OES Small Grants Application Instruction Package

Please complete the attached application, answering all questions in full.

This is the initial announcement of this funding opportunity, **Regional Environment, Science, Technology, and Health (ESTH) Grants for Greenland**

Application Deadline: April 28, 2021. Applications should be submitted to
CopenhagenESTH2@state.gov

A. PROJECT DESCRIPTION

U.S. Consulate Nuuk and the Regional Environmental Office for the Nordic, Baltic, and Western Europe Region (REO) based at the U.S. Embassy in Copenhagen, Denmark, announces an open competition for organizations interested in submitting applications for small environmental awards to support small-scale environmental projects in Greenland, via the Regional Environmental Office in Copenhagen, at $20,000 or less. Funding for these awards will be provided by the U.S. Department of State Bureau of Oceans and International Environmental and Scientific Affairs (OES).

Projects should address one or more of the following environmental areas of focus:

- Capacity building for scientific research on environmental issues
- Environment or health-related education
- Combatting climate change
- Maintaining biodiversity and healthy ecosystems
- Deployment of new technology for application to environmental issues
- Adaptation to changing environmental conditions
- Waste management, including land-based sources of marine pollution
- Air quality
- Watershed management
- Creation and/or management of marine protected areas
- Sustainable agriculture and/or fisheries

Projects should seek to meet local needs, involve local expertise and know-how in the design and implementation phases of the project, and should build monitoring and evaluation – including time-bound milestones for performance/results into the project.

This is FY2021 funding. The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended (FAA).

B. FEDERAL AWARD INFORMATION

REO anticipates having approximately $20,000 available to support one or more projects, subject to the availability of funding.

REO may issue one or more awards resulting from this call for proposals to the applicant(s) whose application(s) conforming to this announcement are the most responsive to the objectives set forth in this notice. The U.S. government may (a) reject any or all applications, (b) accept an application

other than the lowest cost application, (c) accept more than one application, or (d) waive informalities and minor irregularities in applications received.

The U.S. government may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is not under obligation to do so) to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

Applications should not request less than $5,000 and no more than $20,000. Applicants should include an anticipated start date between **October 1, 2021 – March 15, 2022**, and the period of performance should be between 12 months.

REO anticipates awarding either a grant or cooperative agreement depending on the application's risk factor, or the needs of the program, which is determined by the grant officer for applications that are successful. If the grant officer decides to award a cooperative agreement, REO expects to be substantially involved during the implementation of the cooperative agreement.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants
REO welcomes applications from U.S.-based and foreign-based non-profit organizations/nongovernmental organizations (NGO), public international organizations, private, public, or state institutions of higher education; and for-profit organizations or businesses. REO's preference is to work with non-profit entities; however, there may be occasions when a for-profit entity is best suited.

For-profit entities should be aware that their applications may be subject to additional review following the panel selection.

Other items of note:

- Conducting training is allowed.
- Grants can be awarded to universities and NGO/Civil Society Organizations (CSOs)
- Grants cannot be awarded to foreign government agencies, offices, or departments.
- For-profit organizations may apply, but are subject to further review.
- All fields in the grant application must be completed in English.
- All organizations awarded funding will need a DUNS number and SAM.gov registration. This can be obtained online and is free. See Section D for more information. Please see: http://fedgov.dnb.com/webform/pages/CCRSearch.jsp

C.2 Cost Sharing or Matching
Providing cost sharing, matching, or cost participation is not an eligibility requirement for this call for proposals.

C.3 Other Eligibility Requirements

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM at www.sam.gov) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p. 189) and 12689 (3 CFR,1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included as a potential partner.

D. APPLICATION AND SUBMISSION INFORMATION

GRANT APPLICATION

Please note that all sections must be completed for your grant to be considered!

For all application documents, please ensure:

1. All documents are in English and all costs are in U.S. dollars. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
2. All pages are numbered, including budgets and attachments;
3. All documents are single-spaced, 12 point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10 point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width; and
4. The project description do not exceed three pages.

Complete applications must include the following:

- Insert name of organization or person that will receive the grant funds
- Grant Recipient Contact Information:
- Address:
- Phone:
- Email:
- Project Title: Insert title
- Date of Submission:
- Project location(s)/participants: Insert country and cities that will benefit from project
- Have you/your organization previously received U.S. Government funding? Yes/No
- Proposal Narrative as described in this section below;
- Line-Item Budget

Proposal Narrative

Please include the following in your proposal.

- Provide a short background on the project proposal and the issue(s) the project will address.
- Include what the project will accomplish.
- Include information on key personnel who have appropriate background in the subject area.

- Describe the goals of the proposed program/activities.
- Describe the activities that will take place to meet the goals.
- Identify the population and country or countries to be benefited (whether this is an in-country activity for nationals only or a regional event supporting the participation of participants from multiple countries, for example).
- State the expected results of the program with a timeline for completion of activities.
- Provide a response to show how the results and goals will be met through the activities in this program.
- The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound.

Budget:

Applicants must fill out the proposed budget chart as part of the application package.

D.2 Submission Dates and Times

Applications are due no later than 11:59 p.m. Central European Time, on, April 28, 2021. Applications should be sent to CopenhagenESTH2@state.gov. Applicants should not expect a notification upon OES receiving their application. If ultimately provided with a notification of intent to make a Federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

D.3 Funding Restrictions

REO will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Project activities that provide training or other assistance to foreign militaries or paramilitary groups or individuals will not be considered for REO funding, given purpose limitations on funding.

D.4 Other

D.5 Required Registrations

Unique Entity Identifier and System for Award Management (SAM)

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

☐ Unique entity identifier from Dun & Bradstreet (DUNS number)

☐ NCAGE/CAGE code
☐ www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)
DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

NCAGE application: Application page here:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

REO may not make a Federal award to an applicant until the applicant has complied with all applicable UEI (DUNS), NCAGE, and SAM requirements and, if an applicant has not fully complied with the requirements by the time REO is ready to make an award, REO may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. An exemption from this requirement may be permitted on a case-by-case basis if: 1. An applicant is a foreign organization located outside of the U.S., does not currently have a UEI, and the Department determines that acquiring one is impractical given the geographic location; or 2. If the applicant's identity must be protected due to possible endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.

E. APPLICATION REVIEW INFORMATION

Criteria

Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

Quality of Project Idea (35 points)

Applications should be responsive to the call for proposals, appropriate in the country/regional context, and should exhibit originality, substance, precision, and relevance to the environmental areas of focus in the Project Description. REO prioritizes innovative and creative approaches rather than projects that simply duplicate or add to efforts by other entities. This does not exclude from consideration projects that clearly build off existing successful projects in a new and innovative way. In countries where similar activities are already taking place, an explanation should be provided as to

how new activities will not duplicate or merely add to existing activities and how these efforts will be coordinated.

Project Planning/Ability to Achieve Objectives (25 points)

A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. REO encourages applicants to include a comprehensive work plan which demonstrates substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable, results-focused, and achievable in a reasonable time frame. If applicable, applications should identify target areas for activities, target participant groups or selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details.

Institution's Record and Capacity (15 points)

REO will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of successful projects, including responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

Cost Effectiveness (10 points)

REO strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, a cost-sharing or other example of leveraging other resources is not required and does not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets, however, should have low and/or reasonable overhead and administration costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved. Each budget item should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives.

Multiplier Effect/Sustainability (7 points)

Applications should clearly delineate how elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant (e.g., participants trained under a grant go on to train other people, workshop participants use skills from a workshop to enhance a national-level election that affects the entire populace). A strong sustainability plan may include demonstrating continuing impact beyond the life of a project or garnering other donor support after OES funding ceases.

Project Monitoring and Evaluation (8 points)

Complete applications will include a detailed plan of how the project's progress and impact will be monitored and evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and results (intended and unintended) of a project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and

assessment of project activities. The quality of the M&E plan will be judged on the narrative explaining how both monitoring and evaluation will be carried out and who will be responsible for those related activities.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Administrative and National Policy Requirements

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities. The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx

F.2 Federal Award Notices

OES will provide a separate notification to applicants on the result of their applications. Successful applicants will receive an email requesting that the applicant respond to panel conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, including the U.S. government's Payment Management System (PMS), unless an exemption is provided, and completing and providing any additional documentation requested by REO or AQM. Final approval is also contingent on Congressional notification requirements being met and final review and approval by the Department's warranted grants officer.

The notice of Federal award signed by the Department's warranted grants officers is the sole authorizing document. If awarded, the notice of Federal award will be provided to the applicant's designated Authorizing Official electronically.

Payment Method:

Grantees must submit the Standard Form 270, "Request for Advance or Reimbursement" to solicit payments in the amounts required by the recipient to carry out the purpose of this award. The individual authorized to solicit such advances must certify the SF-270. SF-270s must be numbered consecutively and identify the period which payment is requested or reimbursed. Each payment must be for the amount of expenditures anticipated during the requested period less any unexpended funds remaining from prior payments. This information must be reflected on the Standard Form 270 submitted for payment. 12

When submitting a request for payment, please submit directly to REO Grants Officer at CopenhagenESTH2@state.gov. Requests for payments must be submitted in sufficient time to allow at least fourteen (14) working days for processing.

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F.4 Reporting

Applicants should be aware that REO awards can request financial and programmatic reporting on a quarterly or semi-annual basis. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports and must be submitted in the Payment Management System. Narrative progress reports should reflect the focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award's Scope of Work (SOW).

A final narrative and financial report must also be submitted within 90 days after the expiration of the award.

Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds. REO reserves the right to request any additional programmatic and/or financial project information during the award period.

G. CONTACT INFORMATION

For technical submission questions related to this solicitation, please contact CopenhagenESTH2@state.gov.