



**Notice of Funding Opportunity (NOFO)**  
**U.S. DEPARTMENT OF STATE**  
**Bureau of International Narcotics and Law Enforcement Affairs (INL)**

<b>Announcement Type:</b>	Request for Federal Assistance Award Applications
<b>Funding Opportunity Title:</b>	<i>Mexico Travel and Logistics Program for Training Support</i>
<b>Funding Opportunity Number:</b>	<b>OFOP0002758</b>
<b>Program:</b>	U.S.-Mexico Security Cooperation Training Assistance Program
<b>Catalog of Federal Domestic Assistance (CFDA) Listing Number:</b>	19.704 - Counternarcotics
<b>Total Funding Available:</b>	\$9,900,000.00 U.S. Dollars
<b>Funding Source:</b>	Post-Funds
<b>Application Ceiling:</b>	Up to \$9,900,000.00 U.S. Dollars
<b>Application Floor:</b>	At least \$9,000,000.00 U.S. Dollars
<b>Anticipated Number of Awards:</b>	1 award
<b>Initial Project Implementation Length:</b>	24 months
<b>Estimated Project Start Date:</b>	<b>January 2027</b>
<b>NOFO Issuance Date:</b>	<b>May 29, 2026</b>
<b>Deadline for Submission of Questions:</b>	<b>June 29, 2026</b> by 11:59 PM EST via email
<b>Deadline for Submission of Applications:</b>	<b><u>July 29, 2026</u></b> by 11:59 PM EST via <a href="http://www.grants.gov">www.grants.gov</a>
<b>Assistance Type:</b>	Cooperative Agreement (CA)
<b>Applicant Types and Eligibility Categories:</b>	Organizations only.

Refer to [Section C: Eligibility Information](#) for more information.

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**BUREAU MISSION**

The mission of the State Department’s Bureau of International Narcotics and Law Enforcement Affairs (INL) is to keep Americans safe by countering crime, illegal drugs, and instability abroad. INL is at the forefront of responding to these challenges, uniting these overarching themes through our foreign assistance programs, diplomatic engagement, and policy coordination.

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## A. PROJECT DESCRIPTION

**Overview:** The Bureau of International Narcotics and Law Enforcement Affairs of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a project to provide programmatic, logistical, travel, and administrative support to advance INL Mexico's objectives and programs. These programs deliver training and related activities to appropriate participants in support of the objectives of the U.S.–Mexico Security Cooperation Assistance Program. Through these efforts, the project will help strengthen regional security, counter transnational criminal threats, and advance U.S. national security interests by helping make the United States stronger, safer, and more prosperous.

**Project Reporting:** Note that this award must submit quarterly performance reports through INL's DevResults system. See Appendix A for more details.

**Priority Region/Countries:**

Mexico

United States

Central and South America

Countries within INL projects scope

**Problem Statement:**

The U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL) in Mexico implements a large volume of projects and activities that require complex, time-sensitive coordination of travel, logistics, administrative processing, and compliance with U.S. Government policies and procedures. These activities often involve large number of participants across multiple locations, compressed planning timelines, and evolving operational and security conditions. The scale and complexity of these efforts require dedicated technical and administrative support to ensure efficient planning, execution, and oversight. Without a dedicated, professional support mechanism, the timely and compliant execution of INL-funded training and activities would be significantly constrained, limiting INL's ability to achieve U.S.–Mexico security cooperation objectives.

**Project Goal(s) and Objectives:**

**Goal**

Strengthen INL Mexico's capacity to deliver timely, effective law enforcement and criminal justice training programs by providing comprehensive travel and logistics coordination that advances shared security objectives for Mexico and the United States.

**Project Objectives:**

The project seeks to:

- Provide comprehensive logistical, administrative and occasional programmatic support to enable the planning and implementation of INL-supported activities.
- Facilitate domestic and international travel, lodging, and event logistics for participants, instructors, and subject-matter experts in compliance with U.S. Government policies and regulations.
- Maintain accurate administrative, financial, and participant records to support accountability, monitoring, and reporting requirements; and
- Support reasonable accommodation for people with disabilities, in accordance with U.S. and host government law.

### ***Anticipated Program Scope:***

- The U.S. government estimates that approximately 3,000 to 10,000 people will attend INL events within a 12-month period. Individual events may range from small workshops with just a few participants to large trainings involving more than one hundred participants, while event duration may vary from one (1) day to up to six (6) months, with the average event lasting approximately five (5) to ten (10) days.
- In a typical month, a project activity could include the coordination of programs for 400 participants in ten Mexican states and potentially another country. Most of these participants will travel by air, while some others by bus/ferry/train or a combination, depending on their point of origin.

### **Project activities and deliverables:**

Proposed activities should clearly demonstrate alignment with U.S. national interests and policy priorities and include mechanisms to ensure effective implementation, measurable results, and responsible stewardship of U.S. taxpayer resources.

Activities should support practical, results-oriented projects that enhances partner institutions' ability to address shared security challenges and contributes to a safer, more stable, and more prosperous environment that advances U.S. strategic interests.

**Activity 1 - Travel Documents:** The award recipient is responsible for collecting from INL, or from the participants if requested by INL, before travel, their Annex 3 (this may be collected the first day of the training), bank account information, and passports (if needed). Additionally, if required by INL, award recipient will assist participants with obtaining appropriate travel documents such as work permits (if required), immunization, costs for birth, health, PCR or antigen test, identity certificates, and other documents needed to attend the event. The award recipient should review the necessary travel requirements published on the Centers for Disease Control and Prevention (CDC) website needed to enter the country to which the participants are traveling to. Only costs authorized by the Cost Principles for Non-Profit Organizations (2CFR 230) will be allowed. The award recipient should maintain express mail delivery services for delivery of materials or travel documents. As an exception, local government employees traveling for official purposes funded by the INL should apply for A-2 visas. INL Mexico will submit applications to the Visa Unit.

The award recipient will work closely with INL Mexico to set reasonable deadlines for obtaining participant information to secure travel documents. In line with U.S. Department of State Leahy Amendment vetting requirements, award recipient acknowledges that the process for vetting participants may take longer than expected and may create situations in which participants are approved with short notice before programs are set to begin. No funds will be distributed to participants until vetting (see activity 17) takes place. To the extent possible, awardee will work with the Grants Officer Representative (GOR) and the INL Mexico Program Managers to identify travel events well in advance of scheduled dates to secure optimal travel arrangements and pricing. As part of regular reporting, award recipient will provide INL with data on advance times for requests received, to help identify opportunities for process improvements and more efficient scheduling.

**Activity 2 - Travel Advances and Reimbursement:** When required, the award recipient shall provide participants, instructors, subject matter experts (SME), and speakers with a travel advance up to the maximum per diem amount authorized by the U.S. Department of State or a lesser amount as determined by the award recipient and INL. The applicant shall ensure the participant receives the travel advance with sufficient time, no later than three (3) working days prior to departure, to reduce the financial burden associated with the event. The award recipient will provide participants with a

monetary travel advance before travel to cover meals, incidentals, etc. whenever possible. The advance can be in form of cash in exceptional circumstances with prior approval from INL, and when no other secure method of payment is available, wire transfer, direct deposit or any other means not prohibited by U.S. or local laws.

The award recipient is encouraged to maintain both U.S. and Mexican bank accounts and to use accounts that do not generate interest. Awardee will provide reimbursement for costs associated with travel, to include per diem, baggage fees, incidentals, taxis, buses, weapons fees when required (WEAP), etc. in accordance with INL policies.

**Activity 3 - Airline Tickets/Air Transportation:** When required, the organization shall provide round-trip airline tickets for travel for students, participants, speakers, instructors, and SMEs as required. The award recipient cannot buy any fare labelled as FIRST or BUSINESS or ECONOMY PLUS. All flight arrangements must comply with the Fly America Act. The award recipient shall verify participant information such as names in passports, vetting and visas before purchasing e-tickets. Awardee will be responsible for oversight of all arrivals and departures and shall make every effort to avoid unused tickets by booking the lowest cost, fully refundable fares that allow changes without penalty to the extent possible. The award recipient will be responsible for ensuring an adequate budget for international air travel. Tickets exceeding \$5,000.00 require approval from INL Mexico Security Assistance Operations (SAO) .

The award recipient can work with reputable travel agencies in Mexico and the U.S. to make airline reservations for the referred travels and will exercise due diligence to ensure the purchase price of airline tickets consistent with the booking policy outlined above, and advantageous to the U.S. Government. The award recipient is only authorized to purchase e-tickets for official routes and dates. Any changes for personal convenience, outside of INL operations, are the responsibility of the traveler, and INL will not cover associated costs. No cost construct or extended trips are authorized. Award recipient shall confirm with the travel agency if all the booked participants were confirmed passengers for all air transportation activities. The award recipient is responsible for notifying INL of any participants cancellations or no-shows.

**Activity 4 - Health, Travel, and Personal Property Insurance:** When required, the award recipient shall provide each participant, when traveling outside Mexico, with up to the maximum amount of insurance authorized by the FTR or 2 CFR 200. Award recipient must ensure that all participants, speakers, SME's, Students, etc. have the appropriate level of insurance before the trip begins. International travel insurance coverage should include pre-existent conditions reimbursement for over \$80,000.00. Government of Mexico participants do not require national insurance since they have domestic health insurance. The insurance contracted by the organization must include expenses related to any appropriate health phenomenon.

**Activity 5 - Ground Transportation:** When required, the award recipient shall arrange ground transportation for individuals or groups to support INL events. Ground transportation may include taxis, rented vehicles (sedans, pickup trucks, vans, or buses) or other commercially available options, and may involve travel by bus/ train/ ferry or a combination depending on participants' departure location. When traveling by public bus or taxi these costs should be handled by reimbursement.

Ground transportation could include transportation to and from hotels to meeting facilities, to and from the airport and hotel, between sites of interest, etc. The award recipient shall ensure participants arrive at the event location at least 15 minutes before the event begins and shall take the necessary measures to ensure vehicles comply with Government of Mexico and U.S. Government safety standards.

When required by the U.S. Embassy Regional Security Office in Mexico, the recipient organization shall take appropriate security measures to protect the safety of participants during the ground transportation process which may include the use of armored vehicles. Drivers hired by the award recipient may need to obtain clearances for accessing government facilities

In cases of operational travel, the award recipient must provide boat, airplane, bus, and vehicle fuel for task force use on an ad-hoc basis. Procurement will be structured for a specific location, specific type of vehicle, and authorized Government of Mexico unit.

As a general practice, the recipient will arrange and provide ground transportation services (e.g., hired vehicles, buses) or participants will utilize commercial ground transportation such as taxis or ride-share services. In limited and justified circumstances, an invitational traveler (including a participant, subject matter expert, speaker, or instructor) may be authorized to rent a vehicle directly when no reasonable or secure alternative mode of transportation is available. Such arrangements must be approved in advance by the INL Grants Officer's Representative (GOR) and supported by written justification.

When rental vehicles are procured directly by invitational travelers and reimbursed under the award, reimbursement of rental costs and associated insurance shall follow U.S. Government travel regulations. Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) are not reimbursable for rentals within the United States but may be reimbursed for overseas rentals when required by local law or standard commercial practice and when no U.S. Government contract rate including insurance is available.

**Activity 6 - Lodging:** When required, the award recipient is responsible for arranging and prepaying lodging for participants, SME's and instructors. Lodging may include hotels, apartments or similar accommodations that must comply with the applicable U.S. Department of State per diem rates for the location.

In some cases, the U.S. government may secure lodging at academy dormitories or other facilities. In these cases, the award recipient shall coordinate lodging arrangements directly with USG representative responsible for the event. If dormitory-style accommodations are used, the award recipient may be required to provide bedding supplies such as pillows, blankets, and other associated supplies.

The award recipient shall ensure that all accommodations are of adequate size to accommodate one or two adults and take the necessary measures to ensure lodging facilities meet USG or Government of Mexico sanitary and safety standards. The award recipient should prioritize leases with lodging providers with flexible cancellation policies, including agreement avoiding cancellation fees and those offering courtesy rooms and/or meeting rooms or parking. The award recipient should negotiate prepaid lodging, when possible, to avoid participant, SME, or instructors' payment and reimbursement. When required, the award recipient should negotiate with hotels so that a guaranteed deposit is not required from the participants. Participants shall only be required to provide a credit card for incidentals as required by hotel policy.

Per guidance of INL, the award recipient on a case-by-case basis could be required to competitively bid longer-term lodging stays. The organization must send to the INL Program Assistants proof of payment of the lodging of speakers, SMEs, instructors, etc., and POC that confirms that accommodation has been paid and thus avoids the participants being charged to their credit cards.

For activities involving more than ten (10) participants, the award recipient may be asked to block rooms needed for INL escorts (USDH, PSC and LES) and shall share with Program Assistants and INL Travel the confirmation number and hotel POC. The award recipient should contact the hotel one day after participants check in to verify that everyone has arrived as the award recipient is responsible for notifying INL within 24 hours of any participants cancellations or no-shows.

**Activity 7 – Event Management:** The award recipient shall organize events that support the objectives of the Bureau of International Narcotics and Law Enforcement Affairs (INL) for partner entities of the Government of Mexico, as required. Events may include conferences, training programs, workshops, seminars, or other activities that advance INL’s institutional objectives. The recipient shall also provide administrative support for INL-sponsored travelers attending conferences or related events.

When required, the recipient shall arrange and rent appropriate facilities for conferences and training events in Mexico, the United States, or other countries. Facilities may range from small meeting rooms accommodating five (5) to ten (10) participants to large venues hosting hundreds of participants, as well as outdoor training sites, training centers, or academies. In some cases, the U.S. Government may coordinate with the Government of Mexico to obtain facilities (e.g., training academies), and the recipient shall have the capacity to process payments to those institutions as directed by INL.

The recipient may also provide event support services, including audio-visual and computer equipment, communications services (e.g., internet, radios, or cell phones), interpretation and translation, reception and cleaning services, administrative support, refreshments (e.g., coffee breaks and lunch), training materials, and other supplies necessary to support event objectives. The recipient shall ensure that facilities meet applicable U.S. Government or Government of Mexico’s sanitary and safety standards.

When required, the recipient shall assist with the identification, recruitment, invitation, and contracting of speakers, subject matter experts (SMEs), trainers, instructors, and interpreters. Honoraria may be paid in accordance with applicable U.S. federal assistance guidelines and may not exceed allowable limits unless approved in writing by the Grants Officer. The recipient may also pay conference registration or event fees, including training-related licensing costs, when such expenses support program objectives.

As needed, the recipient shall provide on-site coordination support, including event assistants, travel counselors, or logistics personnel. The recipient may also designate an in-country logistics coordinator to support conferences and training activities in coordination with the INL team. Event logistics schedules and vendor points of contact shall be shared with INL at least one (1) week in advance.

With prior INL approval, the recipient may procure services from qualified institutions to support the development and implementation of training courses or related programmatic activities. All procurements must comply with the recipient’s procurement policies and applicable federal regulations, including 2 CFR 200.317–200.327, and must follow appropriate competitive procedures.

**Activity 8 - Refreshments and Meals:** When required, the award recipient is responsible for providing participants with government approved per diem or meals that could include hot breakfast, lunch, and dinner at locations where meals cannot be readily obtained at public facilities. When meals are provided directly by the recipient, the corresponding Meals and Incidental Expenses (M&IE) allowance shall be reduced accordingly, in accordance with applicable U.S. Government per diem

regulations. As appropriate, the award recipient shall also provide snacks, coffee, tea, and other non-alcoholic refreshments during events. The award recipient shall maintain a regular inventory, storage and deliver plan for refreshments and coffee break services when necessary. The organization shall ensure food and beverages meet USG or Government of Mexico sanitary standards. The award recipient may be needed to provide pre-packaged or “to-go” meals so disposable packages may be needed. for Government of Mexico participants, the award recipient is responsible to provide, per diem in accordance with the maximum rates established by the Government of Mexico according to the norms published on the “Diario Oficial de la Federación” of Mexico. For international travel, GSA per diem rates must be applied. When required by INL, the award recipient shall arrange and pay for catering services to support events and training activities. In some cases, catering services may need to be procured directly from the host venue if the venue is the sole provider authorized to deliver food services at the event location.

**Activity 9 – Event Close Out:** The award recipient shall be responsible for collecting and maintaining proof of participant attendance, and receipts to be reimbursed no later than five (5) working days after the last day of the event. Upon completion of refunds, the award recipient shall send an email to the INL Program Assistant in charge of the event summarizing the total of participants that were reimbursed. All activities must be closed out no later than two (2) months after the completion of the event. This requirement supports timely reconciliation of final costs and ensures accurate reporting in applicable quarterly financial and programmatic reports.

**Activity 10 – Unused Funds Settlement:** When required, the award recipient shall take required actions to recover unused funds resulting from cancellations by participants, SME’s, Instructors, vendors, facilities, etc. Voucher settlement includes obtaining receipts from hotels and other service providers, as well as any supporting documentation necessary to reconcile expenses associated with the event. In the event the award recipient owes reimbursement to a participant, settlement shall be made no later than ten (10) working days following the last day of the event. The award recipient shall prepare monthly documentation packages, for submission to INL no later than five (5) business days after the beginning of each month, packages shall include all invoices reflecting value-added tax (VAT) expenses associated with purchases or services funded under the award for the purpose of VAT recovery. VAT recovery shall be processed by INL through Financial Management Center (FMC), in accordance with applicable procedures and requirements.

The organization will be responsible for contacting no-show/cancelled participants to recover any funds provided for M&IE. Additionally, the award recipient shall maintain a database (debtor list) tracking all unused and recovered funds and provide a monthly report to the Grants Officer Representative (GOR).

**Activity 11 – Unused E-ticket Funding Reporting:** The award recipient shall track unused electronic airline tickets (e-tickets) resulting from cancellations by participants, speakers, instructors, SMEs, etc., The award recipient shall make every reasonable effort to obtain reimbursement, and/or reuse the tickets for other authorized travelers. The award recipient shall maintain a database of unused/reused tickets and provide a monthly report to the Grants Officer Representative (GOR) with this information. The award recipient must work with the travel agency to use as many unused tickets as possible before the expiration date. The award recipient shall ensure that, in any given quarter, the number of unused or open airline tickets does not exceed thirty (30). To the maximum extent practicable, all cancelled tickets shall be reimbursed.

The award recipient should maintain agreements or established working arrangements with airlines or travel service providers, when feasible with a team dedicated to this award, to facilitate group travel bookings, generally for groups of ten (10) or more travelers. These arrangements should enable

the organization to deal with situations in which INL requires participants to travel on the same flight or, when necessary, to split groups across multiple flights while ensuring reasonable and efficient travel options, INL expects award recipient to be able to confirm purchase of tickets within 24 hours.

**In the event of airline delays, cancellations, or missed connections, the recipient shall take immediate action to rebook affected travelers on the most efficient and cost-effective available flights, in coordination with the travel agency and in accordance with U.S. Government travel regulations. The recipient shall make every reasonable effort to minimize disruptions to scheduled activities and ensure travelers arrive at their destination as close as possible to the original itinerary.**

**The recipient shall maintain the capability to provide real-time travel support, including outside normal business hours, when necessary, to address urgent travel disruptions. The recipient shall promptly notify INL of any significant travel disruptions and the actions taken to resolve them. Any additional costs incurred as a result of airline delays or rebooking shall be reasonable, justified, and documented. When possible, the recipient shall seek to avoid additional costs by working with airlines to utilize flexible fare options or existing tickets.**

**Activity 12 – Database Management:** The award recipient shall maintain accurate digital records of each participant. At minimum, record shall include name, parent organization, country of origin, event attended, dates, costs per participant, final costs per activity, INL project(s) that funded the event, and any other information required in a format mutually agreed by the U.S. Government and the recipient organization. The award recipient is responsible for reviewing the final list of participants uploaded into the Training Tracking System (TTS) and report any discrepancies to INL. The award recipient shall also utilize any other potential system implemented by INL during the duration of the award. And shall provide required participant and event data to the GOR no later than thirty (30) days after the completion of each event.

The recipient shall maintain a database with filtering capabilities that allow identification of participants enrolled in multiple courses, events, or activities scheduled for the same dates. The system shall also track cases in which a participant, instructor, subject matter expert (SME), or other invitee cancels attendance at a sponsored event and fails to return the M&IE provided. Individuals who do not return the applicable M&IE following a cancellation shall not be eligible to participate in subsequent events sponsored by INL or the U.S. Government until the matter has been resolved. The award recipient shall report such cases to the Grants Officer's Representative (GOR) and include them in a monthly report summarizing outstanding M&IE recoveries and related actions taken to resolve them.

**Activity 13 – Training Centers:** When required, the award recipient shall provide administrative and logistical support in the training facilities identified by INL, additionally the award recipient shall identify facilities that comply with specific requirements aligned to activities provided by INL as requested. Activities conducted may vary from high-level executive meetings to multi-day training events involving several hundred of participants. Support services may include, but are not limited to, preparing and setting up training rooms, producing and printing materials for participants, setting up refreshments, greeting and directing participants, and providing other administrative or logistical assistance necessary to ensure the effective implementation of the event.

**Activity 14 – Payments Requests:** The award recipient will submit monthly payment requests to the Grants Officer (GO) and Grants Officer's Representative (GOR) no later than 30 calendar days after the end of each reporting month. In exceptional circumstances and with prior written approval from INL, the recipient may submit payment requests within 60 calendar days.

Timely submission of payment requests ensures the recipient receives payments promptly, prevents financial constraints, supports effective INL oversight, maintains sufficient funding for program activities, and facilitates liquidation of both canceling and non-canceling funds.

The award recipient must maintain adequate cash flow to cover monthly expenses ranging from \$300,000.00 USD to \$1,000,000.00 USD for program implementation. The award recipient must monitor and account for all budget cost increases or decreases resulting from exchange rate fluctuations in accordance with 2 CFR 200.440 (Exchange Rates). If exchange rate fluctuations cause budget revisions exceeding the thresholds established in 2 CFR 200.308 (Revision of Budget and Program Plans), the recipient must obtain prior written approval from the Grants Officer before reallocating funds between budget categories.

The award recipient will provide monthly burn rate reports detailing expenditures and liquidations under the award. These reports enable INL to monitor fund utilization rates, ensure expenditures align with approved activities, support effective financial oversight, and facilitate timely program implementation adjustments when necessary.

**Activity 15 – Prepare Event Materials and Presentations:** The award recipient is responsible for preparing, printing and distributing event materials, including, but not limited to, travel and event agenda per participant, course packets, event guidebooks/manuals, attendance lists, name tags, binders, pens, banners, and other printed or digital materials, as required by INL. The organization shall comply with the U.S. Department of State branding and marketing requirements. The award recipient may be responsible for the design of certain training manuals, banners, or other materials related to the event. If necessary, NCSC should be able to purchase supplies related to any health phenomenon, such as hand sanitizer, face masks, thermometers, gloves, or any other item that may be necessary to safely conduct the event. The award recipient should purchase the materials/supplies/personal protection equipment (PPE) through vendors, in accordance with the award recipient procurement policy. The organization may assist in the recruitment of appropriate speakers, SMEs, or trainers with or without honoraria. The award recipient shall maintain express mail or courier services to facilitate timely delivery of materials or travel documents. All event materials and presentations produced under this award are property of the U.S. Government. The award recipient should have contact with more than one (1) vendor to attain the best available prices for any event. The organization should maintain a secure storage room/area for all materials received from vendors, ensure proper tracking, and distribute materials to the required locations as requested by INL. All manuals or materials with outdated content must be destroyed.

The recipient shall ensure that all vendors or contractors with access to training materials, manuals, or other sensitive program materials sign appropriate Non-Disclosure Agreements (NDAs). The recipient shall also ensure safeguarding and proper control of training materials and other supplies procured under this award. Vendor storage facilities shall **not** be used for storing training materials or program supplies. These requirements are consistent with the safeguarding and internal controls provisions outlined in 2 CFR 200.302(b)(4).

**Activity 16 – Interpretation and Translation Services:** The award recipient may be responsible for providing translation of academic or training materials and interpretation services, with or without the use of interpretation equipment, for national and international events. The award recipient shall maintain relationships with multiple translation and interpretation service providers to ensure competitive pricing and to ensure the availability of quality interpreters who may be recruited with short notice. In certain cases, INL may specify a particular vendor for the interpretation services. In these cases, it will not be necessary to obtain three (3) quotes. However, the recipient shall retain

INL's written justification on file to document the procurement decision, ensuring compliance with award recordkeeping requirements and audit standards.

**Activity 17 – Leahy and Local Vetting:** The recipient shall ensure that the approved vetting list is obtained for each event and that all participants have received the required vetting clearance prior to participation. The award recipient shall maintain and regularly update a list of vetted individuals. As vetting clearances are valid for one (1) year, the recipient shall ensure that the list remains current and accurately reflects the validity period of each clearance.

In accordance with U.S. Department of State Leahy Amendment vetting requirements, all funds provided under this award are subject to Section 620M of the Foreign Assistance Act of 1961, as amended. The award recipient shall exercise due diligence to ensure full compliance with the Leahy provision and relevant Department of State policies.

**Activity 18 – Operational Travel:** The award recipient may be required to provide ad-hoc administrative and logistical support for urgent operational travel requests with less than twenty-four (24) hours' notice, as directed by INL. Support may include coordinating travel arrangements, lodging, ground transportation, and other related logistical services necessary to ensure timely and effective execution of the activity.

**Activity 19 – Exceptional Circumstances:** The award recipient may be required to provide ad-hoc administrative and logistical support for travel with 24 or 48 hours in advance on occasion. The organization shall accommodate late travel and/or training requests whenever possible, at least five (5) working days in advance for activities for no more than ten (10) participants and include complete documentation, such as vetting, bank account information, passports, and Annex 3. This applies for both national and international activities. The award recipient shall process emergencies within 24 hours when support is requested. If an electronic funds transfer (EFT) cannot be processed due to short notice, it will be processed on the next business day or, if appropriate, via refund.

**Activity 20 – Customer Service and Corrective Action Reports:** The award recipient shall ensure their staff maintain professional and customer-service oriented environment while performing duties under this award. The award recipient should provide logistical support during official Embassy working hours, 7:30 through 17:30. For operational and regular travel, the staff must be available at any time, including weekends. The organization will provide monthly incidents reports (e.g., issues with travel arrangements or insurance coverage, funds lost on last-minute participant cancellation, etc.).

**Activity 21- Training Tracking System (TTS):** The recipient shall utilize INL's Training Tracking System (TTS) as the primary platform for monitoring travel and activity requests and for sharing program-related documentation, including but not limited to agendas, hotel information, flight options, and other logistical details. The recipient shall also use TTS to record estimated and final costs associated with each training or activity supported under this award. All required final costs information shall be entered into TTS no later than two (2) months after the completion of each activity. Proper and timely use of TTS is critical to ensuring accurate program tracking, financial oversight, and reporting for INL-supported activities, therefore, previous experience of the system is desirable. Recipient personnel must obtain the necessary Department of State (DOS) access and clearances prior to using TTS. INL will facilitate the required system access and clearance process.

**Activity 22- Procurement of Goods and Services for Activities:** In general, all procurement transactions shall be conducted, to the maximum extent practicable, through open and fair competition, in accordance with the procurement standards outlined in 2 CFR 200.317–200.327.

Awards shall be made to the bidder or offeror whose proposal is responsive to the solicitation criteria and most advantageous to the program, considering price, quality, and other relevant factors identified in the solicitation.

When applicable and consistent with the recipient's procurement policies and federal procurement thresholds, the recipient should obtain price quotations from at least three (3) qualified vendors. When necessary, the Grants Officer's Representative (GOR) may request procurement documentation, including vendor quotations, for review and monitoring purposes.

**Activity 23- Admin and Support Team:** The recipient shall maintain sufficient administrative staff to perform program support duties under this award. These duties may include, but are not limited to: providing administrative and clerical support; maintaining project documentation and correspondence; assisting INL in analyzing and anticipating program requirements; coordinating with host-nation counterparts; organizing hard copy and electronic files for improved retrieval, access, and audit purposes; editing internal documents in English and Spanish; and preparing correspondence, reports, and presentations in both English and Spanish as requested by INL.

When required and at the direction of INL, recipient staff may travel to the location of an event to provide on-site administrative or logistical support, in lieu of hiring a separate event assistant.

**Activity 24- Virtual and Hybrid Events:** The recipient shall have the capability to organize and support virtual and hybrid events when required. These events may include webinars, conferences, trainings, workshops, and other virtual or hybrid activities.

When required by INL, the recipient shall ensure that all necessary technical components are available to support the event, which may include, but are not limited to: an event website or registration platform, live presentation capabilities, one-way or interactive audio/video streaming, question-and-answer functions, polling tools, note-taking or participant engagement features, recorded content, interactive video conferencing, and post-event feedback surveys. The recipient shall provide and manage the appropriate platform and technical support necessary for the successful delivery of the event.

The recipient may procure basic audio equipment, when required by INL, such as standard-input headphones, or other minor technical supplies necessary to support the delivery of virtual or hybrid activities.

**Activity 25- Annex 3:** The recipient shall obtain from INL the duly signed Annex 3 form for each participant and maintain an updated record of these forms, the award recipient should be able to maintain an updated data base to inform INL if any participant has a valid Annex 3 at any required moment. As the Annex 3 form is valid for one (1) year, the recipient shall ensure that valid forms are maintained on file for all participants supported under this award. Form is part of the attached forms for reference.

**The award recipient must obtain the Grants Officer's approval before incurring any new costs for proposed activities or expenses not previously approved.**

**Funds for the proposed travel logistics project cannot be used to cover expenses such as travel, personnel, administrative, or other costs for USG employees and contractors—including full-time employees (Foreign or Civil Service personnel), third-party contractors (TPCs), Personal Services Contractors (PSCs), Locally Employed Staff (LE Staff), or When Actually Employed (WAEs).**

### **Participants and Audiences:**

INL will identify the target audiences and participants for activities. Beneficiaries may include government officials, law enforcement personnel, justice sector actors, and other relevant stakeholders from Mexico, the United States, and other countries. The U.S. Government estimates that approximately 3,000 to 10,000 participants may be supported annually through activities under this award, with individual events ranging from small technical meetings to large-scale trainings.

**Project Expansion:** If the project is successful, INL will consider the option of an award modification to expand the project to other areas in the region, subject to availability of future funding. Applicants may include in their proposal a brief section outlining how additional funds could potentially be used to expand work into additional activities in future years. Applicants are strongly encouraged to demonstrate how their project might leverage funding through other organizations.

## **B. FEDERAL AWARD INFORMATION**

Applicants are encouraged to reference the table on the first page(s) of this NOFO to determine the basic federal award information (e.g., project length, amount of funding available, anticipated number of awards, assistance type, etc.). Additional award information is included in this section, although specific aspects of the award(s) issued from this NOFO may differ from program to program.

### **1. Project Implementation Period**

The initial project implementation length is the amount of time (e.g., months) applicants should plan to implement the project. If a range of months is listed, applicants should propose a realistic project length within that range. *INL reserves the right to decrease or increase the initial project implementation period in accordance with the needs of the INL project/program.*

INL may extend the project implementation period, contingent on INL priorities, good performance of the recipient, Department of State management approvals, and funding availability. INL projects shall not exceed five (5) total years of project implementation.

### **2. Assistance Type**

The type of assistance is determined by the scope of INL's involvement in the implementation of the project. Refer to the table on the first page(s) of the NOFO to determine whether this particular project will be a grant or cooperative agreement.

For cooperative agreements, INL may be substantially involved in the following ways:

- 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;
- Approval of Monitoring and Evaluation Plan; and
- Other country- or project-specific approvals will be included in the award documents.
- Coordination with the recipient on scheduling training activities, travel arrangements, and logistical planning to ensure alignment with INL program priorities.
- Review of financial reports, burn rate reports, and budget projections to monitor appropriate use of funds and ensure expenditure remains consistent with approved budgets.
- Oversight of required program management systems, including review of data entered into the Training Tracking System (TTS) and other INL reporting platforms.

### **3. Funding Notices**

This award will be supported with International Narcotics Control and Law Enforcement (INCLE) funds under the Foreign Assistance Act of 1961. **This notice is subject to the availability of funding.**

Length of performance period: Twenty-four (24) months

Anticipated program start date: January 2027

Number of awards anticipated: One award (dependent on amounts)

Award amounts: awards may range from a minimum of \$9,000,000.00 to a maximum of \$9,900,000.00

Total available funding: \$9,900,000.00

Type of Funding: FY2022 & FY2023 INCLE Funds

## C. ELIGIBILITY INFORMATION

### 1. Eligible Applicant Types

The following organizations are eligible to apply:

- U.S.-based non-profit/non-governmental organizations (NGOs);
- Foreign-based non-profits/non-governmental organizations (NGOs);

Applicants must also meet the following requirements to be considered eligible:

- **Demonstrated Experience:** Applicants must have demonstrated experience in providing travel-related services and logistical support for training, conferences, or similar activities, preferably in both Mexico and the United States.
- **Operational Partnerships:** Applicants must have existing partnerships, or the demonstrated capacity to establish partnerships with service providers necessary to implement program activities of large scale. These may include travel agencies, airlines, hotels, ground transportation providers, translation and interpretation services, insurance providers, and other vendors required to support program implementation.
- **Program Implementation Experience:** Applicants must have demonstrated experience implementing education, training, or programs, including the coordination of travel and logistical arrangements for participants.
- **Bilingual Capability:** Applicants must have the ability to produce course materials, and conduct evaluations in both Spanish and English. Applicant staff must also possess sufficient English proficiency to meet program reporting and communication requirements.
- **Stakeholder Coordination:** Applicants must demonstrate the ability to coordinate with relevant stakeholders and partner organizations necessary to successfully carry out the proposed program.
- **Operational Readiness:** Applicants must demonstrate the capacity to respond to program requirements and mobilize resources within short implementation timelines, including the ability to support urgent travel and logistical requests when necessary.

### 2. Cost Sharing or Matching

Cost share is the portion of project costs not borne by the U.S. government. Cost share is recommended but **not required** for this project. **Applicants must be able to ensure cost share is accounted for/tracked through accounting systems and/or supporting documentation**

**(such as Personnel Activity Records, proof of voluntary hours, proof of any purchases for materials being included as cost share, etc.)**

Any cost share proposed must be appropriately captured within the SF-424A, budget, and budget narrative.

### **3. Other Eligibility Requirements**

- In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section D for more information. Individuals are not required to have a UEI or be registered in SAM.gov.
- Applicants are only allowed to submit one proposal per organization. **If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.** Organizations may form a consortium and submit a combined proposal; however, one organization should be designated as the lead applicant and other organization(s) listed as sub-recipient partner(s).
- 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.

***Note: Public International Organizations (PIOs) are excluded from applying to INL grant/cooperative agreement announcements.***

## **D. APPLICATION AND SUBMISSION INFORMATION**

Applicants should carefully follow all instructions in this section to ensure their application is formatted properly and includes all required documents. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be deemed ineligible for review.

### **1. How to Apply and Submit Questions**

This opportunity is posted on [www.grants.gov](http://www.grants.gov), along with all required application forms and, where applicable, templates for application documents. Applications and all supporting documents must be submitted via [www.grants.gov](http://www.grants.gov). INL reserves the right to reject any applications submitted through improper channels.

Applicants are encouraged to closely review the NOFO and email questions to the INL points of contact by the deadline listed on the first page(s) of this document. After the question deadline has passed, INL will respond to all questions publicly through a Questions & Answers document uploaded to the Related Documents tab of this opportunity.

### **2. Required Application Documents**

All documents in the following list must be included in your application, unless explicitly listed as optional. If a document includes a page limit, please adhere to that limit in your application. Applicants that do not submit all required documents will be notified via email of their ineligibility after the application deadline.

Standard Application Forms

- **SF-424 (Application for Federal Assistance – Organizations)**
  - Must be signed by an authorized signatory of the applicant’s organization.
- **SF-424A (Budget Information for Non-Construction Programs)**
- **SF-424B (Assurances for Non-Construction Programs) – *Optional***
  - The SF-424B is only required for applicants who are not registered in SAM.gov.

**Project Proposal**

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant is proposing to do. The following documents may be submitted separately or combined into one document. If combined, please be sure to adhere to the page limits for each section.

- **Proposal Narrative – *Maximum 25 pages***

Applicants may use their own proposal template, but it must include all the sections below. Refer to Appendix A for additional guidance on drafting a proposal narrative.

  - **Cover Page:** include organization name, project title, requested number of months, target country(ies), point(s) of contact, and requested funding amount.
  - **Table of Contents:** list all documents and attachments with page numbers.
  - **Executive Summary:** Provide a synopsis of the project.
  - **Project Context:** Include an analysis of the issue to be addressed, including why it is important to address, what the main causes of the issue are, and who has power to effect change on the issue; suggested approaches and solutions (with evidence to support suggestions); and suggestions for outcomes, i.e., the specific changes the project could expect to achieve within the period of performance.
  - **Theory of Change & Implementation Plan:** Describe the implementation plan (specific activities to implement suggested solutions); and explain how or why they should result in accomplishment of the outcomes. Projects should be designed such that activities, if implemented according to plan, should result in achievement of the outcomes. The Theory of Change should clearly address why the outcomes do not already exist in practice, and how the project will address those constraints. Finally, discuss likely challenges to implementation, including any risks of harm to project implementers or participants, along with mitigation strategies.
  - **Evidence:** The theory of change should demonstrate a clear understanding of where previous relevant interventions have succeeded or failed, and demonstrate how those lessons will inform the proposed intervention(s). Projects are also expected to incorporate insights from the evidence on what has been shown to be promising in related areas of the intervention(s). The Center for Evidence-Based Crime Policy provides a good overview of the available systemic reviews in criminal justice policy, linked [here](#). In addition, the National Academies of Sciences, Engineering, and Medicine publishes consensus reports including those on international crime and justice issues such as policing, linked [here](#), that should be reviewed if relevant to the intervention(s). Where feasible, it is highly recommended that projects incorporate a research or evaluation components to ensure lessons developed through the course of implementation can inform the broader stakeholder community for future projects.
  - **Description of Prior Work:** Provide brief descriptions, including outcomes and deliverables, of any similar projects the organization has implemented.

- **Future Funding Plan/Sustainability:** Briefly discuss the plan for ensuring the sustainability of the project (i.e., that the project continues to have impact beyond the grant period) or note if sustainability is unlikely without continued support. Applicants may also include a brief section outlining how additional funds could potentially be used to expand work into additional activities or countries beyond the initial project period.

**Performance Monitoring Plan**

See Appendix A for more details and instructions. Applicants **MUST** submit the following:

- **Change Map (see template).** Note: The Change Map will eventually include INL Standard Indicators, as determined by grantee responses to the Standard Indicator Form. These do not need to be reflected in the Change Map at the application stage.
- **Illustrative Performance Indicator Reference Sheet (see template)**

*Note 1: If full performance monitoring information is not available at the time of the proposal, the applicant should indicate that the Change Map and PIRS are notional. If selected, a final version of the documents will be required as an early deliverable.*

*Note 2: Grantee must generate quarterly performance reports using INL's performance monitoring system (DevResults). Grantee must submit several forms and templates (see Appendix A) within 30 days of award to enroll in the system. INL will provide user accounts and training for new users.*

**Project Risk Analysis**

A template is included under the Related Documents section of this NOFO announcement on [www.grants.gov](http://www.grants.gov). Refer to Appendix B for additional guidance on drafting a Project Risk Analysis.

**Timeline**

Outline key milestones in the project, project start-up, and closeout, programmatic activities, and monitoring and evaluation activities (e.g., monitoring trips or semi-annual reviews). May be a written schedule and/or a GANTT chart.

Organization, Staff, and Partners

The following documents may be submitted separately or combined into one document. If combined, please be sure to adhere to the page limits for each section.

**Biographical Information of Applicant Organization – *Maximum 5 pages***

- Introduce the applicant organization, including biographical information such as mission statement, organization size, relevant office location(s), etc.
- Provide a summary description of past and present operations, demonstrating the applicant's ability to carry out the project
- Describe any experience the organization has in the target country or region
- Confirm whether the organization is a registered business entity within the target country or region

- **List of Key Personnel** – *Maximum 3 pages*
  - Names, titles, responsibilities, and relevant experience or qualifications of key personnel involved in the management of the project
- **Partner Information (if subrecipient) is being proposed)** – *Maximum 3 pages*
  - Introduce and provide relevant information about key partner organizations and sub-recipients
  - Briefly describe the division of labor and/or distinct roles and responsibilities among the applicant organization and its partners
  - If proposing a sub-recipient, please briefly describe the applicant organization’s experience related to managing sub-recipients
- **Letters of Support** – *Optional*
  - If desired, applicants may submit letters of support from project partners, host government entities, or other relevant stakeholders

### Project Budget and Cost Documents

- **Summary and Detailed Budgets**

A proposal budget must be submitted in spreadsheet format (e.g., Microsoft Excel). A template is located under the Related Documents section of this NOFO announcement on [www.grants.gov](http://www.grants.gov) for applicants as a reference. Refer to Appendix C for additional guidance on drafting a proposal budget.

  - One tab of the spreadsheet shall contain the Summary Budget, which lists the OMB-approved budget categories and total estimated cost per category
  - One tab of the spreadsheet shall contain the Detailed Budget, which breaks down the OMB-approved budget categories into individual line items and provides detailed cost estimates per line item
  - If applicable, federal costs and recipient cost share must be reported in separate columns
- **Budget Narrative**

The Budget Narrative is a companion document to the summary and detailed budgets and must be submitted in word document format. A template is included under the Related Documents section of this NOFO announcement on [www.grants.gov](http://www.grants.gov). Refer to Appendix C for additional guidance on drafting a Budget Narrative.

  - The Budget Narrative should communicate to INL any budgetary information that is not readily apparent in the detailed budget. Rather than simply repeating with words what is stated numerically in the budget, the Budget Narrative should explain the logic behind the amount budgeted for each line item
  - If applicable, proposed recipient cost share must be included in the Budget Narrative, including reference to the source of the cost share
- **Indirect Costs**

**Negotiated Indirect Cost Rate Agreement (NICRA):**

  - If the applicant has an approved Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, a copy of the organization’s most-recent NICRA **must** be included in the application

- If the applicant is proposing a sub-recipient that has an approved NICRA, and includes NICRA charges in the sub-award budget, a copy of the sub-recipient organization's most recent NICRA **must** be included in the application

#### **De Minimis Rate:**

- The applicant can elect to charge the de minimis rate up to 15% of modified total direct costs (MTDC), which is allowable if the organization does **not** have a current agreement. *(Please see Appendix C: Budget and budget narrative for more information regarding the De Minimis Rate.)*
- If the applicant elects to utilize the De Minimis Rate, that rate may be used indefinitely.
- If an award is issued utilizing the de minimis rate and the recipient subsequently negotiates a NICRA, the GO may consider amending the award to reflect the new NICRA rate under the following conditions:
  - o If the applicant intends to negotiate a NICRA, the applicant **must** inform the GO during the application period that they plan to negotiate a NICRA, or are in the process of doing so, and would like to amend the award in the future after a rate is finalized.
  - o Once the recipient receives a rate, they may submit a written request for a budget realignment. The new rate may only be applied to costs incurred during the effective period of the NICRA.
  - o The NICRA **cannot** be applied to costs incurred during a period of performance that is prior to the effective date of the new rate.

#### **Applicant Management Capabilities**

INL must assess each potential applicant for organizational risks related to the financial and programmatic management of a federal assistance project.

#### **History of U.S. Government Federal Assistance Awards**

This document outlines the applicant organization's experience with implementing U.S. government-funded federal assistance awards, including current and completed projects.

- The list **must** include the awarding agency, point of contact, name of the project, start and end dates, and amount of the award.
- If the applicant has never received a U.S. federal assistance award, please list other projects the organization has implemented, including the information requested in the bullet above.

#### **FY2026 INL Applicant Pre-Award Risk Survey**

This risk survey reviews the applicant organization's financial capacity, policies, and infrastructure. The FY2026 template is included under the Related Documents section of this NOFO announcement on [www.grants.gov](http://www.grants.gov).

- Please take note of the questions within the survey that request additional documentation. These documents **must** be included in the application.
- Submission of an outdated INL Applicant Pre-Award Risk Survey does **not** satisfy the FY2026 INL Applicant Pre-Award Risk Survey submission requirement.

#### **Organizational Audit**

- If the applicant organization is required to undergo an audit per 2 CFR 200.501 (Subpart F – Audit Requirements), a complete copy of the organization's most recent audit **must** be submitted. Organizations (domestic and foreign) that expend \$1,000,000 or more in federal awards during their fiscal year **must** submit a single audit report conducted in accordance with 2 CFR 200.514. The submission of financial statements alone does **not** satisfy the audit submission requirement.
- If the applicant organization is not required to undergo an audit (per the regulation cited above), a brief explanation **must** be submitted with the application. This explanation shall include confirmation that the organization is under the threshold for which an audit is required and/or plans for the organization to undergo an audit in the future. The brief explanation can be included in the FY2026 INL Applicant Pre-Award Risk Survey.

### 3. Document Formatting

Applicants must ensure that their application documents conform to the following requirements:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point **Times New Roman** font, with a minimum of 1-inch margins.

### 4. Required Entity and Account Registrations for Applicants

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

***Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.***

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign**

**assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](https://ncage.nato.int/)

## **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-25/subpart-1/section-25.110) for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

## **Grants.gov**

To submit an application to this NOFO, applicants must register in grants.gov.

- Go to [www.grants.gov](http://www.grants.gov) and select “Register” from the banner at the top of the page.
- This should be the last step of the entity registration processes, completed after obtaining a UEI number, NCAGE/CAGE Code (if applicable), and SAM.gov registration.

Help with grants.gov registrations and application submission:

- Go to the grant.gov support page at <https://www.grants.gov/web/grants/support.html>
- Call +1 800-518-4726
- Email [support@grants.gov](mailto:support@grants.gov)

Each applicant is responsible for ensuring that their application is correctly submitted through [www.grants.gov](http://www.grants.gov). INL is **not** responsible for errors resulting from transmission or conversion processes during application submission. If applicants cannot resolve technical issues with the system, they should email the INL points of contact listed on the first page of this NOFO, providing an explanation of the issue and proof of attempts to resolve it (e.g., correspondence

with grants.gov support). The INL Grants Office will then determine whether the applicant may submit application materials via email.

## 5. Funding Restrictions

### i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

### ii. Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border:

None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

### iii. Certification Regarding Compliance with applicable Federal anti-discrimination laws

If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

### iv. Certification of Trafficking in Persons Compliance and Compliance Plan

Applicants are advised that they will be required to certify the following at the time of award **for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:**

- 1) To the best of the Recipient's knowledge, neither the Recipient, nor any subrecipient, contractor, or subcontractor of the Recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities

described in [2 CFR 175.105\(a\)](#);

The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in [2 CFR 175\(a\)](#) and is compliant with this plan; and the compliance plan must follow the minimum requirements described in 2 CFR 175(b)(5).

- 2) That the Recipient has and will implement procedures to prevent activities described in [2 CFR 175.105\(a\)](#) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in these activities.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

- v. Prohibition on Unmanned Aircraft Systems (UAS). If your project involves the purchase or use of an UAS, see this [link](#) or requirements and information you must include in your application
- vi. Promoting Human Flourishing in Foreign Assistance (PHFFA)

Applicants for foreign assistance awards should be aware of requirements in 2 CFR Part 602, 603, and 604.

These policies are referred to collectively as the Promoting Human Flourishing in Foreign Assistance (PHFFA) Policy.

[602](#): The award term imposes certain abortion-related requirements on foreign nongovernmental organizations (NGOs), United States NGOs, public international organizations, foreign governments, and parastatals.

[603](#): The award term imposes certain requirements relating to gender ideology on foreign nongovernmental organizations (NGOs), United States NGOs, international organizations, foreign governments, and parastatals.

[604](#): The award term imposes certain requirements relating to discriminatory equity ideology on foreign nongovernmental organizations (NGOs), United States NGOs, international organizations, foreign governments, and parastatals.

The Department recognizes there are costs associated with these policies. Potential one-time and recurring costs the Department identifies for recipients and grantees are for familiarization with the policy, development and delivery of organizational training and implementation guidance, routine compliance monitoring, and recordkeeping and reporting requirements.

## E. APPLICATION REVIEW INFORMATION

### 1. Technical Evaluation Criteria

A technical evaluation committee, using the criteria shown in this Section, will evaluate the 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.

#### Project Analysis & Design – Total Possible Points: 55

- Analysis of the problem is insightful and accurate. Insightful analysis includes a thorough discussion of the main causes and scope of the issue the project seeks to address and discussion of who has power to effect change on the issue (10)
- Suggested approaches and solutions (i.e., the theory of change) are: (10)
  - Specific and clear;
  - Based on evidence-based research, learning, or experiential analysis; and
  - Appropriate given the problem, its causes, and its scope.
- Proposed implementation plan is: (25)
  - Aligned with suggested approaches and solutions;
  - Feasible given timeline, resources, and context; and
  - Designed such that activities, if implemented according to plan, should result in achievement of outcomes.
- Description of likely challenges to implementation plan, including risks of harm to organization staff, project participants, and/or others, is thorough and mitigation strategies are appropriate (5)
- Analysis and planning for sustainability is realistic (5)

#### Program Monitoring and Risk – Total Possible Points: 25

- Change Map includes quantitative and concrete (i.e., it is clear what to count or measure) indicators demonstrating applicant's ability to eventually monitor the most important outcomes (10)
- Illustrative Performance Indicator Reference Sheet demonstrates a thorough plan for data collection for the outcome indicators (9)
- Risk assessment is thorough and realistic, addresses challenges in the operating environment, and proposes adequate strategies to mitigate risks to the project (6)

#### Institution's Record and Capacity Rating – Total Possible Points: 10

- The applicant demonstrates an institutional record of successful programs in the proposed country/region and program area (2)

- Professional experience of staff and institutional resources are adequate and appropriate to achieve the project's objectives (2)
- The roles and responsibilities are clearly delineated among staff and partners (2)
- Applicant is a current/former INL grantee and they successfully manage/managed the project OR the applicant has not worked with INL previously and demonstrates experience in managing similar-sized projects (2)
- Applicant submits copies of organization-wide policies and procedures on Preventing Sexual Exploitation and Abuse (PSEA)/Do No Harm or explains how the applicant plans to develop such policies and procedures, which should also apply to sub-recipients. (2)

#### Cost Effectiveness – Total Possible Points: 10

- Activity-related costs are realistic, appropriate, and clearly linked to project objectives (5)
- Personnel costs (e.g., staff salaries, contractor rates, and honoraria) are reasonable given the amount of work and oversight needed to manage the project (3)
- Administrative costs (e.g., staff travel, supplies, office costs) are necessary, justified, and in good proportion to direct activity costs (2)

## **2. Indirect Costs**

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

## **3. Review and Selection Process**

INL first reviews all submitted applications for technical eligibility, based on the list of required documents in Section D: Application and Submission Information. All technically eligible applications are then passed to a review committee, which will evaluate the applications against the Technical Evaluation Criteria listed in the previous sub-section. The application(s) selected by the review committee are then presented to INL management and the Grants Officer for approval.

INL will notify successful applicant(s) via email and pass along any conditions, recommendations, or questions from the review committee. INL will notify unsuccessful applicants via email after an award has been issued to the successful applicant(s); therefore, this notification process may take several months.

**INL reserves the right to fund any number of applications or none of the applications submitted and will determine the resulting level of funding for each award(s).**

## **4. Risk Review**

### **i. Risk Factors – must include**

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
  - b. Management systems and standards
  - c. History of performance
  - d. Audit reports and findings
  - e. Ability to effectively implement requirements
  - f. Geo-political relationship with the Host Government
- ii. Responsibility/Qualification Information in SAM.gov (*formerly FAPIIS*)

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313)

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

## F. AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

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 proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Unsuccessful applicants:** Unsuccessful applicants will be notified by **February 2027** via email.

#### **Payment Method:**

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

The recipient shall submit monthly payment requests using Standard Form SF-270 (Request for Advance or Reimbursement). Each request must include a detailed breakdown of the expenses charged under the award for the applicable reporting period.

Recipients may not draw down funds without the affirmative authorization of the Department of State. In addition, recipients must submit, with each SF-270 payment request, a detailed payment breakdown justifying the request.

## 2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.
- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

- Recipients must comply with all applicable Executive Orders A searchable list can be found in the Federal Register: <https://www.federalregister.gov/>

### 3. Program-Specific Requirements

#### Risk Analysis and Management (RAM) Vetting

Applicants are advised that a condition of this award is passing vetting that evaluates the risk that funds may benefit terrorists or their supporters. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

#### State Department Leahy Amendment Vetting Requirements

Funds provided under this award will be subject to Section 620M of the Foreign Assistance Act of 1961, as amended, a provision titled “Limitation on Assistance to Security Forces” (the “Leahy Amendment”). Subsection (a) of that provision states: “(a) In General.—No assistance shall be furnished under this Act [the Foreign Assistance Act] or the Arms Export Control Act to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violations of human rights.” Accordingly, none of the funds under this award may be used to provide training or other assistance to any unit or member of the security forces of a foreign country if the Department of State has credible information that such unit or individual has committed a gross violation of human rights.

The recipient will be required to exercise due diligence to ensure compliance with the Leahy provision and State Department policy, and to cooperate with the State Department in implementation of the Leahy requirement for funds under this award. The Department implements the Leahy requirement by vetting units or individuals proposed for training or other assistance to check for credible information of a gross violation of human rights by such units or individuals. To facilitate State Department vetting, the Recipient must provide the required information for proposed participants at least sixty (60) calendar days prior to commencing award activities. This information should be submitted to the U.S. Embassy in the country where the award will be implemented in order to initiate Leahy vetting procedures.

### 4. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.

#### **Monthly Reports:**

The recipient shall submit the following reports on a monthly basis:

##### **Burn Rate Report:**

The recipient shall submit a monthly burn rate report detailing expenditures and liquidations under the award. The report shall include projections of upcoming activities and estimated expenditure for the following months. This report will enable INL to monitor the rate of fund

utilization, forecast future financial needs, and ensure that programming activities do not experience funding shortfalls.

**Incident Report:**

The award recipient shall submit a monthly incident report summarizing the activities implemented during the reporting period and identifying any issues that occurred during program implementation. This may include, but is not limited to, last-minute cancellations of participants or events, logistical challenges during event setup, vendor-related issues, financial losses resulting from vendor cancellation policies, or other operational matters affecting program implementation.

**Debtors List:**

The organization shall provide a monthly list of individuals who cancelled their attendance at an INL-sponsored event and did not return the Meals and Incidental Expenses (M&IE) provided in advance. The report shall include the individual's name, event attended, amount owed, and actions taken to recover the funds.

**Unused Airline Ticket Report:**

The recipient shall submit a monthly report identifying unused airline tickets resulting from participant cancellations or no-shows. The report shall include information on efforts to recover or reuse tickets. In any given quarter, the number of unused or open airline tickets should not exceed thirty (30).

**Quarterly Reports**

**Activity Cost Summary:**

This report shall include a summary of final costs associated with each activity implemented during the reporting period, once closed in TTS. The report shall include the activity's name, event number, number of participants and final amount.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

**Branding and Marking**

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at [Guidance for Contracts and Grants - U.S. Department of State Brand System](#). Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual [10 FAM 416, Policy Exceptions](#).

For more information, visit: <https://brand.america.gov/>

## APPENDIX A: PERFORMANCE MONITORING PLAN

Monitoring is the ongoing collection and analysis of information to inform project management and decision making. A monitoring plan is an agreement between stakeholders about how, when, and by whom the intervention's expected outcomes will be measured, and how measurement will inform decisions.

Requirements for INL Performance Monitoring are met through three documents:

1. Change Map;
2. Performance Indicator Reference Sheet; and
3. Performance Monitoring Reports generated using the INL DevResults system.

The INL Change Map serves to document in very specific terms the results a project is trying to achieve (i.e., goals and objectives), key implementation steps needed to achieve the results (i.e., activities), and indicators to monitor progress (both for implementation and results). The Change Map is intended to be a living document that is updated as new information is learned and plans change accordingly. Indicators may be updated at any time during the project's period of performance, so long as these changes do not require any changes to the Scope of Work, Award, or Terms and Conditions. If the Change Map is not final at the time of award, it is due as an early deliverable within 60 days of award.

The Performance Indicator Reference Sheet (PIRS) provides detailed information for each indicator in the Change Map, *excluding* INL Standard Indicators. (Standard Indicators are assigned based on grantee responses to the Standard Indicator Form). They are included in the Change Map. They should not be included in the PIRS.) An illustrative PIRS is a required component of a project proposal. A complete PIRS, with full information for every indicator, is required as an early project deliverable due within 60 days of award. The PIRS may be modified as needed over the life of the project.

The INL DevResults System includes two components: an online database (DevResults) and a companion application that produces summary reports in document form for submission to MyGrants and other systems of record. INL will set up reporting templates for the project that reflect the applicable INL Standard Indicators (as assigned by the Standard Indicator Form), the Change Map, PIRS, and a set of standard narrative questions. Grantee enters quantitative indicator data and narrative information into the database, then uses the companion application to generate a document report based on the information entered into the database. INL will provide user accounts for grantees and training for new users. There is no cost to the grantee to use DevResults. To begin reporting in the system, grantees must complete the following, INL-provided forms within 30 days of award:

1. New User Form
2. Activities, Milestones, and Deliverables Table
3. Standard Indicator Form

## APPENDIX B: PROJECT 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 project in the application, rate the likelihood of the risks, rate the potential impact of the risks on the project, 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 incorporate all assumptions and external factors identified in the Monitoring Plan and Proposal Narrative into the risk analysis. Applicants should rate the likelihood of a risk and potential impact of the risk as “high”, “medium”, or “low.”

The safety and security of recipients and beneficiaries are of utmost importance. INL requires all recipients to conduct thorough risk assessments and take all actions necessary in accordance with those assessments to mitigate those risks. Applicants should identify risks to staff, implementers, participants, or their communities, in alignment with [Do No Harm principles](#). Besides political and environmental factors, risks may include domestic violence, sexual exploitation and abuse, and other forms of physical, psychological, economic, or social backlash against beneficiaries. They may also include unintended power shifts within or between communities, local competition over program funds and opportunities, unintended crowding out of local civil society actors, or “brain drain” of their own staff or members. INL does not take responsibility for the risks incurred by any recipient.

If available, applicants should submit copies of any organization-wide policies and procedures on Do No Harm and Preventing Sexual Exploitation and Abuse (PSEA). If such policies are not available, applicants should either explain the organization’s plan for developing such policies and procedures or clearly describe how they will follow Do No Harm principles and prevent sexual exploitation and abuse from occurring during their program. If not already explained in its policies and procedures, applicants should outline in its proposal how it will work with and support any sub-grantees who do not yet have Do No Harm and PSEA policies and procedures to develop and apply them over the course of the program.

INL has included a template for the Project Risk Analysis in the Related Documents tab of the NOFO announcement on grants.gov. For more information about the Risk Analysis, please see 2 CFR 200.519.

# APPENDIX C: APPLICABLE COST PRINCIPLES, BUDGET, AND BUDGET NARRATIVE

## A. Cost Principles and Regulatory Requirements

Eligible applicants **must** adhere to the cost principles and regulatory requirements applicable to their organization type, as specified in Section C. Eligibility Information and detailed below.

Organization Type	Applicable Administrative Requirements
U.S. non-Federal and non-profit entities	<ul style="list-style-type: none"><li>• 2 CFR § 200, Subparts A through F apply</li><li>• Cost principles governed by 2 CFR 200, Subpart E</li></ul>
Foreign non-profit entities	<ul style="list-style-type: none"><li>• 2 CFR § 200, Subparts A through E apply</li><li>• Cost principles governed by 2 CFR 200, Subpart E</li></ul>

## B. Budget Requirements

The following budget requirements apply to eligible applicants as specified in Section C. Eligibility Information:

- Costs **must** be necessary, reasonable, and allocable to the Federal award in accordance with [2 CFR 200.400](#) and applicable cost principles
- Recipient expenditures **must** follow the guidelines for determining allowable costs presented in the 2 CFR 200

**Note:** If your organization type is **not** listed above or in Section C. Eligibility Information, you are **not** eligible to apply for this funding opportunity.

## C. Budget Proposal

Complete budget proposals should include a Summary Budget; Detailed Budget; and Sub-recipient Detailed Budget(s), if applicable. The Summary Budget and Detailed Line-Item Budget should be combined in one spreadsheet document. They should be organized according to the OMB-approved budget categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction

- Other Direct Costs
- Indirect Costs

If proposing sub-recipient(s), applicants should include detailed sub-recipient budget(s) as additional tabs within the budget spreadsheet. These budgets should follow the same formatting as the primary budget proposal, including all OMB-approved budget categories.

#### **D. Budget Narrative**

The Budget proposal provides a numeric-based description of costs under the project. The Budget Narrative is a critical companion document to the Budget that provides numeric and narrative descriptions of each cost item included in the Budget.

All costs included in the project, whether federal or recipient cost share, must be allowable, allocable, reasonable, necessary, and consistent with OMB guidelines. The applicant should keep this in mind when drafting the Budget Narrative, as INL will reference both the Budget and Budget Narrative to determine whether proposed costs fit these requirements.

##### Category A. Personnel

Staffing of direct employees should be appropriate to the successful implementation of the proposal and cost should conform to the requirements identified in 2 CFR 200.430. This section should include all staff from the applicant organization that will work on this project.

- Identify staff by name, where possible, and position title and include a brief description of duties.
- List the annual or monthly salary of each position, their level of effort (i.e., percentage of time working on project), and number of months or years they will work on the project.
- If applicable, separate personnel by location (e.g., headquarters staff and field office X staff)
- Consultants or contractors hired through a contractual agreement to assist with the project **must** be included under section F. Contractual, **not** section A. Personnel.

##### Category B. Fringe Benefits

Fringe Benefits are the non-wage compensation provided to employees in addition to their normal wages or salaries. Benefit costs should be listed separate from salary costs with an explanation of how benefits are calculated for each category of employee (specify type and rate) as well as whether the benefit is required by law, an established policy of the non-federal entity, or a non-federal entity-employee agreement. Common examples include health insurance, vacation and sick leave, and employer-paid taxes. Fringe benefit application must be consistent with organization's written policy.

- Explain how benefits are computed for each category of employee
- Specify the type of benefit and rate. If applicable, reference rates found in NICRA.

##### Category C. Travel

Travel costs include expenses for transportation, lodging, subsistence, and related items incurred by direct employees who are in travel status on official business for the non-federal entity or participating in program activities conducted by the non-federal entity. This category outlines travel planned for staff.

- **Domestic and International Airfare**

- Indicate origin and destination (city and country), number of travelers, number of trips each, unit cost per round trip, and purpose.
- All travel must be booked with economy class fares only.
- Where applicable, travel should comply with the Fly America Act. More information located here: <http://www.gsa.gov/portal/content/103191>.

- **In-Country Travel**

- Indicate origin and destination cities, mode of transportation, number of travelers, and unit cost per traveler per trip.

- **Per Diem**

This includes lodging, meals and incidentals (M&IE) for staff and participant travel.

- Rates of maximum allowances for U.S. and foreign travel are located here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Per diem rates must follow the organization's own policy; however, institutions may use official government per diem rates as reference.
- Per diem rates may be prorated and/or removed if the project is paying for refreshments and/or meals for participants (e.g., while attending a workshop or conference).

#### Category D. Equipment

Equipment is defined as an item with a per-unit cost of \$10,000 or more and a service life of more than one year. This includes information technology systems. If the item meets these criteria, all federal procurement policies and procedures must be followed. If an item does not meet these criteria, it should be listed as a supply item under Category E.

- Provide a description and justification for all equipment, breaking down the total cost into its components where possible.
- Specify whether the equipment will be purchased or rented.

#### Category E. Supplies

Supplies are defined as an item with a per-unit cost of less than \$10,000. Materials and supplies including the cost of computing devices should be reasonable and necessary for the implementation of the proposal and conform to the 2 CFR 200.314. Supplies include tangible items (e.g., toner, laptops, paper) and intangible items (e.g., computer software and licenses) used to manage the project and activities.

- List items separately, including a brief description and justification for the item, number of units, and unit cost.
- For electronic supplies (e.g., mobile phones and laptops), specify which staff will receive the items and the programmatic need.

#### Category F. Contractual

Contractual: Describe any subawards to non-profit partners that will help carry out the program activities. Also describe goods and services that the applicant plans to acquire through a contract with a vendor.

- **Subawards**

A subaward means an award provided by the applicant as a pass-through entity to a subrecipient for the subrecipient to carry out a part of the Federal award. A subaward is not payment for the contract of goods or services. See 2 CFR 200.330 for the subaward and contractor determinations.

- Each subaward should be listed as a line within the main budget and be supported by a separate detailed line-item breakdown explaining specific services in a separate tab in the excel workbook. Subaward budgets should include the same level of detail for personnel, fringe benefits, travel, equipment, supplies, other direct costs, and indirect costs required of the direct applicant.
  - For simple subawards, the applicant may elect to include the subaward's line items within the contractual section of the Budget Narrative; for more complex subawards, the applicant should include the subaward's line items at the end of the Budget Narrative.
  - All proposed subrecipients are required to have a Unique Entity Number (UEI) prior to receiving funding. Please note: the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient. An active SAM.gov registration is not required for subrecipients.
- **Fixed Amount Subawards (FAA subawards)**

FAA subawards up to the simplified acquisition threshold of \$500,000 may be executed with prior written approval from the INL Grants Officer, per 2 CFR 200.332. Per 2 CFR 200.201, fixed amount subawards may be used if:

    - If the project scope is specific and if adequate cost, historical, or unit pricing data is available to establish a fixed amount award based on a reasonable estimate of actual cost.
      - Payments are based on meeting specific requirements of the award. Accountability is based on performance and results.
      - At the completion of the fixed amount award, the organization must certify in writing that the project or activity was completed, or the level of effort was expended. If the required level of activity or effort was not carried out, the amount of the fixed amount award must be adjusted.

Please note: Fixed Amount subawards must be stated in the budget and budget narrative at the time of application. ***It is the applicant's responsibility to ensure that the proposed subgrantees are eligible for U.S. government funding.***

- **Consultant Fees and Contracts**

These include payments to contractors/consultants for the purpose of obtaining goods or services for the non-federal entities own use and creates a procurement relationship. Common examples include lecture fees, honoraria, travel and per diem for outside speakers or independent evaluators, and subject-matter expert consultants.

- Describe the nature of the contract/consultancy and list number of people and rates
- Fees and rates should be consistent with the level of experience and based on fair market value.
- Fees and honorarium should not exceed \$784.62/day per person, effective October 1, 2025. The 2025 rates will apply to all NOFOs issued after October 1, 2025, until amended. (Note: The designated INL GO can negotiate final fees and rates during the review process of an award and prior to issuance of an award.)

Please note: Organizations must adhere to their own documented procurement procedures, which must reflect applicable U.S. State, local, and tribal laws and regulations, provided that the procurements conform to applicable U.S. Federal law and the standards identified in 2 CFR 200.318 through 2 CFR 200.326.

#### Category G. Construction

Due to the nature of INL programs, construction costs are not allowable or applicable.

#### Category H. Other Direct Costs

Other direct costs are any costs not included in the other categories. This category may include the entity's operating expenses that are directly linked to the award but not included as an indirect cost.

- For shared costs (e.g., office rent, utilities, Wi-Fi, etc.), justify the percentage of the total cost that is being charged to this project.
- Participant support costs including stipends, subsistence allowances, travel allowances, registration fees, per diem
- Items may include venue rentals, catering costs, or other activity related costs.
- Audit costs can be included if they are not covered by indirect costs. Only the portion of an organizational audit cost associated with this project should be charged to this project.
- Avoid using vague wording such as “miscellaneous”, “other”, “etc.”, and “contingency fund”.

#### Category I. Total Direct Costs

This category simply adds together the totals of all previous categories (A through H) to provide a summary of all direct costs. No additional narrative information is necessary for this category.

#### Category J. Indirect Costs

Indirect costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. The organization's elected methodology must be used consistently for all federal awards.

Indirect costs can be included in the budget under one of the following methods:

- **Negotiated Indirect Cost Rate Agreement (NICRA)**  
Applicants with an established NICRA may charge their approved indirect rate(s).
  - Indicate the rate(s) and the base(s) to which they are applied (e.g., all direct costs, to wages and salaries only, etc.)
  - If an applicant is electing to charge a rate lower than their approved NICRA, an explanation should be provided within the Budget Narrative.
- **De Minimis Rate**  
Applicants that have never received a NICRA can charge a de minimis rate up to 15% of modified total direct costs (MTDC) to cover indirect expenses.
  - MTDC includes “all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subaward)”
  - MTDC excludes “equipment, capital expenditures, charges for patient care, rental costs, tuition reimbursement, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000”. Other items may only be

excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

- Justify the MTDC calculation and outline which costs the applicant is proposing to be included within the MTDC base.
- 15% of MTDC is the maximum allowable, but anything below 15% is acceptable if voluntarily offered by the applicant.

***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***

### Cost Share

Cost Share is the portion of program costs not borne by the Federal Government. Cost sharing may take the form of allowable direct or indirect costs offered by the applicant and/or in-country partners. Applicants should consider all types of cost sharing, including in-kind and public-private partnerships. Additional information on cost share can be found in 2 CFR 200.306. Common examples include the use of office space owned by other entities; donated supplies and equipment; and activities and services conducted by qualified volunteers.

- Line items that include cost share should be identified as such within the Budget Narrative and include the same level of detail requested within this Appendix for federal expenses.
- Monetary values should be assigned to each cost-share line item, in accordance with 2 CFR 200.306.
- **Funding from other U.S. government entities or programs does not constitute cost sharing.**

*Please note: INL programs do not require cost share, but if it is included the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, INL's contribution may be reduced in proportion to the recipient's contribution.*

### **E. Budget Allowances and Restrictions:**

#### Program Income

Recipients must report any income generated by the project, also known as "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 addressed in one or more of the following ways:

- Added to the award total and used to further program objectives
- Used toward the recipient's cost sharing requirement
- Deducted from the total allowable costs in order to determine the net allowable costs for the award

#### Cost Share

If a resulting federal award includes recipient cost share, the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost share. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost sharing as stipulated in the recipient's budget, INL may reduce the federal share of the award in proportion to the recipient's actual cost share contribution.

#### Considered Costs

INL will consider approval of the following (non-exhaustive) list of expenses:

- External evaluation to assess the project’s impact
- Internal evaluation conducted by the grantee
- Audit for the recipient organization or specific project
- Visa fees, immunizations, and medical insurance necessary for travel under the project
- English translations for reporting, relevant documents, or events
- Training for project staff related to monitoring and evaluation, financial management, and other skills necessary to effectively manage the project

#### Unallowable Costs

The following (non-exhaustive) list of expenses are not allowed in INL grants and cooperative agreements and should not be included within the proposed budget:

- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction
- Alcoholic beverages
- Buying or leasing land
- 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
- **Travel, personnel, administrative, or other costs for USG employees and contractors—including full-time employees (Foreign or Civil Service personnel), third-party contractors (TPCs), Personal Services Contractors (PSCs), Locally Employed Staff (LE Staff), or When Actually Employed (WAEs).**

#### INL Grants Officer Specific Approvals

The following list of expenses will require the pre-approval of an INL Grant Officer:

- Program income for the grantees and/or subrecipients (Note: Program income is defined as "gross income earned by a recipient that is directly generated by a sponsored activity or earned as a result of the award". Program income must be identified, appropriately documented, and the resulting revenue and expenses properly recorded and accounted for. Program Income must be pre-approved by the Grants Officer).
- Expenses incurred before or after the award period of performance, unless prior written approval is given by INL Grants Officer
- Costs of entertainment, including amusement, diversion, and social activities, except where these costs have a demonstrable programmatic purpose and are authorized by INL
- Construction

#### Additional Notices

The applicant is reminded that funds provided under this agreement must be used in a manner fully consistent with U.S. law.

The applicant will be responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for program participants.