



U.S. DEPARTMENT *of* STATE

G/TIP Proposal Review and Award

www.state.gov/G/TIP



Required Documents

- Standard Forms 424
- NICRA
- Budget and Budget Narratives
- Resumes

(See Solicitation Page 5-8)



Standard Forms 424

- Grants.gov established Standard Forms 424 (SF-424)
 - core government-wide standard data sets and forms for grant application packages
 - in order to reduce the administrative burden on the Grants Community
- Required for Competitive G/TIP Grants:
 - SF 424 Core Form
 - Attachment 424 A- Budget Categories, Non Construction
 - Attachment 424 B – Assurances, Non Construction



Negotiated Indirect Cost Rate (NICRA)

- NICRA stands for Negotiated Indirect Rate Cost Rate Agreement. Simply put, it is a business' overhead.
- NICRAs are usually negotiated by the Federal Agency providing the most federal funding (Cognizant Agency). For the Department of State, AQM/IP has been designated the group to negotiate NICRAs.



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NICRAs Continued...

- Charges that go into a NICRA would be things that cannot totally and directly be attributed to a program expense such as, but not limited to, rent, utilities, and usually the finance department.
- However, until a NICRA is established these costs must be broken down and directly charged in the budget.



Budgets and Budget Narratives

- Are to be completed by the Recipient of the Agreement, not the DOS
- They need to be as detailed as possible (see sample budget format)
- They need to be reviewed for content as it relates to the grant.
- Must abide by OMB Circulars and Federal Regulations as Allowable Costs (see OMB Circulars A-122, A-110, A-133)



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Budgets and Budget Narratives Cont'd

- **Summary Budget** – The budget must identify the total amount of funding requested, in U.S. dollars, with a breakdown of amounts to be spent in the budget categories (1 page max)
- **Line-Item Budget** – The line-item budget should provide sufficient information for each summary category to justify the inclusion and reasonableness of the costs presented (3 page max)
- **Budget Narrative** – A budget narrative must accompany the line-item budget to sufficiently justify each identified cost (3 page max)



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Proposal Review and Award

Competition Issues

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Competition Issues

- ❖ Technical requirements
- ❖ Proposal content
- ❖ Proposal rating criteria
- ❖ Program priorities
- ❖ Selection process



Technical Requirements

- ❖ Designed to ensure a level playing field for all applicants, by controlling the type and amount of information submitted, and how and when it's submitted.
- ❖ Requirements are stated in the solicitation
 - ❖ Note page limitations, font and margin size, required forms, appendices
- ❖ Key to meeting the Technical Requirements for any solicitation is *careful, detailed review of the solicitation.*



Proposal Content

- ❖ **G/TIP solicitations contain a standard proposal format, which identifies the information we need to effectively review what you are proposing to accomplish. The format includes:**
 - 1. Required Forms**
 - 2. Abstract**
 - 3. Problem Statement**
 - 4. Project Goals/Objectives/Implementation Plan**
 - 5. Organizational Capability**
 - 6. Appendices**
 - ❖ **Budgets/Budget Narrative**
 - ❖ **Resume**
 - ❖ **Letters of Intent**



Proposal Rating Criteria

1. Required Forms
2. Abstract
3. Problem Statement (20 points)
4. Project Goals/Objectives/Implementation Plan (40 pts)
5. Organizational Capability (20 pts)
6. Appendices (20 pts)
 - **Budgets/Budget Narrative**
 - **Resume**
 - **Letters of Intent**



Proposal Review and Grant Award

- ❖ G/TIP convenes interagency review panels by Region
 - ❖ Representatives of DOS, relevant USG agencies and expertise
 - ❖ Several weeks are needed to review the proposals
- ❖ The rating criteria are applied universally to all proposals
- ❖ Proposals are considered within the context of G/TIP Funding Priorities
- ❖ The results of the Panels are reviewed by the G/TIP Director. Bilateral, Regional and Global factors are considered in the final analysis.



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Proposal Review and Grant Award

- ❖ The G/TIP Director makes funding recommendations to the Director of Foreign Assistance (OFA).
 - ❖ No funding decision is final until approved by OFA *and* appropriate Congressional notification is made.
- ❖ All G/TIP grants are circulated for members of the Senior Policy Operating Group (SPOG) for review.
- ❖ Grant negotiation and award by G/TIP Grant Officer
- ❖ Time from proposal submission to grant award is more than 12 months. We are striving to improve this.