

**A NOTICE OF FUNDING OPPORTUNITY
Low Emission Accelerator Partnership (LEAP)**

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Low Emission Accelerator Partnership (LEAP)

Section A. Funding Opportunity Program Description

Announcement Type: Grant
Funding Opportunity Title: Low Emission Accelerator Partnership (LEAP)
Funding Opportunity Number: OES-OCC-16-006-056280
Catalog of Federal Domestic Assistance Number: 19.017
Funding Amount: 1 award, \$2 million
Key Dates:
1. Application must be submitted by 11:30 P.M. on July 11, 2016
2. Notification of project approval and award signing expected by September 2016

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 a grant entitled "Low Emission Accelerator Partnership (LEAP)" with the objective to help developing countries overcome barriers to implementing Nationally Determined Contributions (NDCs). The agreement awarded will use U.S. Fiscal Year 2015 Economic Support Funds, should funds be made available for that purpose.

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 foreign public entities.

A grant for up to \$2,000,000 U.S. Dollars (USD) in FY 2015 Economic Support Funds (ESF), subject to the availability of funds, will be awarded for work that will advance low emission development through coordination and support to developing countries on the implementation of their Nationally Determined Contributions (NDCs) under the Paris Agreement on climate change. The initial period of performance will be for 3 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
202-485-1541

For questions on grant application and administration:
Jenny Weng
Bureau of Oceans and International Environmental and Scientific Affairs
WengJ1@state.gov

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.

A.1. Background

A.1.1. The Paris Climate Change Agreement and NDCs

On December 12, 2015, more than 190 countries came together under the United Nations Framework Convention on Climate Change (UNFCCC) to adopt the Paris Climate Change Agreement, sending a powerful signal of global commitment to a long-term, durable framework to reduce global greenhouse gas (GHG) emissions and advance low emission development. The Agreement sets out for the first time a durable international architecture under which all countries will take specific actions to respond to climate change in coming decades. It provides a roadmap for countries to act at the national level to reduce global greenhouse gas emissions to a small fraction of current levels sometime in the second half of the century so as to hold global average temperature increase to well below 2 degrees Celsius above pre-industrial levels, including a framework that will require countries to make new and more ambitious commitments to reduce emissions every five years.

U.S. engagement with countries around the world played an integral role in reaching a Paris agreement. From bilateral partnerships with major economies to high level diplomatic engagement through multilateral forums, to climate change technical assistance to developing countries, U.S. foreign assistance on climate change contributed in material ways to achieving a successful agreement. Continued U.S. engagement with countries will be critical to tackling global climate change, and action in the next few years will have impacts for years to come. There is a limited window to take the additional action needed to achieve a below-2 degrees Celsius trajectory, and the level of action that countries from around the world must take is enormous.

One of the groundbreaking achievements of the Paris Agreement is the commitment by all Parties to communicate a Nationally Determined Contribution (NDC) (i.e., GHG emissions target) every five years, establishing a key mechanism to ratchet up climate ambition over time. The Agreement builds off the success of the intended NDCs submitted in the lead-up to the Paris conference. Over 180 countries communicated these national targets or plans to reduce emissions by 2025 or 2030. Countries will be expected to report regularly on their progress in reducing emissions, and to take progressively more ambitious action over coming decades. The first round of NDCs, if fully achieved is still estimated to set the world on a path to around 2.7 degrees C of warming. All countries throughout the world will need to undertake additional action to reach the global goal of limiting warming to below 2 degrees C.

Prior to 2020 all Parties are requested to review their NDCs, and to either recommunicate them or to communicate new contributions nine to 12 months ahead of the 2020 UN climate

conference. In the coming years, it is a major U.S. priority to ensure that other countries are taking action that is as ambitious as possible in the context of their specific circumstances, to support developing countries in their efforts to reach their NDC targets, and to continue to take increasingly ambitious actions in the future.

A.1.2. International Cooperation to Support Low Emission Development and NDCs

President Obama made climate change a top priority for foreign policy through the U.S. Global Climate Change Initiative (GCCCI). Under the clean energy pillar of the GCCCI, the U.S. supports activities in developing countries that reduce, mitigate, and/or sequester emissions of GHGs in the energy, industry, urban and transport sectors. Clean Energy programs and activities reduce climate change by promoting low carbon planning, the deployment of renewable energy and energy efficient end-use technologies. The primary objective of U.S.-supported clean energy programs is to reduce, mitigate, and/or sequester emissions of GHGs. In addition, GCCCI funded investments in clean energy:

- Assist the achievement of climate-resilient and low emissions development through support for national strategic plans on climate change, which will lead to significant reductions in GHG emissions over the long-term, relative to business-as-usual trajectories;
- Include an explicit objective to seek climate change-related outcomes of reducing, mitigating, and/or sequestering GHG emissions; and
- Monitor impact using one or more standard foreign assistance climate change indicators.

Since 2010, the United States government has provided significant bilateral and multilateral support, through GCCCI Clean Energy funding, to developing countries to advance Low Emission Development Strategies (LEDS). Specific programs include:

- The United States provides deep bilateral climate mitigation support to 26 priority partner countries through the interagency Enhancing Capacity for Low Emission Development Strategies (EC-LEDS) program to help provide countries with tools, knowledge, understanding and confidence to develop and implement long term LEDS (for more information, go to www.ec-leds.org).
- The Low Emission Development Strategies Global Partnership (LEDS GP) provides a global knowledge platform, opportunities for peer exchange, and short-term technical assistance to countries on developing and implementing LEDS. The LEDS GP is also currently pursuing a new effort to demonstrate country level approaches to NDC implementation in the energy sector in developing countries that are early movers on NDC implementation in their regions (for more information, go to www.ledsgp.org).

Additionally, over the past two years, the U.S. has collaborated with several other developed countries, multilateral agencies, and non-governmental organizations to provide support to developing countries on developing their NDCs. Organizations that the U.S. has collaborated

with include the United Nations Development Program, the World Bank, the U.S. National Renewable Energy Lab, the Climate Development Knowledge Network, and several bilateral donor agencies. These organizations are now developing initiatives to support the implementation of NDCs in developing countries. For example, the LEDS GP is currently developing an “NDC Investment Accelerator” initiative that brings together a public private partnership model to rapidly scale financial flows to meet country-established renewable energy NDC goals. It intends to do this by addressing and resolving key barriers in the renewable energy policy and finance sectors through targeted, country-specific engagement. This work centers on three essential elements to mobilizing finance for clean energy at scale:

- **Pillar 1:** Effective **policy** and regulatory structures,
- **Pillar 2:** A robust **pipeline** of “investment ready” clean energy projects, and
- **Pillar 3:** Renewable energy **purchasers** and financiers that can leverage and deploy public and private finance.

Continued cooperation with these and other entities will be critical to the success of the Low Emission Accelerator Partnership (LEAP).

A.2. Program Goals and Objectives

The U.S. Department of State expects the recipient, through the Low Emission Accelerator Partnership (LEAP) program, to propose targeted partner developing countries in Asia, Latin America and Africa, and to develop support programs to help them make tangible progress toward low emission development and meeting NDC targets by overcoming policy barriers and enabling investment in their clean energy-related sectors. By demonstrating approaches and interventions that result in measurable, long-term GHG reductions, and capturing and sharing these approaches, the recipient’s work will provide important opportunities for learning and replication in NDC implementation. The recipient will achieve this outcome both through close coordination with other initiatives undertaking NDC support efforts, such as the LEDS GP, and through direct engagement with policymakers, practitioners, project developers, and investors in key developing countries.

Specific Objectives of the Partnership Program

- Demonstrate tangible progress in NDC and LEDS implementation in clean energy-related sectors in selected developing countries;
 - Identify developing countries that are early movers in their regions on NDC implementation in clean energy-related sectors, and propose two to four of those countries as partners in the program.
 - Provide Technical assistance in two to four developing countries to improve the policy enabling environment for public/private investment in clear energy-related sectors.

- Generate and capture useful lessons and best practice approaches in NDC and LEDS implementation for replication;
- Coordinate and partner with key organizations providing NDC support to achieve efficiency and avoid duplication; and
- Facilitate partner developing country access to private and public investment in actions that advance LEDS and NDC targets in clean energy sectors.

Objective 1: Demonstrate tangible progress in NDC and LEDS implementation in clean energy-related sectors in selected developing countries

In order to affect a global transition to a clean energy, low carbon economy, it is critical that all countries demonstrate progress in reducing their long-term GHG emissions as they advance sustainable, economic development. The recipient will identify developing countries that are early movers in their regions on NDC implementation in clean energy-related sectors. The proposal may include a draft list of potential countries, but the final set of countries will be solidified in consultation with the Department of State after the grant agreement is signed. During the period of performance, the recipient will establish deep collaboration with two to four of these countries to demonstrate effective approaches to LEDS and NDC implementation by providing technical assistance to improve the policy enabling environment for public and private investment in clean energy-related sectors. The recipient will provide limited policy and technical assistance to additional countries on a demand-basis. Such assistance should be coordinated with the LEDS Global Partnership’s Remote Expert Assistance for LEDS program. Selected partner countries should have a robust intended NDC and willingness to partner and to share lessons and approaches with other countries. Demonstrated approaches should have high promise for replication in other developing countries.

Note: After the grant agreement is signed, the recipient will work with the LEDS Global Partnership and the Department of State to help identify appropriate partner countries eligible for assistance under this award and specific policy and technical assistance needs. Countries will be proposed by the recipient with approval from the State Department Office of Global Change.

Expected results under Objective 1:

- 2-4 countries demonstrating NDC implementation approaches that improve enabling environments for investment in clean energy-related sectors
- 4-8 additional countries receiving limited policy and technical assistance in clean energy-related sectors
- Key stakeholders in partner countries have improved capacity to implement NDC and LEDS approaches in clean energy-related sectors
- Significant policy and technical barriers to investment in clean energy removed in target markets in partner countries

Illustrative activities:

- Work with the LEADS Global Partnership, State Department, and U.S. government field offices to identify partner countries
- Scoping assessments, building off existing data and analysis, in coordination with potential partner countries to develop a plan for implementing NDC approaches in clean energy-related sector or sectors
- Deliver technical and policy assistance to improve the enabling environment for NDC implementation in clean energy-related sector or sectors
- Provide training and other capacity building opportunities to key partner country stakeholders to improve their capacity to implement NDC approaches
- Develop methodology (or utilize existing methodology) for estimating emission reduction impacts from implemented activities

Objective 2: Generate and capture useful lessons and best practice approaches in NDC and LEADS implementation for replication

An important opportunity in early stages of NDC implementation will be to capture and share approaches and best practices with other countries for learning opportunities and potential replication of approaches, for example via the development of case studies to support dissemination outreach. Taking full advantage of these opportunities will help ensure more efficient use of limited resources and expand the reach of U.S. government assistance. Lessons should be shared through the LEADS Global Partnership and other multilateral initiatives as appropriate.

Expected results under Objective 2:

- One or more case studies developed per partner country, capturing approaches, lessons learned, and recommendations for NDC implementation in clean energy related sectors
- Approaches and lessons shared with government officials and practitioners around the world, particularly in Africa, Latin America, and Asia, through key regional and international forums

Illustrative activities:

- Convene stakeholder discussions around interventions undertaken by the recipient and its partners to identify lessons learned
- Write clear, concise, and actionable case studies that accurately capture the objectives, steps, outcomes, and lessons from approaches
- Organize and deliver presentations at international forums, such as side events at the UN climate conferences, events held by the LEADS GP, and other events held by multilateral agencies on NDC implementation
- Post case studies in accessible online formats for broad public use, for example on www.leadsgp.org
- Development of tools or toolkits that can be used by other countries to support NDC implementation

Objective 3: Coordinate and partner with key organizations providing NDC support to leverage additional support, achieve efficiency, and avoid duplication

Several governments, multilateral organizations, and non-governmental organizations are currently developing programs of support for NDC implementation in developing countries. It is critical that this Partnership program complement, rather than duplicate existing support efforts by other organizations. For that reason, the recipient should actively pursue coordination with other organizations undertaking NDC implementation support. There are also important opportunities for leveraging resources from other public and private organizations – the recipient should actively seek out opportunities to partner with these organizations and mobilize funding to advance the objectives of the Partnership. As a key facet of this objective, the recipient and its partners will closely collaborate with the U.S. National Renewable Energy Laboratory and the Climate and Development Knowledge Network, which jointly serve as the LEADS GP Secretariat, as well as other LEADS GP partner organizations, member government agencies, and bilateral donor agencies actively providing the NDC implementation support.

Expected results under Objective 3:

- Efficient provision of NDC implementation assistance in clean energy demonstrated through coordination with relevant bilateral donor organizations, multilateral agencies, and existing partnerships, such as the LEADS GP
- Funding mobilized from other public and private organizations to advance the objectives of the Partnership

Illustrative activities:

- Participate in, and when necessary convene, meetings and discussions with governments, multilateral organizations and non-governmental organizations that are supporting NDC implementation in developing countries to advance effective capacity building and technical assistance on NDC implementation approaches
- Engage actively in and support LEADS GP efforts on NDC implementation
- Consult with USG agencies supporting NDC implementation in developing countries, including the National Renewable Energy Lab and USAID
- Participate in joint events with relevant organizations to present activities and results of the Partnership program
- Contribute to international forums or joint events or initiatives with other organizations supporting NDC implementation in developing countries

Objective 4: Facilitate partner developing country access to private and public investment in actions that advance LEADS and NDC targets in clean energy sectors.

As leading corporations around the world have embraced the business case for renewable energy and ambitious climate action, they've found themselves facing immature markets. Even in

mature markets, clean energy opportunities are often new for the market. Additionally, growing sources of public climate finance for projects, such as the Green Climate Fund, are becoming available, without a ready pipeline of bankable projects to fund. To facilitate both public and private investment in clean energy sectors in partner countries, the recipient will coordinate with potential sources of investment, including multilateral finance institutions (such as the World Bank and Green Climate Fund), local development finance institutions, and private investors/purchasers. The recipient will also coordinate with in-country agencies, as appropriate and under guidance of the State Department, including ministries of energy, finance, and environment. The recipient will engage additional organizations as appropriate to fully bring in key local stakeholders and experts in partner countries.

Expected results under Objective 4:

- Enhanced understanding by partner country partner governments and project developers of available sources of public and private investment in clean energy sectors in their country
- Enhanced engagement between partner country governments and project developers with investors and financial institutions
- Improved engagement from local entities, such as companies and utilities, in clean energy procurement and energy policy transformation in partner countries
- Mobilized investment in clean energy sector solutions in partner countries
- Estimated emission reduction impacts from mobilized investments in clean energy sectors in partner countries, with clear linkages to countries' NDC targets

Illustrative activities:

- Review existing pipeline portfolios of projects in clean energy related sectors in selected partner countries
- Develop short list of projects and identify required technical assistance to progress projects to become fully bankable
- Coordinate with multilateral banks, local development banks, international and regional commercial banks, investment funds, power companies, and donor agencies to identify barriers to investment
- Facilitate partnerships between these investors, donors, local governments and private sector purchasers to mobilize investment that advances NDC targets

A.3. Expected Results of this grant “Low Emission Accelerator Partnership (LEAP)”

As outlined above under the specific objectives in section A2, a summary of expected results of the grant includes:

- 2-4 countries demonstrating NDC implementation approaches that improve enabling environments for investment in clean energy-related sectors

- 4-8 additional countries receiving limited policy and technical assistance in clean energy-related sectors
- Key stakeholders in partner countries have improved capacity to implement NDC and LEEDS approaches in clean energy-related sectors
- Significant policy and technical barriers to investment in clean energy removed in target markets in partner countries
- One or more case studies developed per partner country, capturing approaches, lessons learned, and recommendations for NDC implementation in clean energy related sectors
- Approaches and lessons shared with government officials and practitioners around the world, particularly in Africa, Latin America, and Asia, through key regional and international forums
- Efficient provision of NDC implementation assistance in clean energy demonstrated through coordination with relevant bilateral donor organizations, multilateral agencies, and existing partnerships, such as the LEEDS GP
- Funding mobilized from other public and private organizations to advance the objectives of the Partnership
- Enhanced understanding by partner country partner governments and project developers of available sources of public and private investment in clean energy sectors in their country
- Enhanced engagement between partner country governments and project developers with investors and financial institutions
- Improved engagement from local entities, such as companies and utilities, in clean energy procurement and energy policy transformation in partner countries
- Mobilized investment in clean energy sector solutions in partner countries
- Estimated emission reduction impacts from mobilized investments in clean energy sectors in partner countries, with clear linkages to countries' NDC targets

A.4. 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 standard performance indicators:

- **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**

- **Amount of investment mobilized (in USD) for 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**

Proposals should also include the following custom indicators that are specific to low emission development:

- **Number of major milestones achieved by partner countries, each reflecting significant, measurable improvement in national or regional frameworks that support low emission development, as supported by U.S. assistance.**
- **Number of major milestones achieved by partner countries, each reflecting significant, measurable progress in implementing a LEDS and slowing the growth of greenhouse gas emissions, as supported by U.S. assistance.**
- **Number of developing country officials and practitioners with strengthened capacity through participation in the LEDS Global Partnership.**
- **Number of LEDS policies or measures in developing countries strengthened by increased capacity gained through participation in the LEDS Global Partnership.**

Refer to Appendix 1 for a full set of standard climate change performance indicators and disaggregates. Additional indicators should be identified by the applicant. 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. Subject to the availability of funds, OES expects to award a single grant of up to \$2,000,000 USD for the program entitled “Low Emission Accelerator Partnership (LEAP)”. The anticipated period of performance will be **3 years**, depending on the implementation and outcome timelines of the project. All project proposals, should clearly articulate the timelines necessary for development, implementation and outcomes. Those that deviate from the suggested three year timeframe should clearly indicate the circumstances that point to longer or shorter implementation and outcomes timeframes.

Competitive applications that are received as a result of this NOFO, but not funded, may be considered for future funding should additional funds become available. Depending on the

quality of performance and other factors, OES may consider additional supplemental funding to continue activities and extend the period of performance, if funds are available and OES and the Recipient(s) mutually agree.

Summary of Award Information

Type of Award	Grant
Fiscal Year Funds	FY 2015
Approximate Total Funding:	\$ 2,000,000 USD
Approximate Number of Awards:	1
Anticipated Award Date:	September 2016
Anticipated Project Completion Date:	September 2019

Timeline for Award Adjudication

Deadline for Applications	July 11, 2016
Notification of Project Approval/Disapproval and Cooperative Agreement Signing	September 2016

B2. Award Management

The successful applicant awarded under this NOFO will need to routinely collaborate with relevant U.S. Government agencies, including the U.S. State Department, the U.S. Department of Energy National Renewable Energy Laboratory, and the U.S. Agency for International Development.

The Recipient 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 foreign public entities.

See Section A1.1 for Technical Eligibility.

C2. Cost Share

Cost share is not required 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). For questions on grant application and administration, submit them by email to Jenny Weng (WengJ1@state.gov). Please refer to the funding opportunity number. Any updates about this NOFO will also be posted on 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 to begin mandatory registration processes for unique entity identifier (DUNS) numbers and in SAM.gov.

D4. Banking Requirement

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 or 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 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 **July 11, 2016**. Applications received after the deadline will not be considered, unless the applicant has explained its technical issues with the online application to the Dept. of State contacts prior to the deadline, and has received approval to submit the application via email or after the deadline.

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 and 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, which shall **not exceed 15 pages**, excluding Annexes, should be organized using the following section headings: Executive Summary, Organizational Capacity and Past Performance, Program Strategy and Technical Approach, Performance Monitoring and Evaluation, Communications and Outreach Plan, and Management Plan. Tables, graphics, charts, and graphs may be included, where relevant and appropriate either in the technical proposal or in an annex. The annex is limited to 5 pages. (CVs, budget components and the SF-424s do not count as part of the 15 page limit or 5 page annex). Any pages exceeding the above limitation will not be evaluated.

The point value shown below 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. See Section A1.4 for additional guidance on the Proposal Narrative.

Narrative Components

1. Executive Summary (5 points)

This section should be a succinct summary (not to exceed two pages) 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; 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 NGO's or civil society organizations; and a one-paragraph program description.

Countries of implementation are those countries or participants from countries that may 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 (25 points)

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.

This section must include 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.

The applicant, along with any major proposed sub-grantee or alliance partner, must demonstrate:

- Experience providing support to developing countries in the development of national LEDS or NDCs, especially relating to policy and technical support in improving enabling environments for investment in clean energy sectors;
- Established networks and experience working in Africa, Asia, and Latin America;
- At least five years of experience engaging with the UNFCCC process;
- Experience with climate finance and an understanding of available sources of public and private climate finance, including the Green Climate Fund and coordinating provision of assistance by bilateral agencies; and
- A track record of public private partnership project development and transaction advisory support in clean energy related sectors; a track record that such projects successfully secured finance; and a highly developed network of private energy investors and financial service providers internationally and locally in developing countries in focus partnership regions – Asia, Latin America, and Africa.

As an attachment (which does not count as part of the 15 pages), please provide at least three past performance references which describe the contracts, grants, cooperative agreements most relevant to the objectives of the Partnership, which the applicant organization has implemented over the past three years. Please provide the references 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 and Technical Approach (25 points)

- Propose a clear and realistic implementation plan and technical approach to significantly address all four of the Program Goals/Objectives listed 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 program strategy and technical approach must further outline the expected and achievable results for the project, organized by program objective, and drawing from the expected results outlined in Section A3. It must also outline the relevant and appropriate Main Activities to accomplish the goals and expected results, which could include illustrative activities outlined in Section A2. Explain the assumptions on which the success of the project depends, and the involvement of other stakeholders.

- The program strategy and technical approach must take into account the relevant market conditions, political will and economic trends in developing countries in target cooperation regions of the Partnership – Asia, Latin America, and Africa.
- In table format, please present a brief, one- to two-page work plan matrix (which does count as part of the 15 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 (10 points)

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; and
- 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).

Proposals should discuss how progress towards the expected results will be measured, as outlined by the Performance Indicators in Section A.5. 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. Applicant should set associated targets for the indicators that it proposes to achieve. Include an explanation of how data and information will be collected, analyzed and used, and how baseline measurements will be established. See the full list of Performance Indicators in Appendix 1.

The Performance Monitoring and Evaluation section must include a Results Framework that aligns with the objectives of the Partnership outlined in A2.

Applicants must 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				Cumulative Total Target
		Add columns for all semiannual periods under the agreement				
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)	Q1	Q2	Q3	Q4	
EG12.1 Number of people trained in clean energy supported by USG assistance (disaggregated by Male and Female)						
EG12.2 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)						
EG12.3 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)						
EG12.4 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)						
EG12.5 Clean energy generation capacity supported by USG assistance that has achieved financial closure (disaggregated by Solar, Wind, Hydro, Geothermal, Biomass and Biofuels, or Other)						
EG 12.6 Greenhouse gas (GHG) emissions, estimated in metric tons of CO ₂ equivalent, reduced, sequestered, or avoided through clean energy activities supported by USG assistance						
EG 12.7 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. Communications and Outreach Plan (5 points)

- Discuss how project information, results, and success stories will be collected and

disseminated throughout the life of the project. Identify primary channels of communication, key communication platforms, primary and secondary audiences, and communications products.

6. Management Plan (10 points)

- 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 key staff involved, reporting relationships, authority and lines of communication within and between each of these organizations. Applicants must propose a management team that is capable of successfully implementing the project. Important professional expertise includes, but is not limited to: clean energy, climate change, monitoring and evaluation, project development, partnership development, and outreach and communications.
- Include job descriptions and curriculum vitae (CV) of at least three (3) key staff as attachments (CVs do not count as part of the 15-page limit), which demonstrate that the proposed key staff are consistent with the requirements and needs of the project. Note the location where key staff will be based.
- Key staff must include a designated Project Director, who will be expected to have lead responsibility for communicating with OES, and at least one key staff member with significant demonstrated experience developing partnerships with private energy investors and financial service providers internationally and in developing countries. The Project Director position requires significant managerial experience and prior leadership roles for activities of similar complexity. The overall team of key staff must have, at a minimum, experience in international regional development projects in Asia, Latin America, and/or Africa clean energy sectors. All key staff must be fluent in English.

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.
- 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;
- 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.

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.

The Budget Components will be evaluated using the following criteria:

1. Budget Appropriateness (10 points)

- Budgeted items are necessary to the achievement of the goals and activities as presented in the proposal.

2. Cost-effectiveness (10 points)

- Proposals 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.
- As per Section C2 cost-share is not required, however, should applicants incorporate cost-share, this can be achieved through leveraging existing projects, partnering, and/or providing in-kind goods and services.

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 U.S. government experts.

Proposal Narrative (80 points): 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 – 5 points
- Organization Capacity and Past Performance – 25 points

- Program Strategy – 25 points
- Performance Monitoring and Evaluation – 10 points
- Communications and Outreach Plan – 5 points
- Management Plan – 10 points

Budget (20 points): The committee will also review the budget components in order to assign up to 20 points for the overall program budget and cost-effectiveness. Budget notes should illuminate details regarding necessary costs to inform the ratings below for Budget Appropriateness and Cost Effectiveness. Importantly, 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

Annex: Additional tables, graphics, charts and graphs in the annex must be referenced in relevant sections of the proposal narrative. They will not be scored separately, but will be used to inform scoring of the sections in which they are referenced.

E2. Review and Selection Process

Applications will be reviewed by a technical review panel. The applications will be scored based on the thoroughness of their response and strengths and weaknesses relative to the aforementioned criteria in response to 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.gov. 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/TermsandConditions.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, including 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/.

Financial reports are due on or 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 period of performance. 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 technical contents of this NOFO should email them to Meredith Ryder-Rude (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, or hardcopy to the Grants Officer

Questions about the form may be emailed to 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> Further, recipient organizations are encouraged to conduct their own and/or independent evaluations on their Department of State funded programs to assess performance and outcomes.

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.

LIST OF PERFORMANCE INDICATORS: <i>ADAPTATION</i>	
EG11.1	Number of people trained in climate change adaptation supported by USG assistance – disaggregated by:
	Male
	Female
EG11.2	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
EG11.3	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
EG11.4	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

EG11.5	Number of people supported by the USG to adapt to the effects of climate change – disaggregated by:
	Male
	Female
EG 11.6	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

LIST OF PERFORMANCE INDICATORS: <i>CLEAN ENERGY</i>	
EG12.1	Number of people trained in clean energy supported by USG assistance – disaggregated by:
	Male
	Female
EG12-2	Number of institutions with improved capacity to address clean energy issues as supported by USG assistance – disaggregated by:
	National governmental
	Sub-national governmental
	Other
EG12.3	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
EG12.4	Amount of investment mobilized (in USD) for clean energy as supported by USG assistance – disaggregated by:
	Public, domestic
	Public, international
	Private, domestic
	Private, international

EG12.5	Clean energy generation capacity supported by USG assistance that has achieved financial closure – disaggregated by:
	Solar
	Wind
	Hydro
	Geothermal
	Biomass and Biofuels
	Other
EG 12.6	Greenhouse gas (GHG) emissions, estimated in metric tons of CO ₂ equivalent, reduced, sequestered, or avoided through clean energy activities supported by USG assistance
EG 12.7	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

LIST OF PERFORMANCE INDICATORS: <i>SUSTAINABLE LANDSCAPES</i>	
EG13-1	Number of people trained in sustainable landscapes supported by USG assistance – disaggregated by:
	Male
	Female
EG13-2	Number of institutions with improved capacity to address sustainable landscapes issues as supported by USG assistance – disaggregated by:
	National governmental
	Sub-national governmental
	Other
EG13-3	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
EG13-4	Amount of investment mobilized (in USD) for sustainable landscapes as supported by USG assistance – disaggregated by:
	Public, domestic
	Public, international
	Private, domestic
	Private, international

EG13.5	Number of people receiving livelihood co-benefits (monetary or non-monetary) associated with the implementation of USG sustainable landscapes activities – disaggregated by:
	Male
	Female
EG 13.6	Greenhouse gas (GHG) emissions, estimated in metric tons of CO ₂ equivalent, reduced, sequestered, or avoided through sustainable landscapes activities supported by USG assistance
EG 13.7	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 “XXXXXXXX” in response to the NOFO# entitled XXXXXXXX. 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