

**A NOTICE OF FUNDING OPPORTUNITY**  
**The Partnership on Women's Entrepreneurship in Renewables (wPOWER)**

**Table of Contents:**

The Partnership on Women's Entrepreneurship in Renewables (wPOWER)

Section A. Funding Opportunity Program Description.....	4
A1. Background.....	5
A.2. Program Goals.....	6
A3. Expected Results.....	7
A4. Main Activities.....	7
A5. Performance Indicators.....	8
Section B. Federal Award Information.....	10
B1. Available Funding.....	10
B2. Award Management.....	10
Section C. Eligibility Information.....	10
C1. Eligible Applicants.....	10
C2. Cost Share.....	11
Section D. Application and Submission Information.....	11
D1. Address to request Application Package.....	11
D2. Content and Form of Application Submission.....	11
D3. Registration Requirements: Unique entity identifier (DUNS) and System for Award Management (SAM).....	11
D4. Banking Requirements.....	12
D5. Online Submission Dates and Times.....	12
D6. Proposal Format Requirements.....	12
Section E. Application Review Information.....	17
E1. Criteria.....	17
E2. Review and Selection Process.....	18
Section F. Federal Award Administration Information.....	18
F1. Federal Award Notices.....	18
F2. Administrative and National Policy Requirements.....	18
F3. Reporting.....	19

Section G. Agency Contact.....	20
Section H. Other Requirements.....	20
H1. Applicant Vetting.....	20
H2. Marking Policy.....	20
H3. Evaluation Policy.....	20
H4. Monitoring Site Visits	

**Attachments:**

Appendix 1: Performance Indicators

Appendix 2: Sample – Letter of Institutional Support

# **The Partnership on Women's Entrepreneurship in Renewables (wPOWER)**

## **Section A. Funding Opportunity Program Description**

Announcement Type:	Cooperative Agreement
Funding Opportunity Title:	The Partnership on Women's Entrepreneurship in Renewables (wPOWER) 2016
Funding Opportunity Number:	OES-OCC-16-005
Catalog of Federal Domestic Assistance Number:	19.017
Funding Amount:	Two awards of up to \$750,000 U.S. Dollars each
Key Dates:	<ol style="list-style-type: none"><li>1. Application must be submitted by 5:00 P.M. on Friday, June 10, 2016</li><li>2. Notification of project approval and award signing expected by August 2016</li></ol>

### **Executive Summary:**

The Bureau of Oceans and International Environmental and Scientific Affairs' (OES) Office of Global Change at the Department of State, announces the Notice of Funding Opportunity ("NOFO") for the expansion of activities under the Partnership on Women's Entrepreneurship in Renewables (wPOWER), consistent with the goals of the Partnership. wPOWER is unlocking women's potential to address climate change by empowering women clean energy entrepreneurs to expand clean energy access for poor and rural communities through the sale of solar products and clean cookstoves. wPOWER is building a partnership network of organizations working in the gender and clean energy sector and expanding the evidence base and increasing public awareness of the importance of integrating women into the energy access value chain. This NOFO will focus on expanding activities under these wPOWER program goals by empowering and supporting women clean energy entrepreneurs, conducting research to advance women clean energy entrepreneurship, addressing financial barriers, and growing the wPOWER Partnership.

Eligibility is limited to U.S. non-profit/nongovernmental organizations subject to section 501 (c) (3) of the U. S. tax code, foreign not-for-profit/nongovernmental organizations, educational institutions, and to public international organizations. Applications could come from existing partner organizations or from new eligible organizations seeking to join the partnership.

Two cooperative agreements for up to \$750,000 U.S. Dollars (USD) each in FY 2015 Economic Support Funds (ESF) will be awarded for work that will support empowering women clean energy entrepreneurs and expanding access to household clean energy technologies, including solar products and clean cookstoves. The initial period of performance will be for approximately two to three years. Funding authority rests in the Foreign Assistance Act of 1961, as amended.

**Contact Person:** For questions on technical content:  
Meredith Ryder-Rude  
Bureau of Oceans and International Environmental and Scientific Affairs  
[RyderrudeMV@state.gov](mailto:RyderrudeMV@state.gov)  
202-485-1541

For questions on grant application and administration:  
Jenny Weng  
Bureau of Oceans and International Environmental and Scientific Affairs  
[WengJ1@state.gov](mailto:WengJ1@state.gov)  
202-472-8145

Please read carefully the entire solicitation package if you plan to submit an application; there are steps that you should take immediately in order to make your submissions by the deadline.

## A1. Background

According to the UN's Sustainable Energy Access for All initiative, globally, more than 1.2 billion people lack access to electricity, and at least 2.7 billion people are without clean cooking and lighting facilities. Ninety-five% of people living without electricity are in sub-Saharan Africa and developing Asia, and they are predominantly in rural areas (around 80% of the world total). In sub-Saharan Africa, two-thirds of the population lives without electricity and nearly 730 million people rely on dangerous, inefficient forms of cooking. In Kenya alone, 1.6 to 2.4 million tons of wood charcoal are consumed annually, and 84% of the population relies on traditional biomass for cooking. This pattern of consumption is not expected to slow down as urban population growth, poverty and unemployment continue to persist.

Inefficient lighting and cooking contribute to climate change through increased carbon emissions and the degradation of natural resources as trees are cut to provide firewood for cooking and kerosene is used to provide light. They also harm human health through increased respiratory conditions and also exacerbate poverty due to their high cost. Smoke from polluting and inefficient cooking, lighting, and heating devices kills nearly four million people every year, primarily women and children. In addition, kerosene can be very expensive, costing up to 150 times per unit of energy than electrified homes using compact fluorescent lamps and 600 times more than incandescent lamps.

According to the Global Alliance for Clean Cookstoves, 2 billion tons of biomass is burned each year resulting in exposure to air pollution typically up to 100 times more than recommended as healthy by the World Health Organization. This dependence on biomass for household fuel leads to deforestation, natural resource degradation and black carbon emissions, which contributes to climate change and negatively affects the livelihoods of millions of women who live in or near forests and who rely on forests for subsistence needs and income.

At the same time, women are the primary users of small-scale, efficient and clean technologies and almost uniquely determine the adoption rates of these clean energy technological options. Given this situation, combined with social and community structures (women's groups and mother's unions, for example) the prospect is strong for increasing energy access and affordability, and driving green growth through directly integrating women in the energy access value chain. Moreover, women are often on the frontlines

of environmental challenges and impacted by them in real and serious ways. Yet, women are far from just victims. They are a critical force for sustainably managing natural resources and increasing clean energy access, which helps combat climate change and improve livelihoods and community and individual health.

Launched by Secretary of State Hillary Clinton in 2013, the [Partnership on Women's Entrepreneurship in Renewables](#), (wPOWER) is the U.S. Department of State's flagship initiative addressing the cross-cutting challenges of climate change, access to clean energy, increasing economic opportunities and capacity building for women and girls across Africa and India. The success of wPOWER entrepreneurs, to date, in expanding clean energy access for more than 1.5 million people confirms that women are a key part of the climate change solution and play a critical role in helping reduce the causes and effects of climate change.

## A.2. Program Goals

wPOWER seeks to empower women clean energy entrepreneurs and expand clean energy access for poor and rural communities. Working at the grassroots level in Kenya, Tanzania, Uganda, Rwanda, Nigeria, and India, wPOWER promotes entrepreneurship of small-scale clean technologies such as solar products and clean cookstoves to drive green growth and directly integrate women into the energy access value chain. wPOWER aims to empower more than 8,000 women clean energy entrepreneurs and bring clean energy access to more than 3.5 million people. As of September 2015, 3,364 clean energy entrepreneurs have been trained and more than 1.5 million people have improved access to clean energy technologies.

The partnership currently brings together the complementary work of the Green Belt Movement (GBM), the Wangari Maathai Institute for Peace & Environmental Studies (WMI), the Global Alliance for Clean Cookstoves (GACC), CARE International (CARE), Solar Sister, Swayam Shikshan Prayog (SSP), Women for Women International, and the MacArthur Foundation.

The Department of State seeks to expand or deepen the Partnership by funding two projects which will focus on key areas of interest to wPOWER, as listed below. Proposals could benefit one or more of the existing wPOWER countries of implementation (Kenya, Tanzania, Uganda, Rwanda, Nigeria, and India) or expand wPOWER activities to new countries.

Proposals should address one or more of the following wPOWER program goals with a key focus on increasing the number of women clean energy entrepreneurs and increasing clean energy access:

- **Unlock Women's Potential to Combat Climate Change and Increase Energy Access:** Support innovative distribution models that directly integrate women into the energy access value chain, particularly through entrepreneurship opportunities related to “last mile” distribution for technologies such as solar lanterns and clean cookstoves.
- **Build Clean Technology Markets:** Build and strengthen markets for small-scale clean technologies through linking women to economic opportunities and capacity building on energy access.
- **Build Public Awareness:** Increase public awareness on the critical role of women in promoting clean energy and combating climate change.

- **Build the Evidence Base:** Improve data collection and analysis on the economic and environmental benefits of integrating women into the energy access value chain.
- **Build a Partnership Network:** Establish a network of actors engaged in the women clean energy entrepreneurship sector to collaborate and share experiences, lessons learned, and best practices.

### **A3. Expected Results**

Specific results of this funded project could include the following:

- Increased adoption of clean energy technologies and an increase in the number of women involved in the development and distribution of these technologies globally
- Increased business and technical capacity of women entrepreneurs related to clean energy technologies and solutions, including an understanding of the linkages to climate change and reducing deforestation
- Increased public awareness of the critical role of women in promoting clean energy and combating climate change to, among other positive outcomes, promote women's leadership in the supply and distribution of clean energy technologies and on climate change and energy issues broadly
- Created or strengthened networks of women clean energy entrepreneurs, including increased income for women entrepreneurs and their families as a function of economic opportunities associated with this program
- Increased number of women-run small scale clean technology enterprises successfully started and owned
- Increased energy access in underserved communities in Africa and/or India
- Changes in behavior and practices in communities as a result of the adoption of clean energy alternatives
- Provision of new data on the benefits of integrating women into the energy access value chain

### **A4. Main Activities**

To achieve the goals and expected results, the project could include the following:

1. Empowering and supporting women clean energy entrepreneurs
  - Recruit, train, and mentor women entrepreneurs and provide ongoing marketing support to attract and engage customers
  - Utilize the Global Alliance for Clean Cookstoves' Empowered Entrepreneur Training Toolkit to offer business, empowerment, and leadership training to women entrepreneurs
  - Improve/enhance linkages between savings and credit co-operatives (SACCO) or other forms of organized women's groups and distributors looking to train and hire entrepreneurs to sell their technologies
  - Increase involvement of and support for small and medium sized enterprises (SMEs) in the small-scale clean energy technology supply chain
  - Provide mentoring and other support services to women clean energy entrepreneurs, including staff at women-owned and women-operated SMEs
2. Build the evidence base to advance women clean energy entrepreneurship

- Conduct customer surveys to determine baseline lighting and cooking methods and assess market opportunities for the sale of alternative clean technologies
  - Conduct mapping of the factors that result in a trainee becoming an active versus inactive entrepreneur and develop recommendations for recruitment criteria and workforce retention incentives based on findings
  - Enhance/increase/build a strong evidence base on the challenges and opportunities associated with women's clean energy entrepreneurship, including by defining transformational data points, identifying gaps in data and determining the desired evidence points with the ultimate goal of creating a stronger, more compelling/persuasive narrative that supports the case for increased investment in women's clean energy entrepreneurship
  - Pilot marketing and behavior change communication strategies aimed at increasing the adoption and uptake of clean energy technologies
3. Addressing Financial Barriers
- Pilot strategies to overcome financing barriers related to inventory and distribution at the enterprise level, product inventory and start-up funds at the entrepreneur level, and up-front purchasing power at the consumer level
  - Develop innovative financing mechanisms to improve entrepreneur access to financing to purchase bundles of small-scale clean energy technologies for resale
4. Growing the wPOWER Partnership
- Collaborate with other wPOWER partner organizations to share resources and experiences and communicate successes and lessons learned
  - Work closely with the wPOWER Hub to ensure accomplishments and best practices are disseminated to other partners and to broader audiences
  - Increase the effectiveness of wPOWER partner organizations, including by identifying categories of best practices based on partner experiences with a view to replicating and scaling most effective approaches

## A5. Performance Indicators

The project should build into the proposal, as well as monitor throughout the life of the agreement, 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 sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation.

Proposals should include, but are not limited to, one or more of the following indicators:

- Number of people trained in clean energy supported by USG assistance
- Number of institutions with improved capacity to address clean energy issues as supported by USG assistance
- Greenhouse gas (GHG) emissions, estimated in metric tons of CO<sub>2</sub> equivalent, reduced, sequestered, or avoided through clean energy activities supported by USG assistance

- Projected greenhouse gas emissions reduced or avoided through 2030 from adopted laws, policies, regulations, or technologies related to clean energy as supported by USG assistance
- Clean energy generation capacity supported by USG assistance that has achieved financial closure
- Number of laws, policies, regulations, or standards addressing clean energy formally proposed, adopted, or implemented as supported by USG assistance
- Amount of investment mobilized (in USD) for clean energy as supported by USG assistance

Refer to Appendix 1 for a full set of climate change performance indicators and disaggregates. All applicable indicators and outcome metrics should be included in the proposal and subsequent to the award, routine, periodic reporting all outcomes will be required.

The State Department takes into consideration the quality of data reported by grant recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

## **Section B. Federal Award Information**

### **B1. Available Funding**

Overall grant-making authority for this project is contained in the Foreign Assistance Act of 1961, as amended. OES has funding available for up to two awards of up to \$750,000 USD each for The Partnership on Women's Entrepreneurship in Renewables (wPOWER). The anticipated period of performance will be approximately two to three years, depending on the implementation and outcome timelines of each project. All project proposals, should clearly articulate the timelines necessary for development, implementation and outcomes. Those that are shorter or longer than the two to three year timeframe should clearly indicate the circumstances that point to longer or shorter implementation and outcomes timeframes.

#### **Summary of Award Information**

Type of Award	Cooperative Agreements
Fiscal Year Funds	FY 2015
Approximate Total Funding:	\$ 1,500,000USD
Approximate Number of Awards:	2
Anticipated Award Date:	August 2016
Anticipated Project Completion Date:	September 2018

#### Timeline for Award Adjudication

Deadline for Applications	June 10, 2016
Notification of Project Approval/Disapproval and Cooperative Agreement Signing	August 2016

### **B2. Award Management**

The successful applicant(s) awarded under this NOFO will need to routinely collaborate with relevant U.S. Government agencies, including the U.S. Department of State.

The Recipient(s) must ensure that all funds are used in a manner consistent with U.S. Government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

## **Section C. Eligibility Information**

### **C1. Eligible Applicants**

Eligibility is limited to U.S. non-profit/nongovernmental organizations subject to section 501 (c) (3) of the U.S. tax code, L3Cs, foreign non-profit organizations, educational institutions, and public international organizations.

Technically eligible submissions are those which: 1) arrive electronically to [www.grants.gov](http://www.grants.gov) or [www.grantsolutions.gov](http://www.grantsolutions.gov) by the designated deadline; 2) have heeded all instructions contained in the Notice of Funding Opportunity (NOFO), including length and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document.

### **C2. Cost Share**

Cost share is not required, but encouraged when feasible, for this application.

## **Section D. Application and Submission Information**

### **D1. Address to request Application Package**

Please read carefully the entire announcement and follow the guidelines below before sending inquiries or submitting proposals.

Once the NOFO deadline has passed, OES staff may not discuss this competition with an applicant until the proposal review process has been completed.

### **D2. Content and Form of Application Submission**

Any prospective applicant who has questions concerning the technical contents of this NOFO should submit them by email to Meredith Ryder-Rude ([RyderrudeMV@state.gov](mailto:RyderrudeMV@state.gov)). For questions on grant application and administration, submit them by email to Jenny Weng ([WengJ1@state.gov](mailto:WengJ1@state.gov)). Please refer to the funding opportunity number. Any updates about this NOFO will also be posted on [www.grants.gov](http://www.grants.gov).

### **D3. Registration Requirements: Unique entity identifier (DUNS) and System for Award Management (SAM)**

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to: (i) Be registered in SAM.gov before submitting its application; (ii) provide a valid unique entity identifier (DUNS number) in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier (DUNS number) and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

In addition, if the organization plans to sub-contract or sub-grant any of the funds under an award, those sub-awardees must also have a unique entity identifier (DUNS) number. (Certain exceptions apply)

Also, non-US organizations must first obtain a NATO Commercial and Government Entity (NCAGE).

Visit [www.grants.gov](http://www.grants.gov) to begin mandatory registration processes for unique entity identifier (DUNS) numbers and in SAM.gov.

#### **D4. Banking Requirements**

If the award is approved, payments will be made through the online Payment Management System (PMS). Please consult with OES regarding how to proceed with PMS registration.

#### **D5. Online Submission Dates and Times**

The Department of State requires proposals be submitted electronically through [www.grants.gov](http://www.grants.gov) or [www.grantsolutions.gov](http://www.grantsolutions.gov).

**Organizations new to Grants.gov and GrantSolutions.gov:** In order to register to use grants.gov, an organization must complete a number of steps, which include those registration requirements listed in D3. Completing all of these steps can take up to 4 weeks, especially for an international organization.

Applicants are urged to begin this process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

**Organizations that have used grantsolutions.gov in the past:** Ensure that the organization's registration in SAM.gov is up to date, and is linked to the appropriate DUNS number.

**For help submitting applications in GrantSolutions.gov:** The GrantSolutions Help Desk is available to assist you by email at [Help@grantsolutions.gov](mailto:Help@grantsolutions.gov) or by telephone. Callers in the U.S. may call toll free 1.866.577.0771; callers outside the U.S. may call at a charge 1.202.401.5282. The Help Desk is open Monday-Friday, 8:00 a.m. - 6:00 p.m. Eastern Time (U.S.). Please direct your questions regarding the process of uploading your application to the Help Desk.

To upload the full proposal, go to GrantSolutions.gov and locate the OES Program Office to upload each section of the application in the corresponding online section of the application kit.

All applications must be submitted by 5:00 pm Eastern Daylight Time (EDT) on **June 10, 2016**. Applications received after the deadline will not be considered.

#### **D6. Proposal Format Requirements**

Applicants must include the following in the proposal submission. All submissions must be in English.

1. Table of Contents that lists application contents and attachments (if any);
2. Completed and signed SF-424, SF-424A and SF424B, as directed on [www.grants.gov](http://www.grants.gov) and [www.grantsolutions.gov](http://www.grantsolutions.gov). The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at <http://statebuy.state.gov/fa/>;
3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required.

An important part of the application is the Proposal Narrative. The Proposal Narrative (not to exceed 10 pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins), should be organized using the following section headings: Executive Summary, Organizational Capacity and Past Performance, Program Strategy, Performance Monitoring and Evaluation, and Management Plan. (CVs, budget components and the SF-424s do not count as part of the 10 page limit). The point value shown for each section indicates its relative importance in the application review process. Please see Section E for more information. Evaluation values are based on five narrative components and two budget components.

## **Narrative Components**

### **1. Executive Summary**

This section should be a succinct one-page summary containing information that the applicant believes best represents its proposed program and includes: Title of Project, the name and contact information for the project's main point of contact; the project's purpose; proposed countries of implementation; program length (dates/duration); total funding requested (indicate any sub-grants proposed); project's goals, primary objectives and expected results (highlighting any aspects of innovation, sustainability and impact of the project); involvement or use of any NGOs or civil society organizations; and a one-paragraph program description.

Countries of implementation are those countries or participants from countries that will receive financial or technical support as a result of this project. Recipients funded with DOS FY 15 appropriated ESF funds (FY16 program year) may not work in or benefit the following countries unless prior notification was provided to Congress (i.e., in the Congressional Notification): Afghanistan, Bahrain, Bolivia, Burma, Cambodia, Cuba, Ecuador, Egypt, Ethiopia, Guatemala, Haiti, Honduras, Iran, Iraq, Lebanon, Libya, Pakistan, Russian Federation, Serbia, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Uzbekistan, Venezuela, Yemen, Zimbabwe

\*Additional countries may be restricted during the lifetime of this agreement so the DOS Grants Officer Representative assigned to your award must be contacted before beginning work in or benefitting a country that is not explicitly mentioned in the agreement.

### **2. Organizational Capacity and Past Performance**

This section of the application provides information about the applicant organization. It provides evidence that the applicant has the ability to successfully carry out the program activities of the agreement.

- Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken.

- Discuss the applicant's experience on environmental, women's empowerment, clean energy entrepreneurship, and/or sustainable development issues.
- As an attachment (which does not count as part of the 10 pages), please provide at least one past performance reference which describes any contracts, grants, cooperative agreements which the applicant organization has implemented involving similar or related programs over the past three years. Please provide the reference in an attachment and include the following information: name and address of the organization for which the work was performed; current telephone number and email address of responsible representative from the organization for which the work was performed; contract/grant name and number (if any), annual amount received for each of the last three years and beginning and end dates; brief description of the project/assistance activity and key project accomplishments/results achieved to date.

### 3. Program Strategy

- Propose a clear and realistic implementation plan to significantly address one or more of the Program Goals in Section A2. This should include an introduction and rationale of the proposal, describing the problem and how the project addresses the problem, as well as project goals, objectives and expected results, highlighting any aspects of innovation, sustainability and impact of the project.
- The proposal should further outline the expected and achievable results for the project which could include suggestions in Section A3. It should also outline the relevant and appropriate Main Activities to accomplish the goals and expected results, which could include those found in Section A4. Explain the assumptions on which the success of the project depends, and the involvement of other stakeholders.
- In table format below, please present a brief, one- to two-page work plan matrix (which does not count as part of the 10 pages), with a timeline including target dates for activities for the life of the agreement, which reflects the overall program approach, and objectives. The following timeline below is provided as an example.

Primary Activities, Deliverables, and/or Milestones	Q1	Q2	Q3	Q4	Q5	Etc.
Project Monitoring Plan (may be requested within 90 days after the start of the activity (see Attachment A))	X					
XYZ Activity	X	X	X	X		
Activity 123			X	X	X	
Etc.						

### 4. Performance Monitoring and Evaluation

Proposals must include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project. Successful monitoring and evaluation depend on:

- setting short-term and long-term goals that are clear, attainable, measurable, and placed in a reasonable time frame;
- linking program activities to stated goals;
- developing performance indicators that are quantifiable, have realistic targets, and are categorized into outputs or outcomes. The grantee will be required to report to OES on progress made towards indicator targets.

OES recommends that applicants describe the methodology and data collection strategies (e.g. surveys, interviews, focus groups), as well as a timeline for the monitoring process. OES expects the grantee to track participants or partners as appropriate and be able to respond to key evaluation questions, including satisfaction with the program/training, information learned as a result of the program/training, and changes in behavior as a result of the program.

Grantees will be required to provide an analysis and summary of their evaluation findings in their regular program reports to the Bureau. For the purposes of substantiation, recipients shall maintain supporting documentation for all financial expenditures, project activities, and pertinent achievements as reported in the recipients' performance and financial reports. Agreement file materials, including substantiating documentation, shall be retained for a minimum of three years from the submission date of the final progress and financial report (Final Report).

Your proposal should discuss how progress towards the expected results will be measured, as outlined by the Performance Indicators in Section A5. Identify which performance indicators will be measured and how data on these indicators will be collected, analyzed, and used for program management. Present indicators linked to specific project objectives in table format and include source of data and proposed frequency of collection, which should be no less than semi-annually. See the full list of Performance Indicators in Appendix 1.

Please fill out this table and insert it into the proposal document (rows may be deleted for those indicators that do not pertain to the grant project). Additional non-DOS outcomes or indicators may be added by adding rows to the chart. All selected and added outcomes and indicators will be required to be reported upon in keeping with the programmatic reporting due dates to be determined under the final agreement.

CLEAN ENERGY Project Indicators	Related Activities	Quarterly Targets <i>Add columns for all semiannual periods under the agreement</i>				Cumulative Total Target
		Q1	Q2	Q3	Q4	
Delete indicators not relevant to the project, and feel free to add custom indicators	List the activities proposed to achieve the outcome (as performed by recipient and/or any sub-awarded partner)					
EG12.1 Number of people trained in clean energy supported by USG assistance (disaggregated by Male and						

Female)					
<b>EG12.2</b> Number of institutions with improved capacity to address clean energy issues as supported by USG assistance (disaggregated by National governmental, Sub-national governmental, or Other)					
<b>EG12.3</b> Number of laws, policies, regulations, or standards addressing clean energy formally proposed, adopted, or implemented as supported by USG assistance (disaggregated by National, Sub-national, or Regional or International AND Proposed, Adopted, or Implemented)					
<b>EG12.4</b> Amount of investment mobilized (in USD) for clean energy as supported by USG assistance (disaggregated by Public or Private AND Domestic funds or International funds)					
<b>EG12.5</b> Clean energy generation capacity supported by USG assistance that has achieved financial closure (disaggregated by Solar, Wind, Hydro, Geothermal, Biomass and Biofuels, or Other)					
<b>EG 12.6</b> Greenhouse gas (GHG) emissions, estimated in metric tons of CO <sub>2</sub> equivalent, reduced, sequestered, or avoided through clean energy activities supported by USG assistance					
<b>EG 12.7</b> Projected greenhouse gas emissions reduced or avoided through 2030 from adopted laws, policies, regulations, or technologies related to clean energy as supported by USG assistance (disaggregated by Year of adoption through 2020, 2021 through 2025, and 2026 through 2030)					
(Add rows for additional indicators or delete rows for fewer indicators)					

## **5. Management Plan**

- Describe the proposed management structure for this project and provide a project organizational chart in the attachments. Include in the narrative a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority and lines of communication within and between each of these organizations.
- Include job descriptions and CVs of key staff (Project Director, etc.) as attachments (do not count as part of the 10-page limit), which demonstrate that the proposed key staff are consistent with the requirements and needs of the project. The project should have a designated Project Director who will be expected to have lead responsibility for communicating with OES. Note the location where key staff will be based.

## **Budget Components**

Applicants must also provide:

- a. Summary Budget in USD, in Excel, printable on letter-sized paper, using the format in the provided Excel Budget Template;
- b. Detailed Budget in USD in Excel, printable on letter-sized paper, using the format in the provided Excel Budget Template, which includes three (3) columns including OES request, any cost sharing contribution, and total budget;
  - 1) The budget should be for the entire project period. Successful applicants may be asked to provide a year-by-year budget after the award is signed;
  - 2) All sub-award costs should be listed under Line F, “Contractual,” and should also be broken out and organized according to the subcategories. All sub-awardees must be organizations with unique entity identifier (DUNS) numbers (certain exceptions apply). Individual contractors should also be listed under Line F, and should each be listed separately from sub-grantee line items
- c. Budget Narrative (not to exceed 6 pages) that includes an explanation for each line item in the spreadsheet, as well as the source and description of all cost share offered.
- d. A PDF file copy of your organization’s most recent program (A-133/2 CFR 200) audit, if applicable. If not, please include a copy of your most recent independent audit, if available.
- e. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a pdf file;

**Before grants are awarded, the Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the Bureau’s program needs and availability of funds.**

## **Section E. Application Review Information**

### **E1. Criteria**

Each application will be evaluated and scored on the five part Proposal Components and the two part Budget Components using a 100 point scale by a peer review committee of Department of State and other experts, as appropriate.

*Proposal Narrative:* The committee will score each of the five sections of the Proposal Narrative based on how completely they address the bulleted points described in the Proposal Narrative Guidance in Section D6. The importance of each section is indicated by the maximum score as follows:

- Executive Summary – 10 points
- Organization Capacity and Past Performance – 20 points
- Program Strategy – 25 points
- Performance Monitoring and Evaluation – 15 points
- Management Plan – 10 points

*Budget:* The committee will also review the budget components in order to assign up to 20 points for the overall program budget and cost-effectiveness. Proposals should keep estimated overhead and administrative costs as low as possible and have proposed expenditures that are reasonable, allowable, and allocable to the proposed project activities and reflect the applicant's understanding of the allowable cost principles established by Office of Management and Budget (OMB) in 2 CFR 200. Amount of funding contributed by the applicant, sub-awardees, and other partners shows a commitment to the success of the project.

- Budget Appropriateness – 10 points
- Cost-effectiveness – 10 points

## **E2. Review and Selection Process**

Applications will be reviewed by a technical review panel. The applications will be scored based on the strengths and weaknesses of the aforementioned categories and for consistency with the program goals and key areas of interest as contained in this NOFO.

## **Section F. Federal Award Administration Information**

### **F1. Federal Award Notices**

The award shall be written, signed, awarded, and administered by the Grants Officer subsequent to the panel review and selection of proposals. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient electronically through GrantSolutions. Organizations whose applications will not be funded will also be notified in writing.

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

### **F2. Administrative and National Policy Requirements**

Prior to 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, as well as the certifications and assurances and the Department of State Standard

Terms and Conditions, all of which are available through the State Department's procurement website at:  
<https://www.statebuy.state.gov/fa/pages/home.aspx>

Applicants should plan to coordinate with OES throughout the course of the agreement to ensure assistance is provided only to eligible participants.

### **F3. Reporting**

The Recipient, at a minimum, shall provide OES with the following reports (please note that all data collected, supporting documentation, and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request):

#### **Financial Reports**

The Recipient is required to submit quarterly financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form, as well as forms suggested by the Grants Officer Representative. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The grantee is also required to upload to Grantsolutions.gov a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form FFR (SF-425) can be found on OMB's website here: [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

Financial reports are due on /before 30 days after the end of each quarter.

#### **Progress Reporting**

The awardee is required to upload all progress reports to the award file in Grantsolutions.gov. Progress reports must be submitted semi-annually. Awardees must submit Page 1 of the Performance Progress Report (Form SF-PPR), signed, and completed as a cover page to progress reports, which should be compiled according to the objectives, outcomes, and outputs of the project as outlined in the statement of work below, consistent with the project proposal and monitoring and evaluation and sustainability plans. Reports should also include an update on expenditures during the quarter. The awardee is expected to anticipate the reporting due dates by tracking implementation, outcome and financial progress throughout the reporting period. OES/EGC may also provide a detailed reporting reminder before the due date for each semiannual report due under this agreement. At minimum, it is expected that semi-annual progress reports will include:

- Significant activities of the period and how activities reflect progress toward achieving goals;
- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the reporting period; and
- Supporting documentation or products related to project activities (such as surveys, travel, etc.).
- Performance indicator results and supporting documentation
- Project Spotlight highlighting a significant area of progress under the agreement as well as photos of implementation

Semi-annual progress reports should also reflect the awardee's continued focus on measuring the project's impact on the overarching goals or problems the project set out to address. An assessment of the overall project impact, as appropriate, should be included in each quarterly project report.

## **Final Report**

The final report will be due no later than 90 days after the end date of the award or termination of all project activities. The Final Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project addresses gender issues and marginalized communities, how the project will be sustained, and a final financial report. Additional guidance may be provided prior to the award end date.

## **Section G. Agency Contact**

Any prospective applicant who has questions concerning the contents of this NOFO should email them to [RyderrudeMV@state.gov](mailto:RyderrudeMV@state.gov).

Note that once the Request for Proposals deadline has passed State Department staff in Washington, DC and overseas at U.S. Embassies/Missions may not discuss this competition with applicants until the review process has been completed.

## **Section H. Other Requirements**

### **H1. Applicant Vetting**

Applicants are advised that proposals will be evaluated against the potential risk that federal funds may inadvertently be passed to the wrong hands and that funds may benefit terrorists groups or their supporters. Applicants may be asked to submit information required by DS Form 4184, Risk Analysis Information (attached to this solicitation), about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at: <https://ramportal.state.gov>, via Email to [RAM@state.gov](mailto:RAM@state.gov), or hardcopy to the Grants Officer

Questions about the form may be emailed to [RAM@state.gov](mailto:RAM@state.gov). Failure to submit information when requested, or failure to pass vetting may be grounds for rejecting your proposal.

### **H2. Marking Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found on:  
<https://www.statebuy.state.gov/fa/Pages/MarkingPolicy.aspx>

### **H3. Evaluation Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here:  
<http://www.state.gov/s/d/rm/rls/evaluation/2015/236970.htm>

### **H4. Monitoring Site Visits**

A monitoring site visit, at least once during the lifetime of a grant, is required by Department of State grant policy. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage OES funds and share substantiating document for programmatic and financial reporting. Specifically, the site visit will involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, etc.) as well as administrative and financial management and controls.

## **APPENDIX 1 – PERFORMANCE INDICATORS**

Below is the full set of climate change performance indicators and disaggregates. All applicable indicators and outcome metrics should be included in the proposal and subsequent to the award, routine, periodic reporting all outcomes will be required.

The State Department takes into consideration the quality of data reported by grant recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

	<b>LIST OF PERFORMANCE INDICATORS:</b> <b><i>ADAPTATION</i></b>
<b>EG11.1</b>	Number of people trained in climate change adaptation supported by USG assistance – disaggregated by:
	Male
	Female
<b>EG11.2</b>	Number of institutions with improved capacity to assess or address climate change risks supported by USG assistance – disaggregated by:
	National governmental
	Sub-national governmental
	Other
<b>EG11.3</b>	Number of laws, policies, regulations, or standards addressing climate change adaptation formally proposed, adopted, or implemented as supported by USG assistance– disaggregated by:
	National, proposed
	National, adopted
	National, implemented
	Sub-national, proposed
	Sub-national, adopted
	Sub-national, implemented
	Regional or international, proposed
	Regional or international, adopted
	Regional or international, implemented
<b>EG11.4</b>	Amount of investment mobilized (in USD) for climate change adaptation as supported by USG assistance – disaggregated by:
	Public, domestic funds
	Public, international funds
	Private, domestic funds
	Private, international funds
<b>EG11.5</b>	Number of people supported by the USG to adapt to the effects of climate change – disaggregated by:
	Male
	Female

<b>EG 11.6</b>	Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance – disaggregated by:
	Male
	Female

	<b>LIST OF PERFORMANCE INDICATORS:</b> <b>CLEAN ENERGY</b>
<b>EG12.1</b>	Number of people trained in clean energy supported by USG assistance – disaggregated by:
	Male
	Female
<b>EG12.2</b>	Number of institutions with improved capacity to address clean energy issues as supported by USG assistance – disaggregated by:
	National governmental
	Sub-national governmental
	Other
<b>EG12.3</b>	Number of laws, policies, regulations, or standards addressing clean energy formally proposed, adopted, or implemented as supported by USG assistance– disaggregated by:
	National, proposed
	National, adopted
	National, implemented
	Sub-national, proposed
	Sub-national, adopted
	Sub-national, implemented
	Regional or international, proposed
	Regional or international, adopted
	Regional or international, implemented
<b>EG12.4</b>	Amount of investment mobilized (in USD) for clean energy as supported by USG assistance – disaggregated by:
	Public, domestic
	Public, international
	Private, domestic
	Private, international
<b>EG12.5</b>	Clean energy generation capacity supported by USG assistance that has achieved financial closure – disaggregated by:
	Solar
	Wind
	Hydro

	Geothermal
	Biomass and Biofuels
	Other
<b>EG 12.6</b>	Greenhouse gas (GHG) emissions, estimated in metric tons of CO <sub>2</sub> equivalent, reduced, sequestered, or avoided through clean energy activities supported by USG assistance
<b>EG 12.7</b>	Projected greenhouse gas emissions reduced or avoided through 2030 from adopted laws, policies, regulations, or technologies related to clean energy as supported by USG assistance – disaggregated by:
	Year of adoption through 2020
	2021 through 2025
	2026 through 2030

	<b>LIST OF PERFORMANCE INDICATORS:</b> <b><i>SUSTAINABLE LANDSCAPES</i></b>
<b>EG13.1</b>	Number of people trained in sustainable landscapes supported by USG assistance – disaggregated by:
	Male
	Female
<b>EG13.2</b>	Number of institutions with improved capacity to address sustainable landscapes issues as supported by USG assistance – disaggregated by:
	National governmental
	Sub-national governmental
	Other
<b>EG13.3</b>	Number of laws, policies, regulations, or standards addressing sustainable landscapes formally proposed, adopted, or implemented as supported by USG assistance– disaggregated by:
	National, proposed
	National, adopted
	National, implemented
	Sub-national, proposed
	Sub-national, adopted
	Sub-national, implemented
	Regional or international, proposed
	Regional or international, adopted
	Regional or international, implemented
<b>EG13.4</b>	Amount of investment mobilized (in USD) for sustainable landscapes as supported by USG assistance – disaggregated by:
	Public, domestic
	Public, international
	Private, domestic
	Private, international
<b>EG13.5</b>	Number of people receiving livelihood co-benefits (monetary or non-monetary) associated with the implementation of USG sustainable landscapes activities – disaggregated by:
	Male
	Female

<b>EG 13.6</b>	Greenhouse gas (GHG) emissions, estimated in metric tons of CO <sub>2</sub> equivalent, reduced, sequestered, or avoided through sustainable landscapes activities supported by USG assistance
<b>EG 13.7</b>	Projected greenhouse gas emissions reduced or avoided through 2030 from adopted laws, policies, regulations, or technologies related to sustainable landscapes as supported by USG assistance – disaggregated by:
	Year of adoption through 2020
	2021 through 2025
	2026 through 2030

## **APPENDIX 2 – SAMPLE: LETTER OF INSTITUTIONAL SUPPORT**

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

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

### **RE: Letter of support for Request for Applications # xxx**

The name of the applicant institution is happy to endorse the proposal's entitled "XXXXXXX" in response to the NOFO# entitled XXXXXX. 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