

# U.S. DEPARTMENT OF STATE

## U.S. EMBASSY SANTIAGO, PUBLIC AFFAIRS SECTION

**Notice of Funding Opportunity Title:** U.S. Embassy Santiago Climate Action NOFO

**Funding Opportunity Number:** PAS-STG-FY22A

**Deadline for Applications:** June 1, 2022. *Proposals will be accepted any time prior to the deadline and reviewed by the Embassy's grant review panel until funds run out. It is in the applicant's interest to submit as early as possible.*

**CFDA Number:** 19.040 – Public Diplomacy Programs

**Total Amount Available:** \$200,000

**Minimum for each award:** \$25,000

**Maximum for each award:** \$100,000

### A. PROGRAM DESCRIPTION

The U.S. Embassy Santiago Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce our Notice of Funding Opportunity (NOFO) for programs on **climate action**. The NOFO outlines the procedures for submitting proposals. Please carefully follow all instructions below.

#### Program Objectives:

PAS Santiago invites proposals for programs that enhance cooperation between the United States and Chile to promote action responding to climate change, at the local and/or national level. Programs could build or strengthen partnerships to address climate and environmental resilience, green economic development, and/or impacts on vulnerable communities, for example. All programs must include a U.S. element, or connection with U.S. expert/s, organization/s, or institution/s. And programs must also feature a multimedia component to share achievements and impacts, inspiring citizen participation in climate action.

#### Examples of past programs have included, but are not limited to:

- Speaking tours/public talks by U.S. experts or roundtable discussions by U.S. experts with counterparts in Chile;

- Activities that foster long-term student and academic collaboration between U.S. and Chilean universities, technical schools, and community colleges;
- Joint U.S.-Chile virtual or in-person conferences or meetings that promote U.S.-Chile collaboration and share expertise and best practices among different Chilean audiences and institutions;
- Projects that feature one or more U.S. or Chilean models or best practices, and consider how they could be adapted or replicated in different contexts;
- Creative projects that use social media or virtual interaction to expand and amplify project impact.

## Participants and Audiences:

The Public Affairs Section will consider the full range and diversity of U.S. and Chilean non-profit organizations and higher education institutions. **Government agencies and for-profit institutions, such as those registered as commercial and/or private businesses, are not eligible to receive funding.**

Preference will be given to:

- U.S. and Chilean individuals and institutions with a proven track record of executing outstanding events, exchanges, and programs;
- Proposals that demonstrate the long-term sustainability of the project and/or outcomes;
- Proposals that address gender parity among participants/audiences and include engagement with underserved communities (including, but not limited to, immigrants, women, LGBTI individuals, people with disabilities, indigenous communities, and racial minorities) and participants located in regions outside of Santiago.

Categories that are not eligible for funding under this NOFO:

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fundraising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization;
- Social welfare projects, acts of charity, or international development projects;
- Investments that primarily benefit only one or a few businesses or individuals;

- Scholarships for the study of English outside of specific Department of State programs;
- Exchange programs with countries other than the United States and Chile;
- Programs or exchanges focused on children under 16 years of age; or
- Programs that duplicate existing programs.

## **Authorizing legislation, type, and year of funding:**

Funding authority rests in the Smith-Mundt Act.

The source of funding is FY2022 Public Diplomacy Funding.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 9 to 24 months

Number of awards anticipated: Up to 8 awards (dependent on amounts)

Award amounts: Awards may range from a minimum of \$25,000 to a maximum of \$100,000

Total available funding: \$200,000

Type of Funding: FY22 Smith Mundt Public Diplomacy Funds

Anticipated program start date: March-September 2022.

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

**Funding Instrument Type:** Grant, Fixed Amount Award, or Cooperative agreement. Cooperative agreements are different from grants, as the U.S. Embassy is more actively involved in the award implementation.

Examples of substantial involvement can include, but are not limited to:

- 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 subawards or contracts beyond existing Federal policy;
- Approval of the recipient's budget or plan of work prior to the award.

**Program Performance Period:**

Proposed programs should be completed in 24 months or less.

PAS will consider 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

### Eligible Applicants

The Public Affairs Section encourages applications from the United States and Chile:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

For-profit or commercial entities are not eligible to apply.

**Cost Sharing or Matching: Cost sharing or in-kind contributions are not required but are encouraged.**

### Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization for this specific funding opportunity for the period ending June 1, 2022. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a 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 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

**Starting on April 4, 2022, the Data Universal Numbering System (DUNS) Number will be replaced by a "new, non-proprietary identifier" requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI). More information at: <https://www.grants.gov/forms/planned-uei-updates.html>**

## D. APPLICATION AND SUBMISSION INFORMATION

This NOFO document and any amendments can be found at [www.grants.gov](http://www.grants.gov) and <https://cl.usembassy.gov/education-culture/grants-corner/>. If you require special accommodation to access any information contained in this announcement, please contact [GrantsChile@state.gov](mailto:GrantsChile@state.gov).

### 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 not be considered for an award.

All mandatory forms must be filled out and submitted through <https://forms.gle/uuYwyPv7JaFQ6QdA6> before they can be reviewed for eligibility.

### Content of Application

Applicants must ensure:

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

#### **Mandatory application forms:**

All mandatory forms listed below can be found in our Embassy Santiago Grants Corner: <https://cl.usembassy.gov/education-culture/grants-corner/>

**We strongly recommend you download and complete all forms prior to beginning the submission process. The submission form requires all questions be answered and documentation uploaded in one session.**

- **Proposal Submission checklist:** This must be checked and signed.
- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance – individuals)**
  - **SF424A (Budget Information for Non-Construction programs)**
  - **Budget Narrative:** After filling out the SF-424A Budget (above), use the template provided to detail each budget expense.
  - **Monitoring and Evaluation Plan:** Applicants may use their organization's M&E template. Otherwise, there is a template on our Grants Corner page.

- **Project Narrative:** Applicants are required to respond to each question outlining their project.

All the above-mentioned documents must be uploaded in the online application questions here:

<https://forms.gle/uuYwyPv7JaFQ6QdA6>

### **Required Registrations:**

*Please note the U.S. Embassy cannot assist applicants with registering. These organizations are independent of the Department of State.*

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

- Unique Identifier Number from Dun & Bradstreet (DUNS number) [Note that starting on April 4, 2022, the Data Universal Numbering System (DUNS) Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov).]
- NCAGE/CAGE code
- gov registration

**The entire registration process can require up to five weeks for the registration to be validated and confirmed. Please begin the registration process immediately to ensure that you can be eligible to receive USG funds.**

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/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>. <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 help from within the United States, call 1-888-227-2423 For help from outside the United States, call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

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

## Submission Dates and Times

Proposals will be considered on a rolling basis.

Successful applicants will typically receive a notice within 2 weeks of the corresponding deadline, or as funds become available.

The time required to finalize an award and disburse funds after a proposal is selected for funding ranges from one to two months. Applicants are, therefore, encouraged to apply four to six months before the start date of the proposed activity.

Applications may be submitted for consideration at any time before the closing date of June 1, 2022. **No proposals will be accepted after that date.**

## Funding Restrictions

Award funds cannot be used for alcoholic beverages, construction, vehicle purchases, or property, etc.

Award funds cannot be used for past expenses incurred before the start of the award period.

## E. APPLICATION REVIEW INFORMATION

### 1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

**Goals and objectives:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results. (10%)

**Relation to embassy priority:** Applicant has clearly stated how goals are related to and support U.S. Embassy Santiago's focus areas and audiences. (20%)

**Quality and feasibility of the program idea:** The program idea is well-developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal indicates how collaboration among different partners will contribute to program success. (15%)

**Organizational capacity and record on previous grants:** The organization has expertise in its stated field and the Embassy Public Affairs Section is confident of its ability to undertake the program, including a financial management system and a bank account. (10%)

**Monitoring and evaluation plan:** Applicant demonstrates how it plans to monitor and evaluate for measuring impact (results) of the proposed project. Results from monitoring and evaluation efforts should demonstrate to the Public Affairs Section that the applicant can use information (data) to show that its project is meeting program objectives and goals. *We encourage applicants to use their own M&E template. Otherwise, there is an example located in the application package on the Grants Corner page.* (10%)

**Marketing and media plan:** Applicant provides a detailed press and social media plan that outlines how the implementer will publicize the activities, goals, and U.S. support of the program. (10%)

**Budget and narrative justification:** The budget should be detailed, and narrative justification be complete and reasonable in relation to the proposed activities and anticipated results. The cost estimates are realistic. (15%)

**Sustainability:** The application clearly communicates the applicant's strategy for ensuring that the project benefits will continue to be realized after the conclusion of the period of performance of the award. The applicant presents a feasible approach to sustainability. (10%)

## 2. Review and Selection Process

A technical review panel will review the proposal based upon the criteria noted in Section E 1 above. A determination will be made regarding the program's proposed area of activity and the Mission's strategic goals, and those proposals that are the best fit will be given additional consideration.

If an applicant fails to adhere to the application instructions or eligibility requirements, the application will be considered technically ineligible, and the application will not be considered by the merit review panel for possible funding.



## F. FEDERAL AWARD ADMINISTRATION INFORMATION

### 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.**

**Terms and Conditions:** 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 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

**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.

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.

### **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
- 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.

## G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the Public Affairs Section at: [GrantsChile@state.gov](mailto:GrantsChile@state.gov).

**Note: PAS does not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas— may not discuss this competition with applicants until the entire proposal review process is completed. Questions may be directed to [GrantsChile@state.gov](mailto:GrantsChile@state.gov) and answers will be posted on the Grants Corner page.**

## H. OTHER INFORMATION

### Guidelines for Budget Justification

**Personnel:** 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. 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 it should be listed 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.

Past Opportunities

## **Funding Opportunity Description Fiscal Year 2021**

**U.S. DEPARTMENT OF STATE**

**U.S. EMBASSY SANTIAGO, PUBLIC AFFAIRS SECTION**

**Notice of Funding Opportunity Title:** U.S. Embassy Santiago PAS Annual Program Statement

**Funding Opportunity Number:** PAS-STG-FY21

**Deadline for Applications:** *September 1, 2021. Proposals will be accepted anytime prior to the deadline and reviewed by the Embassy's grant review panel every 90 days.*

**CFDA Number:** 19.040 – Public Diplomacy Programs

**Total Amount Available:** \$400,000