

**U.S. DEPARTMENT OF STATE**  
**Bureau of European and Eurasian Affairs, Office of Press and Public Diplomacy**  
**(EUR/PPD)**

**Notice of Funding Opportunity**

**Funding Opportunity Title: Arctic Education Alliance: Building Capacity Through University Linkages between the United States and Greenland**

**Funding Opportunity Number: SFOP0007135**

**Deadline for Applications: August 7, 2020**

**CFDA Number: 19.900**

**Total Amount Available: Up to \$1,777,500 the first year, pending availability of funds**

**A. PROGRAM DESCRIPTION**

The Office of Press and Public Diplomacy in the Bureau of European and Eurasian Affairs of the U.S. Department of State (EUR/PPD) announces a funding opportunity to establish an education partnership between a fully accredited institution(s) of higher education in the United States and the University of Greenland (in coordination with the Ministry of Education, Culture, Church and Foreign Affairs in Greenland) to strengthen Greenland's integration into the global academic community. Please carefully follow all instructions below.

The goal of the Arctic Education Alliance is to harness professional expertise in the United States to assist in building the capacity of the University of Greenland's academic programs - and vocational studies at other institutions - related to land and fisheries management, hospitality, and sustainable tourism, with the goal of laying the groundwork for an Associate's degree or vocational certificate program in these fields. EUR/PPD is soliciting proposals for a cooperative agreement of up to \$1,777,500 to develop and execute a 24-month project to foster productive and mutually beneficial collaboration between academic communities in the United States and Greenland that will result in educational and economic opportunities for both countries in the areas of land and fisheries management, hospitality, and sustainable tourism.

Proposals should include a plan for the award recipient to work with the University of Greenland and/or vocational institutions [in coordination with the Ministry of Education, Culture, Church and Foreign Affairs in Greenland] to:

1. develop a needs assessment for academic training in land and fisheries management, hospitality, and sustainable tourism in Greenland;
2. create a capacity-building program for land and fisheries management, hospitality, and sustainable tourism at the University of Greenland that includes promoting vocational English for participants from Greenland;

3. conduct linkages with U.S. educational institutions and educational organizations focused on land and fisheries management, hospitality, and sustainable tourism;
4. manage exchanges of people between Greenland and the United States to facilitate the sharing of knowledge and experience, and to strengthen and sustain any partnerships established through the linkages;
5. design curricula that focus on preparing students in Greenland to meet the needs of Greenland's economy, specifically to enhance their knowledge of the land resources, fisheries, hospitality, and sustainable tourism sectors; and
6. foster collaboration and information sharing with U.S. institutions.

Ideal applicants will have a track record of success in partnering with foreign educational institutions and U.S. institutions of higher education and other U.S. educational institutions in developing academic standards and expertise in specific fields of study. Either on their own or through partner institutions, applicants should demonstrate expertise in the fields of land and fisheries management, hospitality, and sustainable tourism. Applicants should also demonstrate an ability to implement complex projects in challenging environments. Priority consideration will be given to proposals that clearly explain how U.S. expertise will be introduced to the University of Greenland and other Greenlandic educational and/or vocational institutions, and that focus on preparing Greenlandic students to enter the workforce through practical skills development. Proposals that demonstrate an understanding of the Arctic region and the unique challenges of operating in Greenland will receive favorable consideration.

### **Program Objectives:**

Applicants for the award to manage the Arctic Education Alliance must have the demonstrated experience and ability to conduct a needs assessment; provide guidance on capacity-building activities and educational partnerships based on that needs assessment; and monitor those education partnerships that will focus on the following priorities at the University of Greenland:

- Capacity building in the areas of land and fisheries management, hospitality, and sustainable tourism
- Faculty development, both in-person and virtual
- Curriculum development
- Collaborative research projects with educational institutions in the United States
- Capacity building in university administration
- Capacity building in vocational English language, as needed
- Capacity building of a career development center through linkages with U.S. educational institutions that have established advisory and internship placement services for undergraduate and/or graduate students

In the event that a modified approach to the initial phases of the program is required due to limitations on travel and/or social interaction both in the United States and/or Greenland, applicants should also demonstrate the flexibility and capacity to conduct virtual activities under the Arctic Education Alliance.

In addition, the award recipient will:

- Foster professional relationships and ongoing collaboration between institutions of higher education and vocational studies in the United States and in Greenland, in line with the Government of Greenland's overall objectives related to land and fisheries management, hospitality, and sustainable tourism.
- Consult with officials from the local Greenlandic government, Greenlandic university leaders and education experts, and the U.S. Embassy in Copenhagen/U.S. Consulate in Nuuk - along with EUR/PPD - on the nature and scope of the activities carried out under the Arctic Education Alliance before and during their implementation
- Serve as the primary point of contact and source of information for the University of Greenland [including the Ministry of Education, Culture, Church and Foreign Affairs in Greenland], U.S. institutions, and the U.S. Embassy in Copenhagen/U.S. Consulate in Nuuk on activities carried out under the Arctic Education Alliance
- Manage all logistical elements of the program, including facilitating U.S. participant travel to Greenland, and Greenlandic participant travel to the United States
- Coordinate with relevant U.S. public and private sector institutions to develop an internship program for Greenlandic participants in the United States
- Plan and organize a closing session in Washington, DC, for both U.S. and Greenlandic participants to summarize and evaluate the program at the end of the program's exchange component

**EUR/PPD and the U.S. Embassy in Denmark/U.S. Consulate in Nuuk will be involved in this project, including, but not limited to:**

- Reviewing and approving needs assessment surveys
- Facilitating communications with government officials in Greenland and in mainland Denmark, as needed
- Issuing DS-2019s to secure J-visas for any exchange participants from Greenland to the United States
- Approving the selection of U.S. institutions of higher education that serve as linkage partners, and approving the selection of U.S. institutions and organizations that serve as internship hosts for Greenlandic participants
- Approving both Greenlandic and U.S. participants, activities, and venues

Subject to the availability of funds, EUR/PPD expects to select one awardee for this cooperative agreement, with an estimated value of \$1,777,500 over 24 months.

To maximize the impact and sustainability of the award(s) that result from this NOFO, EUR/PPD retains the right to execute non-competitive continuation amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 60 months or five years. Any non-competitive continuation is contingent on performance and pending availability of funds. A non-competitive continuation is not guaranteed and the Department of State reserves the right to exercise or not to exercise this option.

Applicants' budget submissions should be realistic and reflect anticipated actual costs required to implement the program(s) and the varying costs specific to programming needs.

EUR/PPD reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government.

**Participants and Audiences:**

EUR/PPD envisions the participants to be faculty and students in the University of Greenland and other Greenlandic vocational institutions and in U.S. partner educational institutions.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: Up to 24 months

Number of awards anticipated: One award

Award amounts: Up to \$1,777,500 (pending the availability of funds)

Total available funding: \$1,777,500

Type of Funding: FY 2019 Economic Support Funds under the Foreign Assistance Act

Anticipated program start date: September 30, 2020

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

**Funding Instrument Type:** Cooperative agreement

**Program Performance Period:** Proposed programming should be completed in 24 months or less.

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

The following organizations are eligible to apply:

- U.S. not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- U.S. public and private not-for-profit educational institutions

## 2. Cost Sharing or Matching Funds

There is no minimum or maximum percentage of cost sharing or matching funds required for this competition.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, EUR/PPD's contribution may be reduced in like proportion.

## 3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.6 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

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

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

- Application forms required below are available at <https://www.grants.gov/>.
- Content and Form of Application Submission: Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and

- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

### 1. Mandatory application forms

- **SF-424** (*Application for Federal Assistance – organizations*) or <https://www.grants.gov/forms/sf-424-family.html>
- **SF424A** (*Budget Information for Non-Construction programs*) at <https://www.grants.gov/forms/sf-424-family.html>
- **SF424B** (*Assurances for Non-Construction programs*) at <https://www.grants.gov/forms/sf-424-family.html> (*If SAM.gov registration has not been updated in the last year; otherwise the Assurances are part of an organization's registration process.*)

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

**3. Proposal (20 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program in Greenland is needed. The statement must address goals and objectives of the program, and describe the proposed activities in sufficient detail to show how the award recipient will achieve the program goals. The narrative section should also indicate realistic targets - based on the needs assessment – for the number of participants both in Greenland and in the United States.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Program Budget:** Applicants must submit a budget for the entire program. For program-related activities in Greenland, EUR/PPD strongly encourages applicants to budget realistic costs that reflect the local economy.
  - **Allowable costs include:**

- **Personnel:** Salaries for the applicant’s U.S. and Greenland-based staff (e.g. faculty, program managers). Salary calculations should be broken down by percentage of time that each salaried person will dedicate to the education partnership program.
  - **Fringe Benefits**
  - **Travel:** International and domestic air fares (per the “Fly America Act”), including visas, transit costs, and ground transportation costs.
    - **Per diem.** Current USG per diem rates can be found at:
      - [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) (Foreign)
      - <http://www.gsa.gov/portal/category/21287> (Domestic)
  - **Equipment:** Costs for the purchase of equipment necessary to facilitate capacity-building efforts in the designated fields in the University of Greenland.
  - **Supplies:** The proposal may contain costs to purchase, develop, and translate materials for participants.
  - **Contractual:** Goods and services that the applicant plans to acquire through a contract with a vendor, as well as any sub-awards to partners that will implement specific program activities
  - **Other Direct Costs:** Interpretation and Translation Costs. Locally-based interpreters should be hired to assist with training when necessary. Interpreters’ salaries should reflect the local economy. Per diem and transportation costs for interpreters should be included in the budget when needed.
  - **Indirect Costs:** Applicants should use the rate of their Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. government, if applicable. Applicants with no NICRA should use the 10% *de minimus* rate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities starting in September 2020. Include the dates and locations of planned activities and events during the two-year duration of the program. The timeline should map out the different phases of the education partnership program so it is clear how the program will develop.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program, as well as their CVs. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Sustainability:** The applicant’s plan for continuing the program beyond the grant period, or the availability of other resources.
- **Risk Assessment:** Applicants should explain how the risk of interruption to the implementation of the Arctic Education Alliance due to the coronavirus pandemic might be handled through virtual or other programming.

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

**5. Attachments :**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- The organization's most recent **audit**, if applicable. This should be a single audit, program-specific audit, or other audit in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- Official permission letters, if required for program activities

**6. Unique Entity Identifier and System for Award Management (<https://sam.gov/SAM/>)**

**Required Registrations:**

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with the SAM.gov **before submitting an application**. Applicant's may not be reviewed or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

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

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

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants or cooperative agreements (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

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

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

### **Submission Dates and Times**

Applications are due no later than **August 7, 2020**.

Applications must be submitted electronically through [www.Grants.gov](http://www.Grants.gov) or SAMS Domestic.

### **E. APPLICATION REVIEW INFORMATION**

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

**1. Quality of program plan and timeline:** the program plan should reflect realistic and thoughtful development of an academic partnership.

A quality program plan will indicate key milestones and targets for each stage of the program. This timeline will serve as the basis for determining whether program implementation is on track. The plan should be reasonable, feasible, and adjustable.

**2. Scope and reach of the program:** Applicants should propose the number of faculty, students, and administrators who will be involved in this program in various roles, both as program

designers, implementers, and beneficiaries. Based on the actual experience of the U.S. and Greenland partner institutions, the proposed number of participants should be realistic, and justified in the narrative statement and timeline. In addition, applicants should strive for as much ethnic and gender diversity in Greenlandic participant selection as possible, based on the demographics of Greenland.

**3. Institutional capacity to manage international academic programs:** Proposals should demonstrate an institutional record of successful implementation of international academic programs, internships in the United States, and public diplomacy programming overseas.

**4. Subject-matter expertise:** Proposals should demonstrate subject matter expertise in the appropriate fields. EUR/PPD will closely review the CVs of proposed project leaders.

**5. Regional expertise:** Proposals should clearly demonstrate the applicant's knowledge of Greenland and the Arctic, as well as any relevant experience in the region. EUR/PPD is looking for applicants (and/or their partners) who understand the geo-political situation in Greenland and in the region.

**6. Sustainability:** EUR/PPD welcomes ideas on how to sustain partnerships established through the Arctic Education Alliance upon the conclusion of the federal award.

**7. Monitoring and evaluation plan:** Proposals should include a robust evaluation plan, and applicants should describe their organization's capacity to evaluate the Arctic Education Alliance. There should be a plan to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The evaluation should include output and outcome indicators, and show how and when those will be measured.

**8. Cost-effectiveness:** There should be a detailed line item budget and narrative to justify the funding needed to achieve the goals of the Arctic Education Alliance. Costs should be reasonable in relation to the proposed activities and anticipated results. The budget should be realistic, accounting for all necessary expenses to implement proposed activities.

## **Review and Selection Process**

A Grants Review Committee organized by EUR/PPD, the U.S. Embassy in Copenhagen, and the U.S. Consulate in Nuuk will evaluate all eligible applications.

## **Federal Awardee Performance & Integrity Information System (FAPIS)**

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

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

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

### Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

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

- 1. Payment Method:** Payments will be processed through the Payment Management System (PMS). The applicant must submit required documents to register in the Payment Management System managed by the Department of Health and Human Services, if receiving EUR/PPD funding for the first time.

## **Administrative and National Policy Requirements**

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

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports on a quarterly basis. The award document will explain what specific information should be included in the program reports, which will focus on major events and activities to date. will specify what information will be included in the program reports.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

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

If you have any questions about the grant application process, please contact Sheila Casey in EUR/PPD: [CaseySD@state.gov](mailto:CaseySD@state.gov)

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

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

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

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

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

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

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

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

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

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