATION ON ONLINE SUBMISSION**

As of October 1, 2005, the State Department requires proposals be submitted electronically via [www.grants.gov](http://www.grants.gov).

**Please note:** In order to safeguard the security of applicants' electronic information, [www.grants.gov](http://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](http://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](http://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 Data Universal Numbering System (DUNS) number available to complete this process. After your organization registers with the CCR, you must wait 3 business days before you can obtain a username and password.

PLEASE be advised that completing all the necessary steps for obtaining a username and password from [www.grants.gov](http://www.grants.gov) can take up to 2 full weeks. EUR strongly urges applicants to begin this process on [www.grants.gov](http://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](http://www.grants.gov). Please access [www.grants.gov](http://www.grants.gov) for the necessary information.

Faxed, couriered, or emailed documents will not be accepted at any time. Applicants must follow all formatting instructions in the applicable request for proposals (RFP) and these instructions.

### **A1.3 TECHNICAL FORMAT REQUIREMENTS**

Applicants must include the following in the proposal submission:

1. Table of Contents that lists proposal contents and attachments.
2. Completed and signed SF-424, SF-424a and SF424b, as directed on grants.gov. See Section A1.4 for more information on standard forms.
3. Proposal Narrative (Not to exceed twelve (12) pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins) following the structure described in the Proposal Narrative Guidelines in Section 4D.
4. Detailed Budget in spreadsheet format, which includes three (3) columns including request from Department of State (DOS), and total budget (see below for more information on budget format). Costs should be in USD. See Section A1.6 for more information about the budget.
5. Budget Narrative (not to exceed 6 pages) that includes an explanation for each line item in the Excel spreadsheet. See Section A1.6 for more information about the budget.
6. Attachments (may include supplemental plan details; the requested past performance reference; the requested CVs of key personnel; etc.) not to exceed 10 pages.
7. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA must be sent as a pdf file. If your proposal involves subgrants to organizations charging indirect costs, and those organizations also have a NICRA, please submit the applicable NICRA as a pdf file.
8. Number all pages, including budget and addenda.
9. Format all pages to standard 8 ½ x 11 paper with a minimum of 1-inch margins.

## A1.4 ADDITIONAL INFORMATION ON STANDARD FORMS

Organizations must also fill out and submit SF-424, SF-424A, and SF-424B forms as directed on [www.grants.gov](http://www.grants.gov). The forms can either be submitted online or emailed directly with the application.

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 (**Please note that sub-grantees must have a 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
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 on page 2 of the SF-424B, including the applicant organization and title of authorized official.

## **A1.5 ADDITIONAL INFORMATION ON MONITORING AND EVALUATION**

The Proposal Narrative must contain a section with a plan for Performance Monitoring and Evaluation as discussed in Section 4D. 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 short-term and long-term goals that are clear, attainable, measurable, and placed in a reasonable time frame;
- linking program activities to stated goals;
- developing key performance indicators that are quantifiable, have realistic targets, and are categorized into outputs or outcomes.

The Bureau recommends that applicants include a clear description of the methodology and data collection strategies/tools to be employed (e.g. surveys, interviews, focus groups) and, as appropriate, samples of evaluative tools such as draft survey questionnaires. The Bureau expects that the grantee 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 behavior as a result of the program, and effects of the program on institutions in which participants work or partner institutions.

Grantees will be required to provide reports with an analysis and summary of their evaluation findings in their regular program reports to the Bureau. These reports must include information about activities conducted by sub-award recipients as well. All data collected, including any survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request. EUR conducts quarterly reviews of all of its programs in order to meet its Program Assessment Rating Tool (PART) requirements as set by OMB and to ensure grants are being administered and implemented successfully.

## **A1.6 ADDITIONAL BUDGET GUIDELINES**

**A1.6A. Line Item Budget**

Applicants must provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns must be used to delineate the bureau funding request, cost-share by applicant, and total project funding. Applicants must also include a budget narrative to explain specific line-items and how the amounts were derived.

The three-column proposal line item budget must include these main components and should follow the format below. Please include the applicant organization name, title, and duration of the project on the budget.

**LINE-ITEM BUDGET**

ORGANIZATION NAME

PROJECT TITLE

PROJECT DURATION

		DOS Request	Cost Share	Total
<b>ADMINISTRATIVE COSTS</b>	unit cost			
a) Personnel: US-based				
Program Officer (X months)	X% of \$X/yr			
Financial Specialist (X months)	X% of \$X/yr			
b) Fringe Benefits: US-based Personnel	fringe=X% salary			
Program Officer (X months)	X% fringe			
Financial Specialist (X months)	X% fringe			
c) Travel				
Monitoring Trip: DC-field (X)	\$X/RT flight			

Per diem (X days)	\$X/day			
e) Supplies (US based, if applicable)				
Printing and Photocopying (X months)	X% of \$X/yr			
j) Indirect Costs				
NICRA (X% on program costs)				
TOTAL Administrative Costs				
<b>PROGRAM COSTS</b>				
a) Personnel: Field				
Program Manager (x months)	X% of \$X/yr			
Program Assistant (x months)	X% of \$X/yr			
b) Fringe Benefits: Field Personnel	fringe=X% salary			
Program Manager (x months)	X% fringe			
Program Assistant (x months)	X% fringe			
c) 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			
d) Equipment				
Used laptop for field office	\$X/laptop			

e) Supplies (Field Office)				
Markers and dry erase board	\$X/set			
Telephone (X months)	X% of \$X/yr			
Office Supplies (X months)	X% of \$X/yr			
f) Contractual				
Local Subgrantee	\$X/unit			
g) Consultant Fees				
Media Specialist/Honoraria (X)	\$X/consult			
Independent M & E specialist	\$X/unit			
Translation Fees (X pages)	\$X/page			
h) Other Direct Costs				
Field Office Rent (X months)	X% of \$X/mo			

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

Please include both a sum total and a line-item break down for the following items in your budget, as shown in the sample Line-Item Budget. Please also include a separate line-item budget for each year of the program.

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

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

Travel - Staff and any participant travel:

- international airfare;

- in-country travel ;
- domestic travel in the U.S., if any; and
- 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: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

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.

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).

Contractual – 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.

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).

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

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

- If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement as an addendum to the budget. See additional information in Section XXX below.
- Indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
- Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

U.S. Embassy Cyprus WILL CONSIDER BUDGETED LINE-ITEMS FOR THE FOLLOWING:

- Independent 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 and Immunizations associated with program travel.

U.S. Embassy Cyprus DOES NOT PAY FOR THE FOLLOWING under any circumstances:

- Administration of a program that will make a profit;
- Expenses incurred before or after the specified dates of the grant (unless prior approval received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment expenses, including alcoholic beverages;
- Contingency funds to cover unexpected costs, including salary increases, increased airfares, and other inflationary factors.

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

### **A1.6B. Summary Budget**

The application should also include a Summary Budget. The summary budget presents the total administrative and programs costs from the Line Item Budget. It also includes the Total Unit Cost.

#### **SUMMARY BUDGET**

ORGANIZATION NAME

PROJECT TITLE

PROJECT DURATION

	<u>DOS Request</u>	<u>Cost Share</u>	<u>Total</u>
A. Administrative Costs			
B. Program Costs			
C. Total Costs (A + B)			
D. Total Unit Cost (C / estimated # target schools )			

**A1.6C. Cost Share**

This RFA does not require, cost sharing.

**A1.6D. 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 should include a copy of the cost-rate agreement as an addendum to the budget. An applicant must indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. EUR generally does not pay indirect costs against participant expenses. Organizations claiming indirect costs should have an established NICRA. If sub grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package.

**A1.6E. Office of Management and Budget (OMB) Circulars**

Organizations should be familiar with OMB Circulars A-110 (Revised) 22 CFR 145 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals

and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. For a copy of the OMB circulars cited, please contact Government Publications or download from <http://www.whitehouse.gov/omb/circulars/index.html>.

## **A1.6F. Audits**

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

- (1) complies with the requirements of OMB Circular No. A-133, "Audits for Institutions of Higher Education and Other Nonprofit Institutions";
- (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 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) Organizations that receive more than \$500,000 in US government funds are required to have an A-133 audit.

The audit costs shall be identified separately for:

- audit of the basic financial statements, and
- supplemental reports and schedules required by A-133.

## **A1.7 ADDITIONAL INFORMATION**

Once the Request for Proposals deadline has passed, State Department and USAID staff in DC and overseas at U.S. Embassies/Missions may not discuss this competition with applicants until the review process has been completed.