

United States Department of State

Bureau of Oceans and International Environmental and Scientific Affairs

Notice of Funding Opportunity (NOFO): Air Quality Management Community of Practice in Africa

This is the announcement of funding opportunity number **SFOP0009010**

Catalog of Federal Domestic Assistance Number: 19.107

Type of Solicitation: Open Competition

Application Deadline: 11:59 PM EST on 4, August, 2022

Total Funding Floor: \$440,440

Total Funding Ceiling: \$440,440

Anticipated Number of Awards: 1

Type of Award: Cooperative Agreement

Period of Performance: 36 months

Anticipated Time to Award, Pending Availability of Funds: October 1, 2022 - September 30, 2025

A. PROJECT DESCRIPTION

The Bureau of Oceans and International Environmental and Scientific Affairs' (OES) Office of Environmental Quality (ENV) at the U.S. Department of State (DOS) announces this Notice of Funding Opportunity ("NOFO") for the project "Air Quality Management Community of Practice in Africa."

This project will build a regional community of practice to convene air quality experts, decision-makers, community groups, the private sector, and other air quality practitioners and stakeholders. The community will create knowledge and develop best practices to: (i) improve air quality monitoring, modeling, forecasting, and data management; (ii) expand awareness and understanding of air quality issues; and (iii) develop and implement air quality management frameworks and clean air solutions across scales.

The project will focus on at least four of the following countries: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Côte d'Ivoire, Democratic Republic of Congo, Eswatini, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mozambique, Namibia, Niger, Nigeria, Oman, Rwanda, Senegal, Sierra Leone, South Africa, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.

A cooperative agreement for up to \$440,440 U.S. Dollars (USD) in FY 2021 Economic Support Funds (ESF) will be awarded, subject to Congressional approval and availability of funds, for work that will support the OES Air Quality Program. The period of performance is 36 months. Funding authority rests in the Foreign Assistance Act of 1961, as amended.

A1. Background

Air pollution is a growing threat to human health, the environment, and economies worldwide. People with chronic exposure to air pollution have an increased risk of suffering from serious health effects such as heart or vascular disease and damage to their immune, neurological, reproductive, and respiratory systems. In 2019, air pollution was the fourth leading risk factor for early death worldwide and was responsible for an estimated 6.7 million premature deaths, or nearly 12 percent of all deaths. The economic impacts of air pollution include reduced labor productivity, increased health expenditures, and agricultural and ecological losses. In 2015, economic losses related to ambient air pollution totaled 0.3 percent of global GDP.

In Africa, ambient air pollution was responsible for over 250,000 premature deaths in 2017 and economic losses of \$215 billion. The 2006 Better Air Quality for Africa conference and subsequent regional meetings led to the adoption of three Regional Framework Agreements focusing on East Africa (2008 Nairobi Agreement), Southern Africa (2008 Lusaka Agreement), and West and Central Africa (2009 Abidjan Agreement). In the years since, many African countries have made some progress related to addressing air pollution, however, significant mitigation activities are still lacking. Access to reliable real-time air quality data remains lacking in the region and is a significant barrier to building broader air quality management programs. Relevant governmental and civil society institutions often lack sufficient technical and financial capacity to advance air quality objectives at both national and urban scales. These barriers have significantly impeded further progress on the RFAs.

Air quality practitioners across Africa are taking action, often with external support. This support includes: United Nations Environment Programme (UNEP) activities to implement the UN Environment Assembly (UNEA) resolution 1/7 on air quality; the World Bank Pollution Management and Environmental Health program; Climate and Clean Air Coalition initiatives; World Health Organization activities to implement World Health Assembly resolution 68/8 to address the health impacts of air pollution; the World Meteorological Organization's program on atmospheric chemistry; the U.S. Environmental Protection Agency's Megacity Partnership; and the Group on Earth Observations (GEO) Health Hub initiatives. Nevertheless, more can be done to support capacity building in the region and link efforts and people to each other to create sustainable and cooperative air quality programs.

A2. Program Goals

The overarching goal of this funding opportunity is to strengthen capacity and regional cooperation on air quality monitoring and management in Africa. The project funded through this award will build on prior air quality work carried out in the region by building and/or strengthening a regional community of practice to convene air quality experts, decision-makers, community groups, the private sector, and other air quality practitioners and stakeholders. The community will create knowledge and develop best practices to: (i) improve air quality monitoring, modeling, forecasting, and data management; (ii) expand

awareness and understanding of air quality issues; and (iii) develop and implement air quality management frameworks and clean air solutions across regional, national, and sub-national levels.

Applicants must demonstrate their ability to:

Objective 1: Build a community of practice to advance action and address gaps in air quality management capacity in the region. The community would: connect relevant air quality experts, practitioners, and stakeholders across sectors to each other and to resources; facilitate their regular interactions; and provide structures and activities to enable collective learning, relationship building, and problem solving.

Objective 2: Increase air quality monitoring capabilities, improve data management, and implement applications development (e.g., modeling, forecasting, communications, and other tools to support decision-making) in at least two countries eligible for funding.

Objective 3: Develop, support, and implement air quality management frameworks and clean air solutions (e.g., air quality management plans and regulatory structures) across scales (i.e., regional, national, and sub-national levels), including raising public awareness to improve accountability.

A3. Expected Results

Expected results would extend beyond the lifetime of the funded project and would include:

- Strengthened regional capacity to monitor and manage air quality and collaborate on air pollution issues. (*Objective 1; Required indicators 1,2*)
- Improved awareness and understanding of air quality issues among policy-makers and the public. (*Objective 1; Required indicators 1,2*)
- Improved institutional capacity to monitor air quality and use data and applications to inform air quality management policies. (*Objective 2; Required indicators 1,2,3*)
- Development, adoption, and/or implementation of focused air quality management frameworks. (*Objective 3; Required indicator 4*)

A4. Main Activities

To achieve the objectives and expected results, the funded project could include activities such as those listed below. Organizations should strive for gender balance and inclusion where applicable.

Organizations should also consider using U.S. environmental technologies.

- Design and delivery of information, education, and training to expand awareness and understanding of air quality issues among practitioners, decision-makers, and the public (e.g., through communication materials, online and mobile data platforms, tools, and campaigns, as well as through curricula, training/certification programs, etc.).
- Development, adoption, and implementation of management approaches at local, national, and regional scales (e.g., toolkits, action/management plans, regulatory and enforcement frameworks, etc.).
- Design and implement community structures that allow air quality practitioners and stakeholders across the region to connect and interact regularly with each other. Within these structures,

development of mechanisms for knowledge creation and the development of best practices (e.g., through meetings, workshops, trainings, etc.).

- Design and deployment of low-cost sensor networks and other activities to enhance data coverage, accuracy, and precision (e.g., co-location with existing reference-grade monitors, sensor intercomparisons, integration with satellite data, integration into global data repositories, as well as training for local staff in proper deployment, calibration, operation, and maintenance of sensor networks).
- Development and implementation of systems for data management, analysis, interpretation, and other activities to facilitate the transformation of data into useful information (e.g., data storage, data quality control and assurance, visualizations, models, etc.).
- Development of knowledge and tools to support decision-making (e.g., forecasts, early warning systems, emissions inventories, source apportionment, impacts estimates, etc.).

A5. Performance Indicators

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Establish, where possible, performance baseline data and expected performance targets for each expected result and include details on what data sources will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should allow for gender disaggregation. Indicators should indicate key project outputs or outcomes that reflect the primary goals or objectives of the project and be based on data that the implementer can collect with a high degree of confidence in its accuracy.

Applicants must fill out the table below and insert it into the proposal document under the Performance Monitoring & Evaluation section (the indicator table is considered part of the proposal, and therefore counts towards the page limit). Additional non-Department of State indicators may be added that are relevant to the project by adding rows to the chart.

All applicable indicators should be included in the proposal. Subsequent to the award, routine periodic reporting of all indicators will be required. The implementer will be responsible for semi-annual progress reporting on each performance indicator included in the award agreement as well as analysis of progress or impediments to reach indicator targets.

The following are required indicators. Applicants are welcome to propose other indicators relevant to the primary objectives and expected results of the project.

	<i>Outcome Indicators</i>	<i>Targets</i>
Output 1.	Number of people trained in air quality management, improvement, or related issues supported by USG assistance. (disaggregated by gender)	

Output 2.	Number of person hours completed in air quality management, improvement, or related issues supported by USG assistance. (disaggregated by gender)	
Output 3.	Number of institutions with improved capacity to assess or address air quality issues as supported by USG assistance. (Usually disaggregate by sector: government, private, NGO)	
Output 4.	Number of laws, policies, regulations, or standards addressing air quality management or improvement formally proposed, adopted, or implemented as supported by USG assistance. (Usually disaggregate by proposed/adopted/implemented)	

Suggested indicators for this project could include, but not be limited to, the following:

	<i>Outcome Indicators</i>	<i>Targets</i>
Output 5.	Number of days of USG funded technical assistance in air quality management, improvement, or related issues provided to counterparts or stakeholders.	
Output 6.	Number of people reached by outreach or education efforts as a result of USG assistance.	
Output 7.	Amount of land/territory covered by the spatial data from air quality sensors (and, if applicable, US embassy monitor data used in the project) as supported by USG assistance.	

This notice is subject to availability of funding.

B. FEDERAL AWARD INFORMATION

Primary organizations can submit one application in response to the NOFO. If an applicant chooses to submit multiple applications to this NOFO, it is the responsibility of the applicant to demonstrate the competitiveness and uniqueness of each application.

The U.S. government may: (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) waive 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 under no obligation to do so), however, 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.

OES anticipates awarding either a grant or cooperative agreement depending on the needs and risk factors of the program. The final determination on award mechanism will be made by the Grants Officer. The distinction between grants and cooperative agreements revolves around the existence of “substantial involvement.” Cooperative agreements require greater Federal government participation in the project. If a cooperative agreement is awarded, OES will undertake reasonable and programmatically necessary substantial involvement. Examples of substantial involvement can include, but are not limited to:

Examples of substantial involvement for this project may include, but are not limited to, the following:

- Active participation or collaboration with the recipient in the implementation of the award;
- Review and approval of one stage of work before another can begin;
- Review and approval of substantive provisions of proposed sub-awards or contracts beyond existing Federal policy;
- Approval of the recipient’s budget or plan of work prior to the award.
- Advising on the identification of in-country networks and organizations, including consultations with U.S. embassy posts and internal Department of State stakeholders;
- Advising on the development of the community of practice, including its structures and processes;
- Advising on the development of air quality monitoring and management strategies; and
- Advising and reviewing outreach materials.

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

To maximize the impact and sustainability of the award(s) that result from this NOFO, OES retains the right to execute non-competitive continuation amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 54 months, or four and a half years. Any non-competitive continuation is contingent on performance and **pending availability of funds**. A non-competitive continuation is not guaranteed, and the Department of State reserves the right to exercise or not to exercise this option.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

OES welcomes applications from U.S.-based non-profit/non-governmental organizations subject to section 501(c) (3) of the U.S. tax code; foreign-based non-profit organizations/nongovernment organizations (NGO); Public International Organizations; Foreign Public Organizations; private, public, or state institutions of higher education.

Applications submitted by for-profit entities may be subject to additional review following the panel selection process. Additionally, the Department of State prohibits profit to for-profit or commercial organizations under its assistance awards. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR 30, Cost Accounting Standards Administration, and 48 CFR 31 Contract Cost Principles and Procedures.

Please see 2 CFR 200.307 for regulations regarding program income.

C.2 Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility factor or requirement for this NOFO and providing cost share will not result in a more favorable competitive ranking. However, providing co-share is encouraged. When cost sharing is offered, all cost share or matching must be included in detail in the line-item budget and noted in the budget narrative. It is understood and agreed that the applicant must provide the amount of cost sharing that it elects to stipulate in its proposal and that is later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, recipients must maintain written records to support all costs that are claimed as their contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with [2 CFR 200.306 – Cost Sharing and Matching](#)

C.3 Other

Applicants must have existing, or the capacity to develop, active partnerships with local in-country partners, entities, and relevant stakeholders and have demonstrable experience in administering successful and preferably similar projects.

Any applicant listed on the Excluded Parties List System in the [System for Award Management \(SAM.gov\)](#) (www.sam.gov) and/or has a current debt to the U.S. government 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 or person listed on the Excluded Parties List System in SAM.gov can participate in any activities under an award. All

applicants are strongly encouraged to review the Excluded Parties List System in SAM.gov to ensure that no ineligible entity or person is included in their application.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Address to Request Application Package

Applicants can find application forms, kits, or other materials needed to apply on www.grants.gov and [SAMS Domestic \(https://mygrants.servicenowservices.com\)](https://mygrants.servicenowservices.com) under the announcement title “Air Quality Management Community of Practice in Africa” funding opportunity number “**SFOP0009010**.” Please contact the OES point of contact listed in Section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note that reasonable accommodations do not include deadline extensions.

D.2 Content and Form of Application Submission

For all application documents, please ensure:

- 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 document is provided in both English and a foreign language, the English language version is the controlling version;
- All pages are numbered, including budgets and attachments;
- All documents are formatted to 8 ½ x 11 paper; and,
- 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.

D.2.1 Application Requirements

Complete applications must include the following:

Completed and signed **SF-424**, **SF-424A**, and **SF-424B** forms. Please see SF-424 instructions in Section 2B of the PSI.

Organizations that engage in lobbying the U.S. government, including Congress, or pay for another entity to lobby on their behalf, are also required to complete the **SF-LLL** “Disclosure of Lobbying Activities” form (**only if applicable**). Please see SF-LLL guidance in Section 2B of

the PSI.

Cover Page/Executive Summary (not to exceed one (1) page), preferably as a Word Document) that includes a table with the organization name, project title, target countries, name and contact information for the application's main point of contact, and a brief section that clearly outlines the (1) the problem statement addressed by the project (2) research-based evidence justifying the applicant's approach, and (3) quantifiable project outcomes and impacts. The Cover Page/Executive Summary is not considered part of the 10-page limit.

Proposal Narrative (not to exceed ten (10) pages, preferably as a Word Document). Please note the ten-page limit **does not include** the Cover Page/Executive Summary, Table of Contents, Attachments, Detailed Budget, Budget Narrative, Letter of Institutional Support, Audit, or NICRA. Applicants are encouraged to combine multiple documents into a single Word Document or PDF (i.e. Cover Page, Table of Contents, Executive Summary, and Proposal Narrative in one file). The Narrative must include the following:

- **Introduction to the Organization:** A description of past and present operations, showing ability to carry out the project, including information on all relevant or similar type projects from previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Program Goal:** The "goal(s)" describe the larger outcome intended
- **Program Objectives:** The intermediate accomplishments and measurable targets to achieve a goal. Objectives of the program should be SMART:
 - **Specific:** Detailed and specifies what will be achieved
 - **Measurable:** have associated metrics or measurements of success
 - **Attainable:** appropriately challenging, objectives can be reasonably attained given the available resources
 - **Relevant:** align with the policy/program goal and appropriate within the country or beneficiary audience
 - **Time-Bound:** achievable within the timeframe of the program
- **Program Activities:** Describe specific actions taken under Objective. All activities should be clearly developed and sufficiently explain the resource and time requirements (inputs) and things done or produced (outputs). Activities should detail: target areas, participant groups or selection criteria for participants; how relevant stakeholders will be engaged; actions taken by local partners as appropriate/relevant.
- **Geographic Focus:** The narrative should describe the geographic focuses of the project, selected from the list of eligible countries. The narrative should explain the need for air quality management capacity building in those jurisdictions, including the level of capacity that currently exists.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. Include ways program activities will ensure sustainability

- **Risk Analysis** - identify the internal and external risks associated with the proposed project, 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.

Program Monitoring and Evaluation Narrative and Plan:

An M&E Narrative (maximum one page) outlines how a project's M&E system will be carried out and by whom. It details how you will track your project's performance toward its objectives, over time. Provide a clear description of the approach and data collection strategies and tools to be employed (e.g., pre- and post-test surveys, interviews, focus groups). The description should include how the applicant will track and document whether activities occurred (outputs) and the results or changes caused by these activities (outcomes). If the project includes work with local partners or sub-partners, explain how M&E efforts will be coordinated amongst these organizations. Explain if an external evaluation will be included. Evaluations, internal or external, should be systematic studies that use research methods to address specific questions about project performance. They should provide a valuable supplement to ongoing monitoring activities. Evaluation activities generally include baseline assessments, mid-term and final evaluations.

The M&E plan should draw on the objectives, activities and expected changes from the logic model, and link those areas to indicators. The M&E plan is generally structured as a table with output- and outcome-based indicators. It explains how data will be collected (data collection methods) to show that certain changes occurred. It outlines baselines (where your project is starting) and quarterly targets (what you would like to achieve) for each indicator. The M&E Plan is considered part of the 10-page narrative limit.

Key Personnel (not to exceed two (2) pages, preferably as a Word Document). Include short bios that highlight relevant professional experience. Provides names, titles, roles and experience/qualifications of key personnel involved in the program. Given the limited space, CVs are not recommended for submission. Key Personnel is considered part of the 10-page narrative limit.

Timeline (not to exceed one (1) page, preferably as a Word Document or Excel Sheet). The timeline of the overall proposal should include activities, evaluation efforts, and program closeout. The timeline is considered part of the 10-page narrative limit.

Contingency Plan (not to exceed one (1) page) for proposed activities should the originally planned activities not be able to be implemented. The Contingency Plan should be submitted as an additional annex. Applicants should demonstrate consideration of the risks identified in the submitted risk assessment and include specific alternative activities or locations as part of the Contingency Plan. Any proposed "plan" must comply with 2CFR200.433 – Contingency provisions. Plans must not include unallocable or unallowable expenses and must not result in a larger Total Award Value than the identified as the "competition ceiling." OES requires prior approval by the Grants Officer of the "plan" before any activities can take place, or costs can be incurred against the "plan." The contingency plan is considered part of the 10-page narrative limit.

Budget (preferably as an Excel workbook) that includes three (3) columns containing the request to OES, any cost sharing contribution, and the total budget. A summary budget should also be included using the OMB-approved budget categories (see SF-424A as a sample) in a separate tab. Costs must be in U.S. Dollars. Detailed line-item budgets for sub-grantees should be included as additional tabs within the Excel workbook (if available at the time of submission). The budget is **not** considered part of the 10-page narrative limit.

Budget Narrative (preferably as a Word Document) Justify each line-item in the budget and explain how the amounts were derived, consistency with the applicants documented policies, as well as the source and description of all proposed costs (and cost-share, if applicable). The narrative should complement the budget rather than repeat information provided in the budget. For example, the narrative should provide details on the purpose of costs, reasonability of costs, cost price analysis, explain allocations, explain any yearly variances and tie expenses to program activities and/or objectives where appropriate. Sources of all cost-share offered in the application should be identified and explained in the budget narrative. See Tab 1 *Budget Guidelines for FADR (Dec 2021)* for more information. The budget narrative is **not** considered part of the 10-page narrative limit.

Letter of Institutional Support (Refer to Annex I for a sample letter). The letter of institutional support is **not** considered part of the 10-page narrative limit.

Audit Applicants must submit the most recent audit for their organization. The audit is **not** considered part of the 10-page limit.

Attachments:

Letters of support from program partners describing the roles and responsibilities of each partner, if applicable/pre-identified. Official permission letters, if required for project activities. Attachments are not considered part of the 10-page narrative limit.

Applications that do not include the elements listed above will be deemed technically ineligible. To ensure that all applications receive a balanced evaluation, the review panel will review from the first page of each section up to the page limit and no further.

D.2.2 Additional Information Requested For Those Receiving Notification of Intent

Successful applicants must submit, after notification of intent to make a Federal award, but prior to issuance of a Federal award:

- Written responses and revised application documents addressing conditions and recommendations from the review panel;
- A copy of the applicant's latest NICRA as a PDF file, if the applicant has a NICRA and includes NICRA charges in the budget;
- A completed copy of the Department's Financial Management Survey, if receiving USG funding for the first time;

- Submission of required documents to register in the Payment Management System managed by the Department of Health and Human Services, if receiving OES funding for the first time (unless an exemption is provided);
- Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award;
- Applicants who submit their applications through Grants.gov will be required to create a SAMS Domestic account in order to accept the final award. Accounts must be logged into to every 60 days in order to maintain an active account.

D.3 Unique Entity Identifier and System for Award Management (SAM)

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with the SAM.gov **before submitting an application**. THE OES may **not** review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. 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.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee.

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

Other Eligibility Requirements:

- **An active/valid registration on www.SAM.gov/SAM/** (must be active prior to applying for federal funding)
- **A Unique Entity Identifier (UEI) and CAGE Code**, established during SAM.gov registration.
- **Entity must not be on the Excluded Parties List (EPL)**
- **Registration in the Payment Management System**
- **NCAGE Code** for foreign organizations
- **A Data Universal Numbering System (DUNS) Number** (if applying for a SAM.gov account prior to April 4, 2022)
- **Any sub-awardees must also have a unique entity identifier**

For Organizations Registering for a SAM.gov Account After April 4, 2022:

Step 1: If you are an international organization, register for an NCAGE number (see instructions NCAGE Registration below).

Step 2: Register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually. This registration process will result in the issuance of a UEI and CAGE code. Carefully read all instructions in the SAM.gov Registration section below.

DUNS registration:

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 Registration

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.

Note: Foreign organizations will be required to register with the NATO Support Agency (NSPA) to receive a NCAGE code in order to register in SAM.gov. NSPA will forward your registration request to the applicable National Codification OES (NCB) if your organization is located in a NATO or Tier 2 Sponsored Non-NATO Nation. As of September 2021, NATO nations included Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States of America. As of September 2021, Tier 2 nations included Argentina, Australia, Austria, Brazil, Colombia, Finland, India, Indonesia, Israel, Japan, Republic of Korea, Malaysia, Morocco, New Zealand, Serbia, Singapore, Sweden, Ukraine, and United Arab Emirates.

*NSPA and/or the appropriate NCB forwards all NCAGE code information to all Allied Committee 135 (AC/135) nations, which as of September 2021 also included Algeria, Belarus, Bosnia & Herzegovina, Brunei Darussalam, Chile, Egypt, Georgia, Jordan, Oman, Pakistan, Peru, Qatar, Saudi Arabia, South Africa, and Thailand. **All organizations are strongly advised to take this into consideration when assessing whether registration may result in possible endangerment.***

SAMS.gov Registration:

Applicants must have an active registration in SAM (www.sam.gov) prior to submitting an application, and must provide a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number, and must continue to maintain an active SAM.gov registration with current information at all times during which it has an active Federal award or an application or plan under consideration by the U.S. government. If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible. Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

The Unique Entity Identifier (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. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in SAM.

SAM requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM and to also maintain its active registration in SAM.

An exemption from this requirement may be permitted on a case-by-case basis 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. Organizations requesting an exemption should email the point of contact listed in Section G of this NOFO.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

Note: SAM.gov is not the same as SAMS Domestic. It is free to register in both systems, but the registration processes are different.

Information is included on the SAM.gov website to help international registrations, including "Quick Start Guide for International Registrations" and "Helpful Hints." Navigate to www.SAM.gov, click "HELP" in the top navigation bar, then click "International Registrants" in the left navigation panel. Please note, guidance on SAM.gov and the guidance on GSA's website about requirement for registering in SAM.gov is subject to change. Applicants should review the website for the most up-to-date guidance.

D.3.1 Exemptions

An exemption from these requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.

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.

D.4 Submission Dates and Times

Applications are due no later than 11:59 PM Eastern Standard Time (EST), on 4, AUGUST, 2022 on <https://www.grants.gov/> or [SAMS Domestic \(<https://mygrants.servicenowservices.com>\)](https://mygrants.servicenowservices.com) under the announcement title “Air Quality Management Community of Practice in Africa ,” funding opportunity number “SFOP0009010.”

Grants.gov and SAMS Domestic automatically log the date and time an application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered. Known system errors caused by Grants.gov or SAMS Domestic (<https://mygrants.servicenowservices.com>) that are outside of the applicant’s control will be reviewed on a case by case basis. Applicants should not expect a notification upon OES receiving their application.

D.5 Funding Limitations, Restrictions, and other Considerations

OES will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Please refer the link for Foreign Terrorist Organizations: <https://www.state.gov/foreign-terrorist-organizations/>

Project activities whose direct beneficiaries are foreign militaries or paramilitary groups or individuals will not be considered for OES funding given purpose limitations on funding.

The Leahy Law prohibits Department foreign assistance funds from supporting foreign security force units if the Secretary of State has credible information that the unit has committed a gross violation of human rights. Per [22 USC §2378d\(a\) \(2017\)](#), “No assistance shall be furnished under this chapter [FOREIGN ASSISTANCE] or the Arms Export Control Act [22 USC 2751 et seq.] 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 violation of human rights.” Restrictions may apply to any proposed assistance to police or other law enforcement. Among these, pursuant to section 620M of the Foreign Assistance Act of 1961, as amended (FAA), no assistance provided through this funding opportunity may be furnished to any unit of the security forces of a foreign country when there is credible information that such unit has committed a gross violation of human rights. In accordance with the requirements of section 620M of the FAA, also known as the Leahy law, project beneficiaries or participants from a foreign government’s security forces may need to be vetted by the Department before the provision of any assistance. If a proposed grant or cooperative agreement will provide assistance to foreign security forces or personnel, compliance with the Leahy Law is required.

Organizations should be cognizant of these restrictions when developing project proposals as these restrictions will require appropriate due diligence of program beneficiaries and collaboration with OES to ensure compliance with these restrictions. Program beneficiaries subject to due diligence vetting will include any individuals or entities that are beneficiaries of foreign assistance funding or support. Due diligence vetting will include a review of open-source materials.

D.6 Other Submission Requirements

All application submissions must be made electronically via www.grants.gov or [SAMS Domestic \(https://mygrants.servicenowservices.com\)](https://mygrants.servicenowservices.com). Both systems require registration by the applying organization. Please note that the Grants.gov registration process can take ten (10) business days or longer, even if all registration steps are completed in a timely manner.

It is the responsibility of the applicant to ensure that it has an active registration in SAMS Domestic or Grants.gov. Applicants are required to document that the application has been received by SAMS Domestic or Grants.gov in its entirety. OES bears no responsibility for disqualification that result from applicants not being registered before the due date, for system errors in either SAMS Domestic or Grants.gov, or other errors in the application process. Additionally, applicants must save a screen shot of the checklist showing all documents submitted in case any document fails to upload successfully.

Faxed, couriered, or emailed documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons. Applicants must follow all formatting instructions in the applicable NOFO and these instructions.

OES encourages organizations to **submit applications during normal business hours** (Monday – Friday, 9:00AM-5:00PM Eastern Standard Time (EST)). If an applicant experiences technical difficulties and has contacted the appropriate helpdesk but is not receiving timely assistance (e.g. if you have not received a response within 48 hours of contacting the helpdesk), you may contact the THE OES point of contact listed in the NOFO in Section G. The point of contact may assist in contacting the appropriate helpdesk.

Note: The Grants Officer will determine technical eligibility of all applications.

SAMS Domestic Applications:

Applicants using SAMS Domestic for the first time should complete their “New Organization Registration.” To register with SAMS Domestic, click “Login to <https://mygrants.servicenowservices.com>” and follow the “create an account” link.

Organizations must remember to save a screen shot of the checklist showing all documents submitted in case any document fails to upload successfully.

SAMS Domestic Help Desk:

For assistance with SAMS Domestic accounts and technical issues related to the system, please contact the ILMS help desk by phone at +1 (888) 313-4567 (toll charges apply for

international callers) or through the Self Service online portal that can be accessed from <https://afsism.service-now.com/ilms/home>. Customer support is available 24/7.

Grants.gov Applications:

Applicants who do not submit applications via SAMS Domestic may submit via www.grants.gov.

Please be advised that completing all the necessary registration steps for obtaining a username and password from Grants.gov **can take ten (10) business days or longer.**

Please refer to the Grants.gov website for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Validation of an electronic submission via Grants.gov can take up to two business days. Additionally, organizations **must** remember to save a screenshot of the checklist showing all documents submitted in case any document fails to upload successfully.

Grants.gov Helpdesk:

For assistance with Grants.gov, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

See <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/> for a list of federal holidays.

E. APPLICATION REVIEW INFORMATION

E.1 Proposal Review Criteria

The OES review panel will evaluate each application individually against the following criteria, listed below in order of importance, and not against competing applications. Please use the below criteria as a reference, but **do not structure your application according to the sub-sections.**

Quality and Program Design – 20 points: The program idea is well developed and responsive to the policy and program objective of the NOFO. The applicant describes the project's potential contribution to solving the problem addressed in the problem statement. The application clearly defines the problem; its causes; stakeholders; and existing research/data; the approach taken to solve the problem; realistic milestones to indicate progress.

Organizational Capacity – 20 points: The applicant demonstrates an institutional record of successful projects in the content area proposed. The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in the proposed country/territory/region. The organization has expertise in its stated field and has adequate staffing to manage the proposed project. The applicant demonstrates capacity for responsible

fiscal management of donor funding (e.g., successful management of a previous grant or sub-award).

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results. The applicant proposes activities that are feasible, and are also practical, and/or experiential in nature to encourage innovation. The applicant addresses how the project will engage or obtain support from relevant stakeholders and/or identifies local partners. Program logic is sound showing plausible pathways to achieve project outcomes. Key assumptions and risks have been identified and their potential influences described. The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.

Budget & Budget Narrative – 10 points: The budget justification is detailed, accounting for all necessary expenses to achieve proposed activities. Costs are reasonable in relation to the proposed activities and anticipated results and provide detail of calculations, including estimation methods, quantities, unit costs, labor in-put and responsibilities, procurement practice and policy information, and other similar quantitative detail

Monitoring & Evaluation/Sustainability – 25 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured and who will be responsible for them. The applicant clearly details how activities will result in benefits that will continue beyond the funding period.

Support of Equity and Underserved Communities – 10 points: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

E.2 Review and Selection Process

The Department of State is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in section C and have submitted all required documents outlined in section D. Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

All applications that are deemed eligible will proceed to the Merit Review Panel consisting of U.S. government subject matter and/or country-specific experts and will be rated on a 100-point scale. OES reserves the right to request the assistance of non-US government Subject Matter Experts (SMEs), if appropriate to the solicitation. Point values for individual elements of the

application are presented in Part VII, Section A. Panel Reviewers' ratings, and any resulting recommendations, are advisory. Panel Reviewers may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award.

Final selection authority resides with OES's senior level official. Final award decisions will be influenced by whether the application meets the Department of State's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

OES will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email requesting that the applicant respond to review 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 review panel's conditions and recommendations; being registered in required systems; and completing and providing any additional documentation requested by OES or the Grants Officer. 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. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If awarded, the notice of Federal award will be provided to the applicant's designated Authorizing Official via SAMS Domestic to be electronically counter-signed in the system.

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS). Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis. Instructions for requesting payments are available at: <https://pms.psc.gov/>.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

F.2 Administrative and National Policy and Legal Requirements

OES requires all recipients of foreign assistance funding to comply with all applicable Department and Federal laws and regulations, including but not limited to the following:

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. 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.state.gov/about-us-office-of-the-procurement-executive/>.

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:

- [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](#)

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 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - 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 in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Due to the determination made under the Trafficking Victims Protection Act (TVPA) for FY 2021, assistance that benefits the governments of the following countries may be subject to a restriction under the TVPA. The Department of State determines on a case-by-case basis what constitutes assistance to a government; the general principles listed below apply.

Assistance to the government includes:

- All branches of government (executive, legislative, judicial) at all levels (national, regional, local);
- Public schools, universities, hospitals, and state-owned enterprises, as well as government employees;
- Cash, training, equipment, services, or other assistance provided directly to the government, assistance provided to an NGO or other implementer for the benefit of the government, and assistance to government employees.

Subject to TVPA for funds obligated during FY 2022:

AF: Comoros, Eritrea, Guinea-Bissau, South Sudan

EAP: Burma, China (PRC), Malaysia

EUR: Russia

NEA: Algeria, Iran, Syria

SCA: Turkmenistan

WHA: Cuba, Nicaragua, Venezuela

Additional requirements may be included depending on the content of the program.

F.3 Reporting

Applicants should be aware that OES awards will require that all reports (financial and progress) are uploaded to the grant file in SAMS Domestic on a quarterly basis. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports and must be submitted in PMS, as well as a copy from PMS then uploaded to the grant file in SAMS Domestic. The progress reports uploaded to the grant file in SAMS Domestic must include a narrative as described below and Project Indicators (or other mutually agreed upon format approved by the Grants Officer)

Narrative progress reports should reflect the focus on measuring the project's progress on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award's Logic Model and in the Monitoring & Evaluation Narrative.

An assessment of the overall project's impact should be included in each progress report. Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited);
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E Plan. In addition, attach the M&E Plan, comparing the target and actual numbers for the indicators;
- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the recipient is pursuing sustainability, including looking for sources of follow-on funding;
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- Reasons why established goals were not met;
- Program Indicators or other mutually agreed upon format approved by the Grants Officer;
- Proposed activities for the next quarter; and,
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

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](#).

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.

A final narrative and financial report must also be submitted within 120 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 recipient's' ability to receive future U.S. government funds. OES 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 NOFO, please contact Dexter Payne, paynedc@state.gov and Julia Radice, RadiceJP@state.gov.

For assistance with SAMS Domestic accounts and technical issues related to the system, please contact the ILMS help desk by phone at +1 (888) 313-4567 (toll charges apply for international callers) or through the Self Service online portal that can be accessed from <https://afsitsm.service-now.com/ilms/home>. Customer support is available 24/7.

Please note that establishing an account in SAMS Domestic may require the use of smartphone for multi-factor authentication (MFA). If an applicant does not have accessibility to a smartphone during the time of creating an account, please contact the helpdesk and request instructions on MFA for Windows PC.

For assistance with Grants.gov accounts and technical issues related to using the system, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

For a list of federal holidays visit: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

Except for technical submission questions, during the NOFO period U.S. Department of State staff in Washington and overseas shall not discuss this competition with applicants until the entire proposal review process has been completed and rejection and approval letters have been transmitted.

H. OTHER INFORMATION

Applicants should be aware that OES understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that OES cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any OES representative. Explanatory information provided by OES that contradicts this language will not be binding. 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.

Background Information on OES

The mission of OES is to provide American leadership, diplomacy, and scientific cooperation to conserve and protect the global environment, ocean, health, and space for the prosperity, peace, and security of this and future generations.

Additional background information on OES and its efforts can be found at:

<https://www.state.gov/bureaus-offices/under-secretary-for-economic-growth-energy-and-the-environment/bureau-of-oceans-and-international-environmental-and-scientific-affairs/>

ANNEX I–SAMPLE LETTER OF INSTITUTIONAL SUPPORT TO THE:

Bureau of Oceans, and International Environmental and Scientific Affairs (OES)
U.S. Department of State
Room 2201 C Street, NW
Washington, D.C. 20520

[applicant Institution Letterhead]

Date:

Name of higher executive supportive of the proposal submission

Street Address

State, and zip code,

email, phone number

Attention: Maria Urbina
Bureau of Oceans, Environmental and International Affairs
U.S. Department of State

RE: Letter of support for Request for Applications #

The [name of the applicant institution] is happy to endorse the proposal's entitled "XXXXXXX" in response to the NOFO# entitled XXXXXXX. Our organization has been working in this area for the last X years and have developed extensive expertise in selected countries/region. (If you have established a long-standing contacts describe those and briefly explain why you are interested in committing your organizational resources such as staffing and in-kind contribution in support of the NOFO goals.).

If your program intends to engage in collaborative efforts through sub-awards, please explain the rationale and your institution's objective for sub-awarding funds to local organizations. If you know the local institutions, please indicate if relevant that you have worked with relevant staff and explain the areas of collaborative work if relevant.

Sincerely,

[Sr. officer of the institution]

Signature of President or

Executive Office