

such as organizational charts, financial statements, audit reports, documentation of experience in the program area, and other pertinent information.

#### *Third-Party Agreements*

Include written agreements between grantees and subgrantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

#### *Budget and Budget Justification*

Applicants must submit a comprehensive budget for the entire project. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets, sub-grant, or contract budgets for each program component, phase, location, or activity to provide clarification. Provide line item detail and detailed calculations for each budget object class identified. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424. Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs. The following guidelines are for preparing the budget and budget justification.

#### *Personnel*

Description: Costs of employee salaries and wages. Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### *Fringe Benefits*

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### *Travel*

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel or travel by local program participants for training—i.e. teachers, Ministry of Education employees travel to the U.S. for seminars/workshops). Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances.

#### *Equipment*

Description: Costs of tangible, non-expendable, personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, an applicant may use its own definition of equipment provided that such equipment would at least include all equipment defined above. Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

#### *Supplies*

Description: Costs of all tangible personal property other than that included under the Equipment category. Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

#### *Contractual*

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Justification: Attach a list of proposed contractors, indicating the names of the organizations, the purposes of the contracts, the estimated dollar amounts, and the award selection process.

#### *Other*

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, professional services costs, space and equipment rentals, printing and publication, computer use, and administrative costs. Justification: Provide computations, a narrative

description and a justification for each cost under this category.

*Total Direct Charges, Total Indirect Charges, Total Project Costs:* Self explanatory.

#### **Reporting Requirement**

Quarterly progress and financial reports are required for all funded projects. Final reports will be due 90 days after end of project period (which should begin no later than September 30, 2004).

#### **Where To Obtain Additional Information**

Questions regarding this Request for Proposals should be directed to Jessica Davies and Lavenia Holland, U.S. Department of State, NEA/PD, Room 6247, 2201 C Street NW., Washington, DC 20520, telephone (202) 647-6489, fax (202) 647-6448, e-mail [DaviesJX@state.gov](mailto:DaviesJX@state.gov) and [Hollandly@state.gov](mailto:Hollandly@state.gov).

Dated: July 21, 2003.

**James Larocco,**

*Principal Deputy Assistant Secretary, Bureau of Near Eastern Affairs, Department of State.*

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## **DEPARTMENT OF STATE**

### **[Public Notice 4420]**

#### **Determination Pursuant to Section 2(b)(2) of the Migration and Refugee Assistance Act of 1962, as Amended**

Pursuant to section 2(b)(2) of the Migration and Refugee Assistance Act of 1962, as amended, 22 U.S.C. 2601(b)(2), and the functions and authorities delegated to the Secretary of State, or his or her delegate, by Presidential Determination 99-6 of November 30, 1998, and subsequently redelegated to me by Delegation of Authority of January 5, 1999, I hereby designate migrants displaced from Côte d'Ivoire as qualifying for assistance under Section 2(b)(2) of that Act, and determine that such assistance will contribute to the foreign policy interests of the United States.

This determination shall be transmitted to the President and published in the **Federal Register**.

Dated: July 22, 2003.

**Richard L. Greene,**

*Acting Assistant Secretary of State, Bureau of Population, Refugees, and Migration, Department of State.*

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