

**U.S. DEPARTMENT OF STATE  
WHA / U. S. EMBASSY NASSAU  
Notice of Funding Opportunity**

**Funding Opportunity Title:** Environmental Education Program

**Funding Opportunity Number:** SBF50022GR0003

**Deadline for Applications:** Friday, April 15, 2022

**Assistance Listing Number:** 19.040

**Total Amount Available:** \$10,000

**A. PROGRAM DESCRIPTION**

The U.S. Embassy Nassau / Bureau of Western Hemisphere Affairs of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to promote Environmental Education in the Bahamas. Please follow all instructions below.

**Program Objectives:**

At the American University in Cairo, Egypt where leaders gathered on February 21, 2022, Presidential Envoy for Climate John Kerry noted, “The transition to renewable energy is not to be feared. It is a transformation to be seized. Imagine powering this entire campus with solar for a few cents a kilowatt hour. Imagine driving an electric vehicle from here to Sharm on a single charge and recharging in minutes. Imagine a new global economy and countless new jobs and careers as we fully harness the endless and harmless power of the natural world, from the sun to the wind and water.”

The U. S. Department of State is working with international organizations, civil society, and other governments to support policies and programs that conserve and restore forests; promote sustainable agriculture and fisheries; stop illegal logging, mining, and fishing; and combat wildlife trafficking and marine plastic pollution. These policies and programs help preserve the planet’s natural beauty and provide economic benefits for generations to come.

The U. S. Embassy Nassau supports programs which empower Bahamians to develop the cutting-edge knowledge and skills essential to tackle the challenges of our constantly changing world. As a result, the objective of the Environment Education Program Federal Assistance Award (Grant) is to educate and empower Bahamians to join the fight against climate change and protect their natural environment.

The recipient will develop an education program that empowers Bahamians to create solutions to the climate change challenge. The two goals of the Environmental Education Program are:

1. Foster an appreciation for Bahamian natural resources in support of environmental conservation and sustainability.

2. Promote environmental education in The Bahamas, including, but not limited to, Science, Technology, Engineering, Mathematics (STEM), environmental science, species conservation, renewable energy, or recycling/reuse/reduction/waste management.

The selected recipient will develop a curriculum and execute an Environmental Education Program focused on developing solutions to combat Climate Change in their communities.

The camp activities must start between June to September 2022.

Cost sharing and/or matching by partnering with other organizations to execute the program is recommended but not required. Applications will be awarded additional points in the review and scoring process for partnering with other organizations for some aspect of the program.

### **Participants and Audiences:**

The Participant profile for this program is broad, and includes the Bahamian general public, from ages 12 to 35.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 12 months

Number of awards anticipated: 1 award

Total available funding: \$10,000

Type of Funding: FY22 Smith Mundt Public Diplomacy Funds

Anticipated program start date: June – September 2022

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Fixed Amount Award

**Program Performance Period:** Proposed programs should be completed in one year or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

## **C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions

- Foreign Individuals
- Public International Organizations and Governmental institutions

## 2. Cost Sharing or Matching

Cost share and/or matching is not required. However, applicants who cost share and/or match with other organizations will be awarded additional points in the review process. Cost sharing demonstrates a strong commitment to planned activities and shows greater cost effectiveness.

## 3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in [SAM.gov](http://SAM.gov).

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

The U. S. Embassy Nassau encourages all individuals and organizations with experience and qualifications in the fields of the environment and education to apply. Applicants are also encouraged to consider creative, original, and innovative programs designed to engage the Bahamian public in the aforementioned subject areas.

Applicants are required to list and include funding from other donors, additional in-kind and/or cash contributions from organizations or businesses.

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

### 1. Address to Request Application Package

Application forms required below are available at: <https://bs.usembassy.gov> , <https://grants.gov> and SAMS Domestic.

### 2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

#### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars

- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

### 1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at [bs.usembassy.gov](http://bs.usembassy.gov)**
- **SF-424A (Budget Information for Non-Construction programs) at [bs.usembassy.gov](http://bs.usembassy.gov)**
- **SF-424B (Assurances for Non-Construction programs) at [bs.usembassy.gov](http://bs.usembassy.gov) (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)**

**2. Summary Page:** Cover sheet stating the applicant’s name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal (10 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to

ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**4. Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section H. Other Information: Guidelines for Budget Submissions below for further information.

#### **5. Attachments:**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov)

#### **Required Registrations:**

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:

- NCAGE/CAGE code
- Unique entity identifier from Dun & Bradstreet (DUNS number) before March 29.
- Unique entity identifier from Sam.gov - Mandatory after March 29
- 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%20NCA  
GE.pdf](https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA<br/>GE.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@dliis.dla.mil](mailto:NCAGE@dliis.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.

## 6. Submission Dates and Times

Applications are due no later than Friday, April 15, 2022, at 11:59 p.m.

### 3. Funding Restrictions

Award funds must only be used for the activities proposed and outlined in the award.

### 4. Other Submission Requirements

All application materials must be submitted by email to [NassauSmallGrants@state.gov](mailto:NassauSmallGrants@state.gov).

## E. APPLICATION REVIEW INFORMATION

### 1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea – 20 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

**Program Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan – 15 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.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

**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.

**Cost Share - 10 Points:** Cost share is not required; however, applicants will be given an additional 10 points if the application clearly states cost share and partnership with another organization or entity to enhance the program and achieve the desired outcomes for the award.

## 2. Review and Selection Process

A review committee will evaluate all eligible applications. The committee will comprise a cross section of Departments from the U. S. Embassy Nassau and other community partners.

## 3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates - Award Competition will be announced on Monday, March 14, 2022. The winner of the Award Competition will be announced at the U. S. Embassy Nassau's Commemorative Ceremony for Earth Day on Friday, April 22, 2022.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### 1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. 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 a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payment for the award will be administered via wire transfer on a quarterly basis. Payment schedule will be finalized and approved by Grants Officer.

### 2. Administrative and National Policy Requirements

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

These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)



- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

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: NOTE:

- 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).

In accordance with the Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program’s goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

### 3. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. Reports should be submitted to the Grants Officer (GO) and Grants Officer Representative (GOR) for the Public Diplomacy Section.

**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.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact:

Danie Durazo  
Grants Officer  
[DurazoDA@state.gov](mailto:DurazoDA@state.gov)

Chanelle Sands  
Grants Officer Representative  
[ClareCE@state.gov](mailto:ClareCE@state.gov)

Questions and Answers or FAQ will be posted on <https://bs.usembassy.gov> and a Zoom Webinar will be held on Thursday, March 17, 2022, from 11:00 a.m. – 12:00 p.m. to answer questions from all potential applicants.

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

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

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.