PROPOSAL SUBMISSION INSTRUCTIONS (PSI)

I. APPLICATION AND SUBMISSION INSTRUCTIONS

Technically eligible submissions are those that: 1) Arrive via Grants.gov (www.grants.gov) by the designated due date and time, 2) contain a complete application package as outlined in the NOFO; and 3) heed all instructions outlined in the NOFO and this PSI document.

It is the applicant's responsibility to ensure proposals have been submitted and received in advance of the deadline indicated in the NOFO.

U.S. Department of State requires that all Department awards be *issued* via State Award Management System (SAMS). Successful applicants must secure the ability to manage the award through SAMS, including acceptance/electronic counter-signature within the system.

For assistance with the system, applicants must contact SAMS Help Desk at 866-577-0771 or SAMSSupport@state.gov

*Applicants should follow application submission requirements in the NOFO located in Grants.gov.

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
C) All Microsoft Word documents are single-spaced, 12 point Calibri font, with one-inch margins
D) All documents must be submitted in English.

Complete applications must include the following for proposal submissions:

1. Forms: Completed and signed SF-424, SF-424A, and SF-424B (for non-construction programs/projects).

2. Table of Contents: Not to exceed one [1] page in Microsoft Word for the full proposal, including attachments, with page numbers.

3. Executive Summary: Not to exceed two [2] pages in Microsoft Word) including:
a) The target country(ies);
b) A statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results;

c) The total amount of funding requested;
d) A brief statement on the project's innovative approach, sustainability, and plan for its demonstrated impact
e) Name and contact information for the project's main point of contact

4. Proposal Narrative: Up to 20 pages in Microsoft Word. Please note the page limit does not include the Table of Contents, Executive Summary and Attachments, such as Budget/and Budget Narrative, Audit Report, and NICRA, if applicable.

Applicants are encouraged to submit multiple sections in a single Microsoft Word document (e.g., Table of Contents, Executive Summary, and Proposal Narrative in one file). Budget (in excel), using the attached budget template, and budget narrative (in Word) should be **separated** from the proposal narrative.

Contents of the Proposal Narrative can be found in the NOFO.

Applicants should describe the problem and the approach the project will take to achieve or contribute to a sustainable solution and a measurable outcome. Applicants should describe the planned activities, and relevant stakeholders for implementation. Applicants should also list assumptions that will affect the ultimate success of the project.

The applicant should explain, as necessary, the particular experience and qualifications the organization brings to the project.

5. Detailed Line-Item Budget (in Microsoft Excel): Please follow the attached **budget template**.

A summary budget must be included following the OMB-approved budget categories (as in SF-424A). Costs must be presented in whole U.S. dollars.

6. Budget Narrative (in Microsoft Word): **Please follow the attached *Budget Guidelines* document.**

Budget narrative should include an explanation and **justification** for each budget line item/each cost in the detailed budget, including cost-share, if applicable. For ease of review, we request applicants to ensure that the **budget narrative addresses the costs in the same order as they are listed in the detailed line-item budget**.

The budget narrative should communicate additional information that might not be readily apparent in the budget spreadsheet, and not simply repeat with words what is numerically stated in the budget.

7. Financial Management Survey: For first-time applicants to the U.S. Department of State/or awarding Bureau only.

8. Attachments: (5-10 pages, preferably in Microsoft Word). Six mandatory attachments include the following (see Tabs A-D below for more information):

a) Roles and Responsibilities to include the names of key personnel
b) Timelines/Schedule of Activities
c) Performance Monitoring Plan With Results/Logic Framework
d) Detailed Budget & Budget Narrative
e) Risk Assessment
f) Gender Analysis

Note: 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 project rather than the actual documentation.

Proposals submitted without the mandatory attachments will be ruled technically ineligible.

9. NICRA/Indirect Cost Rate: If the applicant organization has a Negotiated Indirect Cost Rate Agreement (NICRA), the most recently approved NICRA must be included as a .pdf file. This document will not be reviewed by the panelists, but rather by the U.S. Department of State Grants Officer if the proposal is recommended for funding. NICRA inclusion does not count against the page limitations as described above. If the proposal involves implementing partners charging indirect costs, please submit the applicable NICRA also as a .pdf file.

Per 2 CFR 200.414, applicants that do not have a NICRA may elect to charge a de minimis rate of **up to** 10% of modified total direct costs (MTDC) which may be used indefinitely. If the applicant organization has a NICRA rate, applicants are **not** allowed to apply the 10% de minimis, i.e. to alternate between the NICRA and the 10% de minimis. Whichever methodology is elected, it must be applied consistently to all federal awards. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs and may not be double-charged.

10. Audit: Include a copy of the applicant organization's most recent audit (single or project audit), if applicable, or the annual financial statement audit. Please refer to the 2 CRF 200 for requirements). This document will not be reviewed by the review panel and will not be counted against the page limitations.

The applicant's proposal may 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.

A non-federal entity that **expends** $750,000 or more in all USG federal assistance awards during the non-federal entity's fiscal year is required to conduct a single or project-specific audit for that year in accordance with the provisions of 2 CFR 200 subpart F. For more information, see Audit Services, 2 CFR 200.425.

NOTE: The U.S. Department of State retains the right to request additional documentation for items not specified in this PSI.

INFORMATION ON STANDARD FORMS

Please see Tab C for instructions for completion of Standard Forms 424, 424A, and 424B.

UNIFORM ADMINISTRATIVE REQUIREMENTS

Organizations should also be aware that if recommended for an award, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) and 2 CFR 600 (Department of State specifications) shall apply to all non-federal entities, except for assistance awards to Individuals and Foreign Public Entities.

Please note that as of December 26, 2014, 2 CFR 200 (Sub-Chapters A through E) now applies to foreign organizations, and Sub-Chapters A through D shall apply to all for-profit entities. The applicant of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at https://www.statebuy.state.gov/fa/Documents/2016DeptTermsAndConditions_FA.pdf

TAB A: MANDATORY ATTACHMENT GUIDELINES

a) Roles and Responsibilities:

Indicate the roles and responsibilities of key project personnel with short biographies that highlight professional experience as it relates to the organization's capacity to implement the award. Please add the names of those individuals.

b) Timeline/Schedule of Activities:
Provide a timeline or schedule of activities for the overall project. Components should include all activities, including monitoring and evaluation efforts, and project closeout. Applicants may use a table, or another format, that is suitable for indicating the timing of the planned activities and the relationship between or sequencing of the activities. Choose the best tool to demonstrate the timeline for the project plan.

c) Performance Monitoring Plan (PMP):
WHA will work with any successful recipient organization to implement the appropriate performance monitoring plan that meets both the needs of the Bureau and the implementing partner. Incorporating a well-designed monitoring and evaluation component into a project proposal is one of the most efficient methods of documenting the progress and potential success of a project. 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; and
- Developing key performance indicators that measure realistic progress towards the objectives

WHA expects implementing organizations will track participants or partners as appropriate and be able to respond to key evaluation questions, including satisfaction with the project/training, information learned as a result of the project/training, changes in attitude and behavior as a result of the project, and effects of the project on institutions with which participants work.

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

Problem Statement ==> Planned Activities/Inputs ==> Output Indicators ==> Outcome Indicators ==> Impact

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	*80 percent of participants demonstrate at least 75 percent cognizance of efficiency standards*

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	*30 percent of efficiency standards being implemented in a participant's country as a result of participant's participation.*

All quantitative indicators **must** include measurable, numerical targets, which should serve as the foundation for monitoring and evaluation efforts. Qualitative indicators are also permitted but must be measurable and consistent across the PMP. Ultimately, proposed activities and achievement of indicator targets will lead to impact.

The PMP should include, at a minimum, the following elements:

- **A results/logic framework** that graphically shows the intended impact, outcomes, inputs and activities of the proposed project and highlight the causal relationship between them through a logic model (please see example below).
- **A separate chart that clearly delineates indicators and targets**. Indicators, along with details on the measurement of each indicator, frequency of the measurements, units of measure, etc. Provide indicators at the output and outcome levels. <u>All indicators must include measurable, numerical targets.</u>
- Where possible, **performance baseline data** and expected performance targets for each indicator. In some cases, the baseline may be zero.

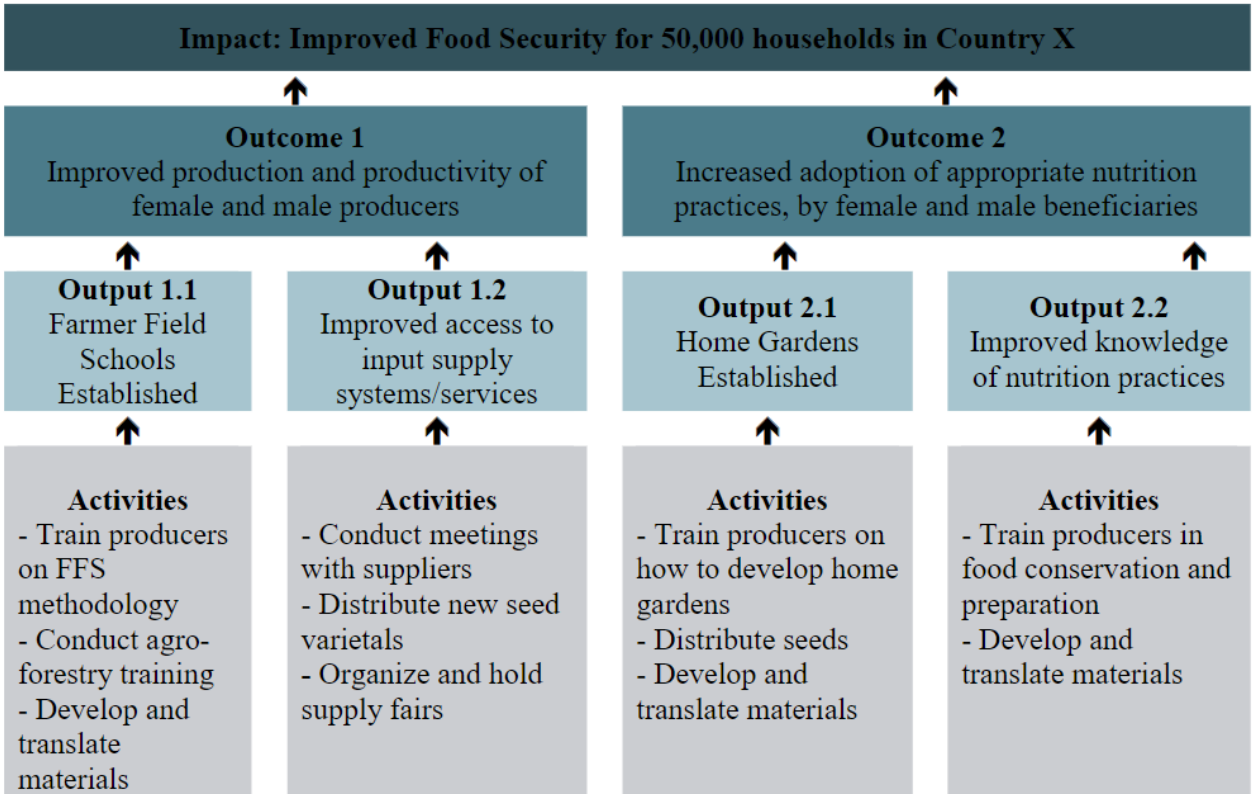
- **A monitoring plan** (see below), that includes elements such as rapid assessment surveys, site visits, key stakeholder interviews, etc., that will be used. Plans should describe how the project's impact and effectiveness will be monitored throughout the project.

Recipients will be required to provide reports with an analysis and summary of findings, both quantitative and qualitative, in regular project reports to WHA.

Sample Monitoring Plan

Activity: Training Course						
Indicator Type	**Indicator Name**	**Source**	**Target FY16Q1**	**Results FY16Q1**	**Target FY16Q2**	**Results FY16Q2**
Output	# of women trained in energy efficiency standards passing with 80% success rate	training records	10	20		
Outcome	% of standards implemented in participant's host country as a result of participant's direct or indirect participation	WHA reporting				
Activity: Government Roundtable						
Indicator Type	**Indicator Name**	**Source**	**Target FY16Q1**	**Results FY16Q1**	**Target FY16Q2**	**Results FY16Q2**
Output	xxx					
Outcome	yyy					

Sample Results/Logic Framework



d) Detailed Budget & Budget Narrative: Complete applications must include a detailed line-item budget following the required budget format. The budget narrative should follow the order of the line items in the budget and should be used to clarify and justify individual line-items.

Applicants are required to use the <u>attached detailed budget template</u>. Please follow the instructions in the Budget Guidelines document, Tab B.

- **Cost Effectiveness -** Applicants should demonstrate cost effectiveness of USG funds by presenting **reasonable budgets based on real estimates**. Budgets that either significantly over estimate or under estimate line item amounts will not be viewed as cost effective.

- **Cost Share -** Refers to a portion of project or program cost that is not borne by USG. Cost-sharing, if not mandated in the NOFO, is not required and will <u>not</u> be used as a factor in proposal review. If offered voluntarily, cost share must be itemized, explained, and **justified**. Cost share follows the same principle as USG funds.

For any cost sharing included, applicants are required to provide an explanation of the contributions, 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. Applicants must follow cost-sharing or matching policy as stipulated in 2 CFR 200.306. Funds from other USG awards, including other USG agencies, may **not** be used as cost share.

e) **Risk Assessment:** The safety and security of recipients and beneficiaries are of utmost importance. WHA requires all applicants to conduct a thorough risk assessment and take all actions necessary in accordance with those assessments to mitigate those risks. WHA does not take responsibility for the risks incurred by any applicants. A sample/suggested risk analysis template is provided in the proposal submission instruction under TAB D.

f) **Gender Analysis:** Per the **Women, Peace, and Security Act of 2017** and subsequent **U.S. Strategy on Women, Peace, and Security**, it is a U.S. government-wide priority to expand and apply gender analysis, as appropriate, to improve the design and implementation of U.S. government-funded projects. A gender analysis helps consider the different ways in which projects might impact and be impacted by the community, country, and region where activities take place. As such, WHA recommends reviewing and completing the Project Gender Analysis document (one-two page mandatory attachment) listed as TAB C in the PSI document. Once an applicant analyzes challenges, gaps, and opportunities related to gender, this information should be used to tailor and strengthen the application project design and implementation.

g) ***Gender-based Violence**:* Gender-based violence (GBV) is a key barrier to addressing gender equality in humanitarian settings. We encourage partners to submit proposals that are targeted or multi-sectoral, and fund both types of approaches and interventions. All programs should be designed and informed by the specific context, situation, and operating environment of the target population, supporting and partnering with local women's organizations, wherever possible. WHA encourages partners to target and provide services to those most at-risk, particularly women and girls, as well as consider addressing the intersection of multiple vulnerabilities (e.g. disabled women and girls, women who are the single head of household, etc.) when designing the project.

h) ***PSEA Requirements**:* The recipient will take all practical steps in accordance with their internal controls and existing policies and procedures to address the prevention of sexual exploitation and abuse (PSEA). In accordance with the internal control requirements, which require the Recipient to establish standards of conduct for its employees, the Recipient must ensure that all its employees adhere to these standards of conduct in a manner that incorporates safeguarding against the sexual exploitation and abuse of beneficiaries, including but not limited to updating internal policies and procedures, as applicable and appropriate, and conducting appropriate monitoring of beneficiaries, and that the non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements. If the Recipient determines that the conduct of any recipient employee is not in accordance with this requirement, the Recipient must address the situation in accordance with the recipient's internal policies and procedures.

i) ***Protection Mainstreaming***: Proposals need to demonstrate protection mainstreaming, including by identifying potential protection risks associated with the program and how they will be mitigated. Assistance activities should mainstream protection by analyzing the protection risks in relation to each specific programming sector. WHA requests the implementing organization to develop a protection plan for at-risk project beneficiaries that includes measures to safeguard the rights of at risk populations of concern by seeking to prevent or end patterns of violence or abuse; alleviate the trauma and related effects of violence or abuse; identify and promote durable solutions; foster respect for refugee, humanitarian, and human rights law; and ensure that humanitarian actions uphold dignity, benefit the most vulnerable, and do not harm affected populations. Applicants may introduce gender-specific risks in this section but should provide a full analysis in the gender analysis.

j) ***Security Plan:*** Create a security plan addressing any issues involving in-person events and recruitment for said events, and safety for any online programs or communications. Organization's security plan should demonstrate consideration of the risks identified in the submitted risk assessment. Applicants are also encouraged to include contingency plans for in-person or online activities

k) Additional Optional Attachments

TAB B: BUDGET GUIDELINES

Applications that maximize direct activity costs and 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.

Complete applications will include a detailed line-item budget and budget narrative to clarify and justify individual line-items (i.e. calculations for the per month/year costs, their necessity, and overall contribution to the project's cost-effectiveness).

Applicants are required to use the detailed budget template of SF-424A. Individual line items included in the budget should reflect specific project activities.

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

For additional informational please reference the Budget Guidelines document.

TAB C: GENDER ANALYSIS (Mandatory for all Gender-Based Violence proposals)

Per the **Women, Peace, and Security Act of 2017** and subsequent **U.S. Strategy on Women, Peace, and Security**, it is a U.S. government-wide priority to expand and apply gender analysis, as appropriate, to improve the design and implementation of U.S. government-funded projects. A gender analysis helps consider the different ways in which projects might impact and be impacted by the community, country, and region where activities take place.

As such, WHA recommends reviewing the Gender Analysis questions provided below to develop a gender analysis response. Applicants are not required to answer all questions. Applicants should then analyze challenges, gaps, and opportunities related to gender; this information should be used to tailor and strengthen the project design and implementation. For those applicants applying to Gender-Based Violence prevention solicitations, **WHA requires a one-two page mandatory attachment** summarizing the applicant's analysis using the questions listed below for reference.

Gender Analysis Questions

WHA recommends these questions to help identify different ways in which men, women, boys, and girls might be impacted by the project proposal. The applicant's analysis should identify challenges, gaps, and opportunities related to gender, and the resulting answers should be used in the proposal. For example:

- If traditional gender roles exclude men from nursing jobs, but the planned intervention aims to address a need for trained nurses, can activities be designed to get more men into nursing?
- If traditional gender roles and economic stress stops girls from attending school, and the planned intervention aims to increase secondary school attendance and performance, can the activities be designed to close this gender gap?

I. <u>Context and Background</u>

A gender analysis helps consider the different ways in which project activities might impact and be impacted by the community/country/region where the activities and participants are or will be. The following list provides questions to help complete a one-two page gender analysis document; however not all questions are required to be answered.

Domains of Analysis

- **Laws, Policies, Regulations, and Institutional Practices** Are men and women treated equally in legislation, and by official policies and institutions in the country? Are there any laws or policies that address inequality or discrimination, current or past? How could treatment under the law, and by official policies and institutions in the country, impact the work?
- **Cultural Norms and Beliefs** What is expected of men and women in the host country(ies) or region? Do stereotypes help or hurt their engagement in the work? How will the work impact community members in different ways as a result?
- **Gender Roles, Responsibilities and Time Use** (including paid and unpaid work- like care for family members). Who does what? How do gender roles and responsibilities, inside and outside the home, impact equitable participation in the work? How will participation impact success?
- **Access to and Control over Assets and Resources** (including income, employment, and land) Do men and women have equal control over and the capacity to use resources—

assets, income, education, social benefits, services, technology—and information necessary to be an active and productive participant in society? If not, how might the work need to adjust to close these gaps?

- **Patterns of Power and Decision-making (**including structural barriers, leadership norms, and entry points). Who decides, influences, and exercises control over material, human, intellectual, and financial resources in the family, community, and country? Why? Will women have control over and benefit from assets that may result from participating in the work? Are there any risks associated with disrupting these patterns, even if it's what beneficiaries want?

Cross-Cutting Questions

- **Did the applicant consult organizations/partners with whom it wants to work it?** What do local women's groups and gender equality practitioners think about the work? Have they flagged potential concerns or unintended consequences (for example: increased income increasing a risk of robbery)?
- **How could gender-based violence impact the project?** How can gender-based violence impact participation in, or accessing benefits from, the project? Could anything inadvertently exacerbate gender-based violence? This can include examining rates of domestic violence, sexual violence, early and forced marriage, violence against women online or in politics, etc.
- **What other factors should be considered?** Identity and power, autonomy, and access intersect in different ways to produce empowerment or disempowerment. How do attributes, in addition to gender, determine someone's safety and access to opportunity? Does anything the applicant will do risk negatively exacerbating this? Examples include age, religion, race, ethnicity, tribe, wealth, education, marital status, care of children or elderly, class, sexual orientation, gender identity, geographic location, rural/urban residence, disability status, and nationality.

II. Implementation and Proposals

How and where does the application utilize the gender analysis tin both project design and implementation?

Design

- **Organizational Staffing**

- How does the applicant's staff address gender norms, discrimination, and vulnerability in this project?
    - How does the applicant's organization train staff to help them be sensitive to different local, national, or regional gender norms, and how to interact with those norms?
    - Are there policies and practices in place if staff or partners are discriminating against others or being discriminated against?
    - Does the personnel team for this proposal include someone trained in privacy and referrals in cases of GBV?
    - Is there someone on the personnel team who understands how to reach women and men for different activities (i.e. voter registration)?
- Will staff be trained in assessing and bridging gender gaps within the applicant organization and with possible participants?
- Will staff be a part of, and able to communicate with, the organizations/partners that need to be reached?

- **Stakeholder Participation**
    - How will the applicant consult with local women and women's groups to ensure that women are active participation in the work?
    - What is the outreach plan to gain access to stakeholders relevant to the success of the work?
    - Which local organizations can help ensure appropriate engagement of all members of a community?
- **Results/Logic Framework**
    - How will gender equality be included in the project's results/logic framework and implementation?
- **Performance Monitoring Plan**
    - How will the applicant monitor, analyze, evaluate, and continuously learn about gender norms, challenges, and opportunities as the applicant implements this project?
    - How will the applicant disaggregate sex among proposed indicators that count people?
    - Does the applicant proposal include gender-specific indicators (USG GNDR standard indicators may help)?

TAB D: RISK ASSESSMENT (Mandatory)

The safety and security of recipients and beneficiaries are of utmost importance. WHA requires all applicants to conduct a thorough risk assessment and take all actions necessary in accordance with those assessments to mitigate those risks. WHA does not take responsibility for the risks incurred by any recipients or beneficiaries. Applicants should consider the following questions for its risk assessment:

1. Are the project activities likely to exacerbate existing tensions or conflicts within the home, between participants or beneficiaries, within or between communities, or otherwise?
2. What gendered issues, including the safety, movement, and access of participants and staff, may arise and how will the applicant mitigate and response to those risks?
3. What are the safeguarding practices and policy to prevent sexual exploitation and abuse of participants by staff and implementing partners?

A sample/suggested risk analysis template is below.

	Description of Risk	Likelihood of Risk	Potential Impact of Risk	Risk Mitigation Plan/Actions
Risks affecting participants *consider risks when gender norms are challenged in implementation*				
Risks affecting stakeholders/community members				
Risks affecting realization of Project Objectives				
Risks affecting realization of Project Outcomes/Outputs				
Risks affecting Organization				
Risks affecting Safety and Security of Personnel				

TAB E: 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
5. (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
8. (8a) Enter the legal name of the applicant organization.
   (8b) Employer/Taxpayer ID Number: Enter applicant-specific number.
   (8c) Unique Entity Identifier (DUNS)
   (8d) Enter the full legal address of the applicant organization
   (8e) Enter the name of the primary organizational unit 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: Bureau (specify)
11. Enter Bureau's CFDA number or DOS Assistance Funding Number -- 19.750
12. Enter the Funding Opportunity Number and title as it appears Grants.gov. This number will already be entered on electronic applications
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications
14. Areas Affected by Project: List the country or countries where project activities will take place in alphabetical order
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
16. (16a) Enter Congressional district of Applicant (if foreign applicant, enter 90)
    (16b) Enter: 00
17. Enter tentative projected start date and end date (month and year)
18. (18a) Enter the amount requested for the project under "Federal"
    (18b) Enter any cost-share under "Applicant" otherwise use zeros
19. Enter "c"

20. Select the appropriate box. If the is answer “yes” to this question applicants will be required to provide an explanation
21. Enter the name, title, and contact information of the individual authorized to sign for the application

SF-424A – Please review the detailed instructions below before completing this form online.

Section A - Budget Summary - Complete Row 1
1a. Enter: Bureau (specify) Grants
1b. Enter CFDA/Assistance Funding Number
1c. Leave this field blank
1d. Leave this field blank
1e. Enter the amount of <u>federal</u> funds being requested for this project
1f. Enter the amount of any other non-federal funds planned for this project
1g. Enter the total cost of this project
Rows 2, 3, and 4 may be left blank.

Section B - Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5, the form should automatically show the sum. Columns 2, 3, and 4 should be left blank.
6a-h. Enter the amount for each object class category (Include cost share).
6i. Enter the sum of 6a-6h
6j. Enter any indirect charges
6k. Enter the sum of 6i and 6j
7. Enter any program/project income that will be earned as a result of the project. If there is none leave this section blank. Interest earned is **not** program/project income.

Section C - Non-Federal Resources *(Only complete this section if the project includes an applicant cost share or funds from other sources)*
8a. Under Grant Program/Project enter: Bureau (specify)
8b. Enter the proposal cost share amount
8c. Enter the amount of any other funding sources for this project
8d. Leave blank
8e. Enter the total amount for all non-federal resources (the form should automatically show this sum)
Rows 9, 10, and 11 should be left blank.

Section D - Forecasted Cash Needs
13. In the first column enter the amount of federal funds the applicant expects to expend in the

project’s first year. Forecasted cash ‘needs by quarter’ are not required.
14. In the first column enter the amount of non-federal funds the applicant expects to expend in the project’s first year. Forecasted cash needs by quarter are not required.
15. In the first column enter the sum of 13 and 14 (the form should automatically show this sum). Forecasted cash needs by quarter are not required.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project
16a. Under Grant Program/Project enter: Bureau (WHA)
16b-e. Enter the amount of federal funds the organization expects to expend in each subsequent year of the project.
Rows 17, 18, 19 should be left blank.
20. Enter the total amount for each year (The form should automatically show this sum.)

Section F - Other Budget Information
21. Enter: Direct Charges **– Leave Blank**
22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed)
23. Enter any other explanations or comments deemed necessary.

SF-424B
Fill in the appropriate fields. Complete applicant organization and title of authorized official sections. The Authorized Official is generally the grant signatory at the organization or institution.