BLM Utah Youth Conservation Opportunities on Public Lands

Notice of Funding Opportunity Number (NOFO): L19AS00049

Federal Program: 15.243 – BLM Youth Conservation Opportunities on Public Lands

Authorizing Legislation: Public Lands Corps Act of 1993, 16 USC, Chapter 37, Subchapter II-Public Lands Corps, Section 1721-1729, excluding Section 1725a Direct Hire Authority.

I. PROGRAM DESCRIPTION

The Utah Bureau of Land Management (BLM) offices have collaborated with Qualified Youth or Conservation Corps, as authorized by the Public Lands Corps Act (PLC), to accomplish conservation projects for numerous years. Projects completed under this program have provided participants an avenue of employment in addition to opportunities to gain experience and knowledge in public lands and natural resources management and promote a continued interest in public lands stewardship and the BLM. The BLM Youth Program assists the BLM with diversifying the workforce while exposing participants to the complex cultural and natural resource issues faced by managers of the National System for Public Lands.

The primary objective of the youth program is to work with Qualified Youth and Conservation Corps to engage individuals, to include tribal youth between the ages of 16 and 30, inclusive, and veterans age 35, recruited from local and surrounding communities to assist with completing projects that help protect and promote multiple-use conservation projects on public lands.

Projects made available under this funding announcement are developed in collaboration with the Utah Youth Program State Lead and District/Field Offices with an emphasis on providing valuable, on the ground projects, training, and mentorship opportunities to participants. The BLM Utah is committed to connecting diverse youth to public lands and natural and cultural heritage through providing conservation service projects, recreational experiences, and natural resource-based employment and educational opportunities, including scientific studies. These projects promote job creation that will strengthen America's economy and foster relationships with Youth Conservation Corps advocating for balanced stewardship and use of public lands. Participants will be mentored by BLM professionals in order to acquire new skills and gain experience in natural and cultural resource management. Through their BLM experience, youth will gain an appreciation for public lands, learn about conservation-related career fields, and create the next generation of public lands stewards.

In addition, the public will have improved access to sustainable recreation, hunting, and wildlife opportunities on BLM administered lands. Projects developed within this funding opportunity are in support of the following Secretarial Orders and Priorities:

Secretarial Orders:

- SO 3347 - Conservation Stewardship & Outdoor Recreation
- SO 3356 - Hunting, Fishing, Recreational Shooting & Wildlife Conservation Opportunities & Coordination with States, Tribes & Territories

- SO 3362 - Improving Habitat Quality in Western Big-Game Winter Range & Migration Corridors
- SO3366 – Increasing Recreational Opportunities on Lands and Water
- SO 3372 – Reducing Wildfire Risks on Department of the Interior Land Through Active Management.

Secretarial Priorities:

- Creating a Conservation Stewardship Legacy Second only to Teddy Roosevelt
- Utilizing our Natural Resources
- Employment of Veterans
- Creating Jobs in the American Economy

Projects developed for this fiscal year are detailed in Section II. C. as noted below and include, but are not limited to, such things as:

- Enhancement of recreation opportunities through trail building, maintenance and restoration, and other improvements to visitor and recreation facilities e.g. kiosks, campgrounds, signage etc.;
- Monitoring riparian area vegetation and hydrological functions, collecting soil and stream data, timber stand improvement projects for wildlife habitat and overall forest health;
- Habitat restoration and wildlife protection, including reduction of invasive species, tree planting, fence removal/installation, riparian area restoration, etc.;
- Developing and implementing natural and cultural resource stewardship plans or developing educational and informational materials for visitors;
- Performance of studies such as resource inventories; historic or archival research; archaeological digs; oral histories; historic preservation, habitat surveys, etc.
- Preservation of cultural resources, including historic structures;
- Seed collection for restoration of lands affected by natural disasters such as catastrophic wildfires and landslides; as well as protection, conservation and restoration of threatened, endangered and special status species with the goal of preventing or de-listing of species;
- Reduction of wildfire risk to communities, watersheds, and other public land ecosystems;
- Production of materials and programs on natural and cultural/paleontological resources, communication outreach, visitor education, and interpretation of natural and cultural resources; and
- Performance of indoor projects, such as science, policy, or program internships, with a clear benefit for natural, cultural, or historic resources. Indoor projects must include a field component that involves at least 120 hours spent outdoors on public lands

The focused projects may be organized: 1) in a crew-based format where the participants work collectively and intensely together under supervision of trained and experienced crew leaders or conservation professionals; or 2) as individuals or small teams under the direction of conservation professionals on specific individual tasks, which require dedicated attention or both.

In any case, participants shall be directly supervised by trained and experienced crew leaders or staff from partner organizations. While BLM conservation professionals may provide project guidance and mentoring, they may *not* serve as direct supervisors.

While there is no maximum number of hours that a PLC participant may serve, an individual may not be assigned to the same PLC project for more than two years for part-time work, and no more than one year for full-time work.

Program Expected Outcomes:
Projects will vary in length, but no more than three years, and will be located in different geographic locations on BLM administered lands. The overall success of the projects identified within this funding opportunity shall be validated and tracked by the BLM project coordinator in a number of ways including such things as:

- Expose young men and women to public service, furthering their understanding and appreciation of the nation's natural and cultural resources, while fulfilling knowledge of the Secretarial Orders and Priorities;
- Stimulate interest among the participants in conservation careers through exposure to conservation professionals in the BLM and by providing conservation projects that qualify for noncompetitive hiring status for a period of two years;
- Promote job creation that will strengthen America's economy and foster relationships with organizations advocating for balanced stewardship and use of public lands;
- Promote and stimulate public purposes such as the enhancement of classroom learning by providing education, job training, and development of responsible citizenship, as well as productive community involvement of participants in the care and enhancement of natural and cultural resources;
- Assist qualified Youth Conservation Corps in allowing for experiences conserving or developing natural and cultural resources and enhancing and maintaining environmentally important lands and waters through the use of the nation's young men and women; and
- Completion of funded projects.

Individual projects will also identify outcomes specific to the projects.

The following program legislation authority, BLM Manuals, etc. may be applicable to your award project:

1. Designation of the Gila Box Riparian National Conservation Area, 16 USC, Section 460ddd. PL 101-628, Title II, Section 460ddd.
2. **Endangered Species Act, 16 USC 1535**
3. **Federal Lands Recreation Enhancement Act, 16 USC § 6805(a**
4. **National** Environmental Policy Act (NEPA) – BLM Handbook 1790-1
5. **National** Historic Preservation Act of 1966, 16 USC 470, as amended through December 19, 2014, as codified in Title 54 USC, Subtitle III, Division A, Subdivision 2 Chapter 3023 § 302304. Contracts and cooperative agreements, (b)

6. National **Historic** Preservation Act of 1966, 16 USC 470, as amended through December 19, 2014, as codified in Title 54 USC, subtitle III, Division A, Subdivision 2 **Chapter 3027—Historic Preservation Programs and Authorities for Indian Tribes and Native Hawaiian Organizations**

All proposed projects submitted under this NOFO must state a benefit to the public.

II. FEDERAL AWARD INFORMATION

The Utah BLM may make multiple awards under this NOFO. In accordance with the Public Lands Corps Act of 1993, 16 USC, Chapter 37, Subchapter II-Public Lands Corps, Section 1721-1720, excluding Section 1725a Direct Hire Authority, a cooperative agreement will be used and substantive Bureau of Land Management (BLM) involvement will consist of, but is not limited to, the following:

- Mentoring and training of youth crews and individuals as it relates to natural and cultural conservation of public lands;
- Joint collaboration between the BLM and recipient in carrying out management, development, implementation, and evaluation of the proposed work;
- Assigned BLM mentor will review and approve one stage of work prior to the start of the next stage;
- Review and approval by the BLM of modifications or subawards prior to their award;
- Provide feedback to the recipient in selecting individuals for projects;
- Directing or redirecting of recipient work by the BLM because of relationships to other projects;
- The ability to immediately halt work because of failure to meet agreement objectives;
- Establish clear expected outcomes with clear performance matrix to accomplish projects;
- Close monitoring and/or operational involvement in projects assigned to youth; and
- Education support by providing PLC participants with project overviews, information on a public land site's significance, and formal or informal sessions about BLM career opportunities.

Note that this involvement will not include supervision of crewmembers or interns. BLM staff may mentor and provide guidance to PLC participants, but supervision is the responsibility of the youth corps or conservation corps.

A. Anticipated Federal Program Funding

Based on prior year data, BLM anticipates between $300,000 to $500,000 in funding for FY 2019. This information is also available on the USASpending.gov website (https://www.usaspending.gov/#/). Applications will be reviewed and evaluated as they are received and may be submitted at any time up until the closing date of this announcement. Individual award amounts will depend on the merit review process of application packages and proposed budget. Funding for this program is not guaranteed and is subject to the availability of funds.

In appropriate circumstances, BLM reserves the right to partially fund proposals in discrete portions or phases of proposed projects. Should BLM choose to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award and therefore maintains the integrity of the competition and selection process. Funded proposals through this competitive announcement is not a guarantee of future funding. Any additional selections must be made in accordance with the terms of this announcement and BLM policy.

BLM is not obligated to make any Federal award as a result of the announcement and only Grants Management Officers (GMO) can bind the Federal Government to the expenditure of funds.

BLM reserves the right to fund projects in the following fiscal year. These awards will not require further competition.

B. Estimated Number of Agreement to be Awarded

Based on prior year data, BLM anticipates between 10-15 agreements for FY 2019. The actual number of awards will depend on the number of meritorious applications and the availability of appropriated funds.

C. Estimated Amount of Funding Available Per Award

Expected individual award amounts are listed below for FY2019.

Awards will range from $15,000 to $100,000. Below are individual awards and amounts listed by District or Field Office.

Cedar City District Office (Range) POC: Dan Fletcher (Estimated $75,000 available in FY19) - Total Estimated Project Funding is $250,000 over a 3 year period

- $60,000 Four interns to collect vegetative monitoring data and inspect Range Improvement Projects.
- $15,000 One intern to complete Range Improvement Project Inspection

Cedar City District Office (Wildlife) POC: Dustin Schaible (Estimated $60,000 available in FY19) - Total Estimated Project Funding is $150,000 over a 3 year period

- $60,000 Four interns to complete wildlife clearances to support implementation of habitat improvement projects.

Cedar City District Office (Recreation) POC: Dave Jacobson (Estimated $30,000 available in FY19) - Total Estimated Project Funding is $90,000 over a 3 year period

- $30,000 Two interns to design and layout new trails, complete maintenance on existing trails and monitor recreation sites.

Cedar City Distrtict Office (Land & Realty) POC: Brooklyn Shotwell (Estimated $15,000 available in FY19) - Total Estimated Project Funding is $45,000 over a 3 year period

- $15,000 One intern to complete compliance inspections

Cedar City District Office (Cadastral) POC: Jacob Murdoch (Estimated $15,000 available in FY19) - Total Estimated Project Funding is $45,000 over a 3 year period

- $15,000 One intern to preserve and maintain Section corners/monuments

Cedar City District Office (Wild Horses) POC: Chad Hunter (Estimated $15,000 available in FY19) - Total Estimated Project Funding is $45,000 over a 3 year period

- $15,000 One intern to monitor wild horse populations and Herd Management Areas

Cedar City District Office (Engineering) POC: Brian Kunk (Estimated $15,000 available in FY19) - Total Estimated Project Funding is $45,000 over a 3 year period

- $ 15,000 One intern to survey water sources, design livestock pipeline and fences

Cedar City District Office (Archaeology) POC: Courtney MacKay (Estimated $25,000 available in FY19) - Total Estimated Project Funding is $75,000 over a 3 year period

- $26,000 Two interns to complete cultural clearances so that on-the-ground projects can be completed

BLM Utah State Office POC: Rob Sweeten (Estimated $75,000 in FY19) - Total Estimated Project Funding is $225,000 over a 3 year period

- $75,000 Two interns to complete recreation site designs, recreation strategies/sign plans for multiple sites.

BLM Utah State Office POC: Justin Jimenez (Estimated $49,000 in FY19) - Total Estimated Project Funding is $250,000 over a 3 year period

- $49,000 for a group of 8 youth corps members to work on Escalante River woody Invasive control project for 7.5 weeks

D. Anticipated Start Date

Projects funded through this NOFO will start once funding is secured and awards are issued. Agreements are not effective until fully executed with signature from the BLM GMO.

E. Anticipated Term of the Agreement

Agreement terms for funded projects are estimated to range between one and five years depending on the negotiated project proposal.

The BLM will consider continued support of the project in subsequent fiscal years upon; (a) the recipient showing progress satisfactory to the BLM toward program goals and the determination by the BLM that continuation of the program would be in the best interests of the Government, (b) project is still in line with management's top priorities, (c) compliance with the terms and conditions of the award and/or (d) the availability of funds appropriated by Congress.

F. Additional Funding Information

Funding for projects is not guaranteed and is subject to the availability of funds and evaluation of proposals is based on the criterion in this announcement. In appropriate circumstances, BLM reserves the right to partially fund proposals in discrete portions or phases of proposed projects. Should BLM chooses to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award and therefore maintains the integrity of the competition and selection process. Funded proposals through this competitive announcement is not a guarantee of future funding.

When or if additional funding becomes available, BLM reserves the right to issue additional awards under this announcement through the next fiscal year.

Any additional selections must be made in accordance with the terms of this announcement and BLM policy.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

This opportunity is open to any qualified Youth Conservation Corps established by a State or local government, by the governing body of any Indian tribe, or by a qualified nonprofit organization interested in working cooperatively with the BLM to develop and administer projects focused on providing employment, educational, and public-service opportunities for U.S. citizens and legal residents between 16 and 30 inclusive and veterans age 35, recruited from local and surrounding communities to assist with completing projects that help protect and promote multiple-use conservation projects on public lands.

No other entities are eligible to respond. All responding non-profit entities must provide a copy of their Section 501(c) (3) status determination letter received from the Internal

Revenue Service.

B. General program criteria for working with the BLM under this NOFO

- Your organization's work serves young people between the ages of 16-30 and veterans up to age 35;
- Your organization must engage participants who are U.S. citizens, national, or lawful permanent resident aliens of the United States, meeting the same citizenship requirements as those for serving in AmeriCorps (http://www.nationalservice.gov/programs/americorps) and Public Lands Corps (http://www.corpsnetwork.org/public-lands-service-corps-act);
- Your organization must demonstrate participant recruitment to traditionally underserved communities, including low-income and disadvantaged populations;
- Your organization's programs can be either: a) individual or small team-based where participants work individually or in coordinated teams under the direction of conservation professionals on initiatives that require specific skills and dedicated attention; or b) crew-based where participants work collectively together directly supervised by trained and experienced crew leaders or conservation professionals. Crew and team leaders must fully understand the appropriate and necessary safety regulations for projects to which they are assigned, when BLM requests a crew or a team;
- Your organization must support projects that involve significant outdoor activity and hands-on work that help young people gain meaningful work related to natural and cultural resource management. Some programs may include work that is indoors that have a clear connection to the BLM's mission, but will have a 120 hour minimum of on the ground work;
- Your organization's programs must provide participants with job skill development; community skill development to help participants acquire an ethic of service to others; and help instill a deeper understanding of, and connection to, the natural or cultural environment;
- Provide safe and reasonable round-trip transportation for participants to and from BLM project sites at the beginning and end of their assignment. For participants living within commuting distance of their duty station, reimburse them for travel expenses;
- Provide crew based participants with food, camping equipment, and all educational, first aid, recreational and general training, and supplies required as appropriate to the assignment;
- Conduct on-site project evaluations in coordination with BLM to assess project progress and make sure participants are receiving the expected experience;
- Manage and carry out all administrative functions associated with projects funded under this program, including maintaining all administrative records required for operation and management of the youth program participants;
- Certify that standard background screenings and eligibility reviews are conducted on all participants;
- Obtain written permission from a parent or legal guardian for all individuals under 18 years of age before they begin an assignment;

- Provide workers compensation coverage for all participants, including staff crew and team leads; and
- Maintain general liability insurance for all participants, staff and program activities of not less than $1,000,000 per occurrence for bodily injury and property damage, subject to the usual and customary policy conditions, including standard exclusion on vehicles licensed for highway use and on property in the care, custody and control of the policyholder. In the event one or more awards are made, provide the BLM a Certificate of such Comprehensive General Liability Insurance, with BLM named as an additional insured party, as evidence of this required insurance coverage. The certificate shall identify the name and address of the BLM, as well as the insured, the policy number, and a brief description of services to be performed. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

C. Cost Sharing or Matching

The cost sharing or matching required from the recipient under this agreement will be 25% of the total project funding. The BLM shall not pay more than 75% of the cost of any appropriate conservation project carried out on public lands by a qualified youth or conservation corps under the Public Lands Corps authority. The term "qualified youth or conservation corps" means any program established by a State or local government, by the governing body of any Indian tribe, or by a nonprofit organization that -

- Capable of offering meaningful, fulltime, productive work for individuals between the ages of 16 and 30, inclusive, and veteran up to age 35 in a natural or cultural resource setting;
- Provides participants a mix of work experience, basic and life skills, education, training, and support BLMs; and
- Provides participants with the opportunity to develop citizenship values and skills through BLM to their community and the United States.

The matching 25% of costs must be from non-federal sources and can be in the form of funds, donations, services, facilities, materials, equipment, and/or any combination of the above.

Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match.

D. Other Eligibility Restrictions

Ineligible Activities and Program Restrictions

- **Please note that none of these projects or participants will qualify under Section 1725 Resource Assistant (a) Direct Hire Authority.**
- Individual participants may not be assigned to a project more than a two year period maximum for part-time and no more than a year full time.
- Participants are not allowed to sign a BLM volunteer services agreement form.

- BLM rules regarding physical security and personnel security apply to all participants while on BLM property and/or while conducting work on behalf of the BLM.
- Participants and partner organization staff shall only operate mechanized equipment when provided all necessary safety training and only with on-site oversight by the BLM.
- Participants under the age of 18 shall not be allowed to operate any motorized vehicle. Participants and partner organization staff over the age of 18 may be allowed to drive a vehicle owned, rented, leased or loaned by the BLM only when:

  1. The vehicle is used with written permission from the BLM's field manager and only for official agency use;
  2. The driver is properly licensed and qualified to operate the vehicle, and all such vehicle use, maintenance, training and operation is in compliance with H-1112-1 Chapter 15, Safety and Health Management Handbook, Motor Vehicle Safety; H-1112-2 Chapter 14, Safety and Health for Field Operations, Motor Vehicle and Equipment Safety and all other applicable policies for usage of BLM motor vehicles;
  3. The driver has completed a defensive driving course within the last three years;
  4. Before field work requiring the use of a motorized vehicle begins, the BLM site coordinator provides written documentation that all of the above criteria have been met to the partner organization contact. Such documentation may be provided electronically; and
  5. Both the driver and the vehicle will be covered by insurance policy maintained by the partner organization covering the use of such vehicle.

E. Unique Entity Identifier and System for Award Management (SAM.gov) Registration

All applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. The BLM may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the BLM is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. *This requirement does not apply to individuals applying for funds as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name) or any entity with an exception approved by the BLM under 2 CFR 25.110(d).*

F. Excluded Parties

The BLM conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The BLM cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as

ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

IV. APPLICATION REQUIREMENTS

***A separate application must be submitted for each project listed in this NOFO your organization is interested in applying for. NOTE:** It is recommended, prior to submitting any application, to contact the program expert at the BLM office in the district or field office where the work will take place to discuss the project(s) that are available or of interest.

A. Requesting Paper Application Package

This announcement includes all information, documents, and electronic addresses needed to submit an application through www.Grants.gov. Paper copies may be requested by contacting the individual(s) named at the end of this notice.

B. Application Form and Content Requirements

DO NOT MERGE INDIVIDUAL DOCUMENTS INTO A SINGLE PDF FILE

1. SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form-424, Application for Federal Assistance. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The SF-424, Application for Federal Assistance, must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the "Federal" funding box on the SF-424 Application form. Include any other Federal sources of funding in the "Other" box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the "Budget Narrative" section below).

2. SF 424(B & D), Assurances

NOTE: In accordance with Office of Management and Budget Memo, M-18-24, dated September 5, 2018, these forms are optional through January 1, 2020. At that time your **assurances statements will be maintained in your SAM registrations.**

3. Project Proposal (Attachment A – suggested format)

Attachment A project proposal template and may be used when submitting your proposal. The proposal must be no longer than 15 pages, with a typeface no smaller than 11-point, and have at least one (1) inch margins on all sides. The 15-page limit includes all text, figures, references, and vitae, but does not include the Budget Detail (Attachment B).

Application narrative requirements may include:

- Project title
- Statement of need
- Goals and objectives

- Activities
- Methods
- Timetable or milestones
- Information to support environmental compliance review requirements. *(NOTE: Projects under wildlife management, the native plant program, threatened and endangered species habitat conservation - the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of the Endangered Species Act of 1973)*
- Description of stakeholder coordination or involvement
- Required project monitoring and evaluation plan, including how you will measure project performance and assessment tools to be used
- Information on key project personnel
- Anticipated future funding needs
- Details and supporting documentation on the project location; and
- Other program or project-specific narrative requirements

All proposals are confidential.

4. **SF-424, Budget Information**
Applicants must submit the appropriate SF-424 Budget Information form. Complete either the SF-424A, Budget Information for Non-Construction Programs or the SF-424C, Budget Information for Construction Programs, as applicable to your project. All of the required application forms are available on the "Packages" tab of this NOFO on Grants.gov. Please note: Show funds requested from this Federal program separately from any other Federal sources of funding. In the "Budget Summary" section, use the first row for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program's CFDA number(s) in the corresponding fields on the form. The CFDA number(s) for this Federal program appears on the first page of this Funding Opportunity.

5. **Budget Detail and Narrative (Attachment B - suggested format)**
Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407 "Prior written approval (prior approval)" for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Include detailed descriptions of all cost justifications (see BLM's suggested format Attachment B for more detail). Additionally, provide any cost sharing and matching funds in the same level of detail as the federal funds. The budget narrative submitted with the application must match the dollar amounts on all required forms.

Budget items must be reasonable, allowable, allocable, and necessary to the supported activity. Refer to 2 CFR §200, for applicable administrative requirements and cost principles.

If your proposal is for multi-year or multiple year funding, you must provide a budget and budget justification for each year. Show each year in a separate column on the SF-424A and use a separate column for listing any matching funds. Applicants are expected to ensure that no Federal or non-Federal grant funds will be expended for in-kind goods or services, for purposes of providing transportation, travel, and other expenses for any Federal employee.

NOTE: Budget Detail and Narrative form (Attachment B) is a suggested format to present the breakdown of your estimated costs by category needed to accomplish project activities. Estimated costs must be documented in sufficient detail to determine reasonableness. Include a description of any cost share (cash, in-kind, etc.) listed.

Lump sum costs are not acceptable in any category, without a detailed breakdown of how the cost were derived.

Profit or fees are "not" allowable.

6. Indirect Costs: Organizations

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the DOI is your organization's cognizant agency, the Interior Business Center (IBC) will negotiate your indirect cost rate. Contact by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information. Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the BLM to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

Required Indirect Cost Statement and Documentation

All applicants must include in their budget justification narrative one of the following indirect cost rate statements and attach to their application any required documentation identified in the applicable statement:

We are:

a. A U.S. state or local government entity receiving more than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.

b. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
c. A [insert your organization type] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." or "Attached is a copy of our current negotiated indirect cost rate agreement."]
d. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
e. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 200.68]. We understand that we must notify the BLM in writing if we establish an approved rate with our cognizant agency at any point during the award period.
f. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR 200.68. We understand that we must notify the BLM in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the BLM.
g. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Wildland Fire Research and Studies" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in

our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the BLM to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that BLM approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

h. A [insert your organization type] that will charge all costs directly.

7. Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

8. Certification Regarding Lobbying

Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

9. Disclosure of Lobbying Activities

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, Disclosure of Lobbying Activities if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available on the "Packages" tab of this Funding Opportunity on

Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

10. Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state "*There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel*". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program) and when you anticipate being notified of their funding decision.

When overlap exists, your statement must end with "*We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the Bureau of Land Management in this application, we will immediately notify the Bureau of Land Management point of contact identified in this Funding Opportunity in writing.*"

11. Applicants must submit the following forms

Form Name and Number	✓
SF-424 Application for Federal Assistance	
SF-424A Budget Information - Non-Construction Programs	
SF-LLL, Disclosure of Lobbying Activities (when applicable)	
Project Proposal (Attachment A to this document)	
Budget Detail (Attachment B to this document)	
Indirect Cost Statement and related Federal Agency-approved Negotiated Indirect Cost Rate Agreement (NICRA) (when applicable)	
Copy of your Section 501(c) (3) status determination letter received from the Internal Revenue Service.	
Overlap or Duplication of Effort Statement	
Conflict of Interest Disclosure (when applicable)	
Single Audit Reporting Statement (when applicable)	

NOTE: Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. SUBMISSION REQUIREMENTS

A. Unique Entity Identifier and System for Award Management (SAM.gov) Registration

These requirements do not apply to any individual applying for funds as a private citizen or any entity with an exception approved by the Federal awarding agency under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and provide that number in the application; complete SAM.gov registration before submitting an application; and continue to maintain an active SAM.gov registration with current information at all times when the entity has an active Federal award or application under consideration. **There is NO COST to register with Dun & Bradstreet or SAM.gov**. There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free**.

1. Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. The official website address is http://fedgov.dnb.com/webform. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form.

2. Register with SAM

Register on the SAM.gov website. The official website address is http://www.sam.gov. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM" webpage also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity's DUNS or IRS information. Foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

B. Submission Dates and Times

Rolling cut-off dates: Open from June 18, 2019 – August 19, 2019, 5:00 PM EST
Round One – Applications Due: July 17, 2019, 5:00 PM EST
Round Two – Applications Due: August 19, 2019, 5:00 PM EST

Proposals must be submitted in English.
Late applications will not be accepted.
BLM requires applicants to submit their applications online through Grants.gov.

C. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC.

If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state's prior review requirements for Federal assistance applications.

D. Funding Restrictions

- Individuals/crews must be paid either a stipend or wage to offset living costs e.g., food and housing.
- It has been determined by the BLM individual stipend of $600 a week, equal to $15.00 per hour, is reasonable. When/if a higher stipend is needed, it must be justified in the budget justification in Attachment B. Crew based work will be evaluated based on how many crews members and weeks needed must be justified in Attachment B.

E. Submission Instructions

1. Register with Grants.gov

Applicants must first register an account with Grants.gov and complete all steps of the registration process before they can apply through Grants.gov. Grants.gov registration requires the entity to create an account, create an account profile, and establish authorized profile roles, including the applicant's authorized representative. Registration can take three to five business days or longer, if you do not complete the required steps in a timely manner.

2. Grants.gov Workspace Application

Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. To apply, the applicant will create, complete, and submit a Workspace application package for this Funding Opportunity directly on Grants.gov. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may disrupt the application submission. When attaching files to the Grants.gov application, please do not

assign file names longer than 20 characters, including spaces. File names longer than 20 characters will prevent your application received by Grants.gov from automatically downloading into the BLM's financial assistance management system. Applicants using slow internet, such as dial-up connections, should be aware that the transmission of the application to Grants.gov takes time. Grants.gov sends either an error message or a "successfully received" message by email to the applicant's authorized representative once the transmission is complete. Please do not end the transmission process before receiving that message.

3. Proof of Timely Submission
Grants.gov automatically generates an electronic date and time stamp in the system upon application receipt. Grants.gov sends an acknowledgement of receipt with the date and time stamp and a unique Grants.gov application tracking number to the authorized representative by email. This email from Grants.gov serves as your proof of timely submission.

VI. APPLICATION REVIEW INFORMATION

Prior to award, the BLM will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the BLM may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the BLM may choose not to fund the selected project.

A. SAM.gov Registration
The BLM may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the BLM is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

B. Automated Standard Application for Payment (ASAP)
Award cannot be finalized, until awardee finalizes their enrollment in the Department of the Treasury, ASAP System. See following website: http://www.fms.treas.gov/asap.

If your organization is not enrolled in ASAP, contact the GMO in Section VIII. Federal Awarding Agency Contacts of this funding opportunity.

C. Review and Section Process:
Applications eligible for merit review will be evaluated by an ad hoc evaluation team assembled to review, rate, rank, and recommend applications for award using the below evaluation criteria. Evaluation teams are made up of two or more qualified personnel familiar with the program and certified to have no conflict of interest with any persons or organizations applying for award. Reviews are handled as confidential documents. Once award decisions are made applicants may request in writing a written summary of the evaluation of their application/proposal. A total of 100 points will be used to score each proposal received. The scores assigned to each criteria in the second level

evaluation correspond to their relative importance. Proposals will be evaluated, scored, and ranked by appropriate BLM Staff expert in the program's field of study.

The Government reserves the right to reject any and all proposals which do not meet the requirements of this funding opportunity announcement and which are determined to be outside the scope of the authority under which this announcement is posted.

Project must assist BLM in meeting one or more of the Department of the Interior 10 priorities

1. Enhancing the visitor experience at our National Parks and public lands by better meeting our infrastructure and maintenance needs;
2. Delegating greater authority and accountability closer to the front line in our organization and modernizing the Department to better meet the needs of today and tomorrow;
3. Working to ensure meaningful consultation and self-determination for Tribes, Alaska Native communities, and our territories;
4. Building a meaningful conservation stewardship legacy by expanding public access for sport and recreation opportunities on public lands;
5. Collaborating with states to protect and improve the North American Wildlife Conservation Model, while continuing the move toward shared conservation stewardship;
6. Modifying or eliminating unneeded and unnecessary regulations;
7. Administering the appropriate development of all forms of energy on our Federal lands and the Outer Continental Shelf;
8. Ensuring that actions taken by the Department and its Bureaus reflect the development and promotion of a culture of ethical compliance and a workplace free of harassment;
9. Implementing the John D. Dingell, Jr. Conservation, Management, and Recreation Act; and
10. Modifying our business practices and processes to eliminate unnecessary steps and

Award will only be made to responsive, responsible applicants submitting proposals, which conform to the funding opportunity announcement and are most advantageous to the Government considering the evaluation factors listed below.

1. **First Level Screening --Basic Eligibility**
   Applications will be screened by the Grants Management Officer to ensure that applications meet basic eligibility requirements. Depending on the specifics of the opportunity, screening may include, but is not limited to, the following:

   - Submission is timely;
   - Program and/or legislative authority requirements are met; and
   - Complete and properly executed required application package documents (Section IV. B. 10 APPLICATION AND SUBMISSION INFORMATION) are included.

Applications must satisfy basic eligibility screening requirements to be considered for further review.

2. Second Level Evaluation -- Merit Review Evaluation
Eligible applications will be evaluated in an objective and unbiased manner using the following merit review criteria using numerical scoring based on a 100-point maximum score. Proposals must include the following information.

STATEMENT OF NEED (Maximum score 20 /100 Points)

- Describe your mission and objectives and how it relates to the DOI priorities addressed in the objectives of the NOFO.
- Describe how these objectives support your mission.

RECRUITING QUALIFICATIONS: Knowledge, Experience and Resources (Maximum score 25/100 points)

Describe your organization's knowledge and experience recruiting participants for scientific, and/or cultural and natural resource conservation positions.

Please address the following:

- How is your organization qualified to develop and implement strategic marketing plans and recruitment strategies to advertise internship programs to highly qualified students at multiple colleges and universities within its geographic service area? What print and web publications are used to support your marketing plans and recruitment strategies?
- How does your organization build and maintain relationships with colleges and universities within its geographic service area, particular-underrepresented groups such as women and Historically Black, Hispanic, Asian, American Indian, Native American, Alaskan Native, and Pacific Islander schools or other schools with a diverse student population?
- How does your organization assess marketing and recruiting successes? How does it apply the results of the assessments and adjust its strategies? How often are the assessments performed?
- How does your organization coordinate an application, interviewing and hiring process for students from different colleges and universities in a clear and timely manner?
- What is your organizations past work experience related to program recruitment?
- What are the timeframes and processes used by your organization for resume review, interview notification, and interview scheduling?

Your organization must demonstrate recruitment from traditionally underserved communities, including low-income and disadvantaged populations.

- Provide a description of your organization, including a description of all youth-based recruitment services/programs offered. Describe any particular organizational focus, such as types of individuals (ages/skills/abilities/other demographics) targeted for recruitment. Describe geographical area covered by your organization's services. Describe any previous experience your organization has in delivering youth-based programs for the Federal government.
- Provide details on your recruitment process and identify how long the process typically takes. In regards to participant screening and eligibility reviews, attach a copy of any related recruitment questionnaire(s) and application form(s). Describe any diversity considerations incorporated into your recruitment process.

If project is identified as a crew based project address below:

- How does your organization recruit, train and maintain team leaders for conservation work crews? How does your organization oversee, direct, and take corrective measures for issues of conduct for crewmembers and team leaders?
- What is your organizations past experience and/or policy to provide conservation work crews with food, camping equipment, and all educational, first, aid and general supplies needed for crew projects? What work-related and safety training does your organization provide team leaders and crewmembers?
- What is your organization's policy and established protocol to ensure team leaders/work crews report safety incidents/accidents, work site concerns, etc?

Describe the human capital, technical resources and skills of your organization to accomplish the listed recruiting needs. Include an estimate of the amount of personnel time your organization would devote to this task.

- Identify staff with appropriate technical expertise and describe their qualifications. This should include supervisor overseeing the crew or individual participant.

TECHNICAL APPROACH FOR PROPOSED PROJECT (Maximum score 25/100 Points)

- Describe the techniques, processes, methodologies to be used.
- Describe how data collection, analysis, and means of interpretation will be accomplished.
- Describe expected goals and outcomes and how project effectiveness will be measured and evaluated. (Include a detailed project work plan narrative)
- Describe what tasks will be performed by partners organizations, subawards, contractors, consultants, if applicable.

PUBLIC BENEFIT (Maximum score 10/100 Points)

- Describe how this project will affect the public.

QUALIFICATIONS/PAST PERFORMANCE: (Maximum score 10/100 Points)

- Describe past work experience with the BLM, other land management/conservation agencies, and/or other federal or state government entities.
- Describe your experience in recruiting interns or recent graduates, especially in occupations where underrepresentation exists within the Federal workforce.
- Describe your experience in governance of youth initiative internship programs.
- Provide a list of federally funded assistance agreements, if any, (not contracts) that your organization performed within the last three years (no more than 5, and preferably BLM agreements), and describe how you documented and/or reported on whether you were making progress toward achieving the expected results (e.g., outputs and outcomes) under those agreements. Describe similar successful projects completed in the past and any unique qualifications your organization may possess.)

OFFERED COST SHARE or MATCH (Maximum score 10/100 Points)

The Authority under which this opportunity is being announced requires a recipient cost share or match of 25% of total budget costs.

Must demonstrate on the budget breakdown the required match.

The recipient cost share or match of 25% of Total Project Costs, 1:3 (Recipient:BLM) Match is required. Indicate the type and amount of cost share or match (must be from non-Federal sources).

3. Third Level Review Pre-award Clearance and Budget Approvals

Prior to award, the BLM will evaluate the risk posed by applicants as required in 2 CFR 200.205. BLM programs document applicant risk evaluations using the DOI "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards, the BLM is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System (FAPIIS). The BLM will consider this information when completing the risk review. The BLM uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.207 should be applied the award.

If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized. If the BLM determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award.

Budget review is based on the following:

- Budget line items must be allowable, allocable, reasonable in price, and appropriate for the level of effort needed to accomplish the project.
- Budget details and narrative must provide adequate explanation of, and justification for, each estimated cost.
- Requested equipment must be justified and necessary for completion of the project.
- Cost Sharing/Matching funds must not come from Federal funds.

4. **Final Review of Selected Applicants:**
Final review will be by management to determine if the selected proposed project(s) are in line with DOI and BLM current priorities. This process may take a few months to finalize.

VII. FEDERAL AWARD ADMINISTRATION INFORMATION

A. Federal Award Notices

Awards are based on the application submitted to and approved by the BLM and are subject to the terms and conditions incorporated into the Notice of Award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. Recipient acceptance of a Federal award from the BLM carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

B. Award Terms and Conditions

See the BLM "Financial Assistance Award Terms and Conditions" for the administrative and national policy requirements applicable to BLM awards.

C. Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the BLM program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The BLM will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

D. Reporting Requirements

1. Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a final financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award.

2. Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a final performance report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award.

3. Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The BLM will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

E. DOI/BLM continues to improve its financial assistance program as part of these efforts below:

1. Conflict of Interest Disclosure

Recipients must notify the BLM immediately in writing of any actual or potential conflicts of interest that arise during the life of their Federal award

Applicability.

- This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
- In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

Requirements.

- Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question

the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.

- In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.
- No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

Notification.

- Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the BLM Grants Management Office or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest.
- Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Grants Management Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.
- Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.
- Review Procedures. The Grants Management Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.
- Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

2. Data Availability

Applicability.

- The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough

information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.

- Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- Availability of Data. The recipient shall make the data produced under this award and any sub award(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:
  - The scientific data relied upon;
  - The analysis relied upon; and,
  - The methodology, including models, used to gather and analyze data.

F. Other Mandatory Disclosures

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

G. Special Award Terms and Conditions

1. Scientific Integrity.

Scientific integrity is vital to DOI activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result in not only potentially flawed scientific results, interpretations, and applications but will damage DOI's reputation and ability to uphold the public's trust. All work performed must comply with the DOI Scientific Integrity Policy posted to http://www.doi.gov, or its equivalent as provided by their organization or State law. For more information go to URL: https://www.doi.gov/scientificintegrity**.**

2. Liability, Insurance, and Indemnification.

Recipients of awards arising from this announcement will be required to agree to the following:

a. **Liability.** The BLM assumes no liability for any actions, activities conducted under this agreement except to the extent that recourse, or Congress under the Federal Tort Claims Act, 28 USC 2671, provides remedies.

b. **Insurance.** The recipient will be required to (1) obtain liability insurance or (2) demonstrate present financial resources in an amount determined sufficient by the Government to cover claims brought by third parties for death, bodily injury, property damage, or other loss resulting from one or more identified activities carried out in connection with this financial assistance agreement.

c. **Insured.** The federal government shall be named as an additional insured under the recipient's insurance policy.

d. **Indemnification**. To indemnify the federal government, BLM, from any act or omission of the recipient, its officers, employees, or (members, participants, agents, representatives, as appropriate) (1) against third party claims for damages arising from one or more activities carried out in connection with this financial assistance agreement and (2) for damage or loss to government property resulting from such an activity, to the extent the laws of the State where the recipient is located permit. This obligation shall survive the termination of this agreement.

To purchase public and employee liability insurance at its own expense from a responsible company or companies with a minimum limitation of one million dollars ($1,000,000.00) per person for any one claim, and an aggregate limitation of three million dollars ($3,000,000.00) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Prior to beginning the activities authorized herein, the recipient shall provide the BLM with confirmation of such insurance coverage. Each policy shall have a certificate evidencing the insurance coverage and identifying the assistance agreement number.

To pay the United States the full value for all damage to the lands or other property of the United States caused by the recipient, its officers, employees, or (members, participants, agents, representatives, agents as appropriate).

To provide workers' compensation protection to the recipient’s officers, employees, and representatives.

To cooperate with the BLM in the investigation and defense of any claims that may be filed with the BLM arising out of the activities of the recipient, its agents, and employees.
In the event of damage to or destruction of the buildings and facilities assigned for the use of the recipient in whole or in part by any cause whatsoever, nothing herein contained shall be deemed to require the BLM to replace or repair the buildings or facilities. If the BLM determines in writing,

after consultation with the recipient that damage to the buildings or portions thereof renders such buildings unsuitable for continued use by the recipient, the BLM shall assume sole control over such buildings or portions thereof. If the buildings or facilities rendered unsuitable for use are essential for conducting operations authorized under this agreement, then failure to substitute and assign other facilities acceptable to the recipient will constitute termination of this agreement by the BLM.

Proposals submitted and approved for use of equipment, hazardous materials or engage in high-risk activities, which have the potential for claims brought by third parties for death, bodily injury, property damage, or other loss resulting in one or more activities must purchase additional insurance and liability.

Flow-down includes recipient and such subrecipients, contractors, or subcontractors as, in the judgment of the recipient and subject to the Government's determination of sufficiency, have sufficient resources and/or maintain adequate and appropriate insurance to achieve the purposes of this clause.

3. Defensive Driving Course.
Recipients must successfully complete a BLM approved Defensive Driving Course before operating a Government-owned vehicle (GOV).

4. Safety and Training Requirements.
Recipients must successfully complete appropriate BLM approved safety and training requirements before operating Government-owned equipment, 4-wheel all-terrain vehicles (ATV) or other Government-furnished property (GFP).

5. Recipient/Subrecipient Personnel Security and Suitability Requirements.

a. If performance of this grant/cooperative agreement requires recipient/subrecipient personnel to have a Federal government-issued personal identification card before being allowed unsupervised access to a DOI facility and/or information system, the Program Officer will be the sponsoring official, and will make the arrangements for personal identity verification and card issuance.

b. At least two weeks before start of grant/cooperative agreement performance, the recipient will identify all recipient and subrecipient personnel who will require physical and/or logical access for performance of work under this grant/cooperative agreement. The recipient and subrecipient must make their personnel available at the place and time specified by the Program Officer in order to initiate screening and background investigations. The following forms, or their equivalent, may be used to initiate the credentialing process:
    - OPM Standard Form 85 or 85P
    - OF 306

- Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the recipient or sub-recipient, as applicable)
- Release to Obtain Credit Information
- PIV card application (web-based)

c. Recipient and subrecipient employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the recipient or subrecipient personnel being screened or investigated in person, by telephone or in writing, and the recipient agrees to make them available for such contact.

d. Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further clearance may not be necessary. Provide the sponsoring office with documentation that supports the individual's status.

e. During performance of the grant/cooperative agreement, the recipient will keep the Program Officer apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the Program Officer, Grants Management Officer, and Issuing Office within 24 hours. Replacement will be at the recipient's expense. If reissuance of expired credentials is needed, it will be coordinated through the Program Officer.

f. At the end of grant/cooperative agreement's performance, or when a recipient/subrecipient employee is no longer working under this grant/cooperative agreement, the recipient will ensure that all identification cards are returned to the Program Officer. Before starting work under this agreement, a National Agency Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.

g. Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the recipient and the Government concerning the suitability of an individual to perform work under this grant/cooperative agreement, DOI shall have the right of final determination.

h. This requirement must be incorporated into any sub-grants/cooperative agreements that require subrecipient personnel to have unsupervised access to

a Federally controlled facility for more than 180 calendar days or unsupervised access to a Federally controlled Level 3 or 4 information system.

i. Federal Information Systems Security Awareness Training. Before the recipient, or any of its employees or sub-recipients, are granted access to the BLM Federal computer system, they must first successfully complete the U.S. Department of the Interior's (DOI) Federal Information Systems Security Awareness Online Course. This course was designed specifically for users of Federal computer systems. The course is a Web-based training product that explains the importance of Information Systems Security and takes approximately one hour to complete. This course is mandatory for all Department of the Interior employees, contractors, recipients, and all other users of DOI computer resources. Topics covered in the course include threats and vulnerabilities, malicious code, user responsibilities, and new developments affecting Information Systems Security.

VIII. FEDERAL AWARDING AGENCY CONTACTS

Jeanette Matovich BLM Utah Youth Coordinator, jmatovich@blm.gov, 801-539-4232

Below are the POC's for projects identified in this Notice of Funding Opportunity:

Name:	Dave Jacobson
District/Office:	BLM Utah Cedar City Field Office
Address:	176 E. D.L. Sargent Drive
City, State, & Zip:	Cedar City, UT 84721
Telephone:	435-865-3010
Email:	djacobso@blm.gov

Name:	Dustin Schaible
District/Office:	BLM Utah Cedar City Field Office
Address:	176 E. D.L. Sargent Drive
City, State, & Zip:	Cedar City, UT 84721
Telephone:	435-865-3001
Email:	dshaible@blm.gov

Name:	Dave Jacobson
District/Office:	BLM Utah Cedar City Field Office
Address:	176 E. D.L. Sargent Drive
City, State, & Zip:	Cedar City, UT 84721
Telephone:	435-865-3010
Email:	djacobso@blm.gov

Name: Brooklyn Shotwell Cox
District/Office: BLM Utah Cedar City Field Office
Address: 176 E. D.L. Sargent Drive
City, State, & Zip: Cedar City, UT 84721
Telephone: 435-865-3073
Email: bcox@blm.gov

Name: Jacob Murdoch
District/Office: BLM Utah Cedar City Field Office
Address: 176 E. D.L. Sargent Drive
City, State, & Zip: Cedar City, UT 84721
Telephone: 435-865-3016
Email: jmurdoch@blm.gov

Name: Chad Hunter
District/Office: BLM Utah Cedar City Field Office
Address: 176 E. D.L. Sargent Drive
City, State, & Zip: Cedar City, UT 84721
Telephone: 435-865-3088
Email: chunter@blm.gov

Name: Brian Kunk
District/Office: BLM Utah Cedar City Field Office
Address: 176 E. D.L. Sargent Drive
City, State, & Zip: Cedar City, UT 84721
Telephone: 435-865-3062
Email: bkunk@blm.gov

Name: Courtney Mackay
District/Office: BLM Utah Cedar City Field Office
Address: 176 E. D.L. Sargent Drive
City, State, & Zip: Cedar City, UT 84721
Telephone: 435-865-3031
Email: cmackay@blm.gov

Name: Rob Sweeten
District/Office: BLM Utah State Office
Address: 440 W. 200 S., Suite 500
City, State, & Zip: Salt Lake City, UT 84101
Telephone: 801-539-4075
Email: rsweeten@blm.gov

Name: Justin Jimenez
District/Office: BLM Utah State Office
Address: 440 W. 200 S., Suite 500
City, State, & Zip: Salt Lake City, UT 84101
Telephone: 801-539-4073
Email: jjimenez@blm.gov

For administrative questions contact:

Rachelle Bruse, Utah Grants Management Specialist, rbruse@blm.gov, 801-539-4226

END
FUNDING OPPORTUNITY ANNOUNCEMENT

[

BUREAU OF LAND MANAGEMENT
Financial Assistance (Cooperative Agreements)

ATTACHMENT A

PROJECT PROPOSAL

(Suggested Format)

Instructions: A Project Proposal must be submitted with the Standard Form (SF) 424 Application for Federal Assistance, for all BLM Assistance Agreements. Complete each section below. Use additional sheets as needed.

Person Submitting Proposal: _____ Date: _____

Organization Name: _____

NOFO No.: _____

NOFO Title: _____

Recipient Project Title: _____

Estimated Period of Performance: _____

Proposed Project Location: _____

STATEMENT OF NEED:

Describe your mission and objectives and how it relates to the DOI priorities addressed in the objectives of the NOFO.
Describe how these objectives support your mission.

Recruiting Qualifications: Knowledge, Experience and Resources

Describe your organization's knowledge and experience recruiting participants for scientific, and/or cultural and natural resource conservation positions.

Please address the following:

- How is your organization qualified to develop and implement strategic marketing plans and recruitment strategies to advertise internship programs to highly qualified students at multiple colleges and universities within its geographic service area? What print and web publications are used to support your marketing plans and recruitment strategies?
- How does your organization build and maintain relationships with colleges and universities within its geographic service area, particular-underrepresented groups such as women and Historically Black, Hispanic, Asian, American Indian, Native American, Alaskan Native, and Pacific Islander schools or other schools with a diverse student population?
- How does your organization assess marketing and recruiting successes? How does it apply the results of the assessments and adjust its strategies? How often are the assessments performed?
- How does your organization coordinate an application, interviewing and hiring process for students from different colleges and universities in a clear and timely manner?
- What is your organizations past work experience related to program recruitment?
- What are the timeframes and processes used by your organization for resume review, interview notification, and interview scheduling?

Your organization must demonstrate recruitment from traditionally underserved communities, including low-income and disadvantaged populations.

- Provide a description of your organization, including a description of all youth-based recruitment services/programs offered. Describe any particular organizational focus, such as types of

individuals (ages/skills/abilities/other demographics) targeted for recruitment. Describe geographical area covered by your organization's services. Describe any previous experience your organization has in delivering youth-based programs for the Federal government.

- Provide details on your recruitment process and identify how long the process typically takes. In regards to participant screening and eligibility reviews, attach a copy of any related recruitment questionnaire(s) and application form(s). Describe any diversity considerations incorporated into your recruitment process.

If project is identified as a crew base project address below:

- How does your organization recruit, train and maintain team leaders for conservation work crews? How does your organization oversee, direct, and take corrective measures for issues of conduct for crewmembers and team leaders?
- What is your organizations past experience and/or policy to provide conservation work crews with food, camping equipment, and all educational, first, aid and general supplies needed for crew projects? What work-related and safety training does your organization provide team leaders and crewmembers?
- What is your organization's policy and established protocol to ensure team leaders/work crews report safety incidents/accidents, work site concerns, etc?

Describe the human capital, technical resources and skills of your organization to accomplish the listed recruiting needs. Include an estimate of the amount of personnel time your organization would devote to this task.

- Identify staff with appropriate technical expertise and describe their qualifications. This should include supervisor overseeing the crew or individual participant.

TECHNICAL APPROACH:

Describe the techniques, processes, methodologies to be used.
Describe how data collection, analysis, and means of interpretation will be accomplished.
Describe expected goals and outcomes and how project effectiveness will be measured and evaluated. (Include a detailed project work plan narrative)
Describe what tasks will be performed by partners organizations, sub awards, contractors, consultants, if applicable.

PROJECT MONITORING AND EVALUTION PLAN:

Project monitoring and evaluation plan, including how you will measure project performance and assessment tools to be used. Should include monitoring of sub-recipients, contractors, consultants, volunteers, etc.
Describe how you will measure project performance and assessment tools to be used)

TIMETABLE OR MILESTONES:
[Suggested table below]:

Milestone / Task / Activity	Start Date	Completion Date

DIRECT BENEFIT TO THE PUBLIC:

Describe how this project will affect the public.

QUALIFICATIONS/PAST PERFORMANCE:

Describe the past work experience with the BLM, other land management/conservation agencies, and/or other federal or state government entities.

Describe your experience in recruiting interns or recent graduates, especially in occupations where underrepresentation exists within the Federal workforce.

Describe your experience in governance of youth initiative internship programs.

List of federally funded assistance agreements (not contracts) that your organization performed within the last three years (no more than 5, and preferably BLM agreements), and describe how you documented and/or reported on whether you were making progress toward achieving the expected results (e.g., outputs and outcomes) under those agreements. Describe similar successful projects completed in the past and any unique qualifications your organization may possess.)

ATTACHMENT B

BUDGET DETAIL and NARRATIVE

(Suggested Format)

Instructions: Using the estimated amounts listed on your SF-424A Budget Information form, use this worksheet format to provide details of those estimated costs. In the Justification Boxes, explain the purpose of each cost and provide sufficient detail so costs can be analyzed for reasonableness.

Agreement or Funding Opportunity No.: _____ Date: _____

Organization Name: _____

Recipient
Project Title: _____

A) PERSONNEL COSTS (SF-424A Object Class Category 6a.)

Provide the name of the person in each position (if known), and provide both the annual (for Multiyear awards) and total: salary/amount each position is paid; the percent of time position contributes to this award; and the number of months the employee is paid. State if any positions are vacant at the time, and if so, anticipated hire date. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects. Recipient should ensure the cost of living increase is built into the budget and justified.

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs (2 CFR §200.413c). Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the approved budget or have the prior written approval of the Grants Officer; and (4) The costs are not also recovered as indirect costs.

Name & Title or Position Title	Salary or Wage	Months or Hours	Matching Funds (if applicable)	BLM Funds
Example: *James Smith, Project Coordinator*	*$20,000.00/Mo.*	*3 Mos.*	*$15,000.00*	*$45,000.00*
A) TOTAL PERSONNEL COSTS: (SF-424A Object Class Category 6a. Personnel)			**$**	**$**

Justification: EXAMPLE - Project Coordinator - [Name]: This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to NOFO. This position relates to all program objectives. John Doe will provide 10 months effort for a total of $xx each year for three years (total $xx).

B) FRINGE BENEFIT COSTS (SF-424A Object Class Category 6b.)

Fringe benefits are usually applicable to direct salaries and wages. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits were applied. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated. The fringe rate should be proportional among the federal and non-federal share categories. If a fringe rate is greater than 35%, a description and breakdown of the benefits must be provided unless a negotiated indirect cost rate agreement (NICRA) has been provided. If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done. The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Name & Title/Position	**Salary/Wage Base** (BLM Amounts budgeted in Section A above)	**Fringe Benefit Rate (%)**	**Matching Funds** (if applicable)	**BLM Funds**
Example: *James Smith, Project Coordinator*	*$20,000.00*	*30%*	*$0.00*	*$6,000.00*
B) TOTAL FRINGE BENEFIT COSTS: (SF-424A Object Class Category 6b. Fringe Benefits)			$	$

Justification: EXAMPLE: The fringe benefit rate for full-time employees for years one and two is calculated at 33%. The fringe rate for the student is calculated at 7%. For years three and four, the fringe rate is anticipated to increase to 34% fo**r** employees and remain at 7% for graduate students.

If fringe rate is greater than 35%:
Project Coordinator - Salary [amount]
Retirement 5% of $35,000 = [amount]
FICA 7.65% of $35,000 = [amount]
Insurance = [amount]
Workman's Compensation, etc. = [amount]
Total [amount]

C) TRAVEL COSTS (SF-424A Object Class Category 6c.)

Domestic travel includes travel within and between the U.S., the commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Island, and the territories and possessions of the United States. Provide a narrative justification describing the travel staff will perform. List origin and destination, number of trips planned, who will be making the trip, purpose of travel and how it relates to the scope of work, and approximate dates. If mileage is to be paid, provide number of miles and the cost per mile. If travel is by air, show cost of airfare and proposed airline (if known). If per diem/lodging is to be paid, indicate number of days and the amount for each day's per diem and the number of nights and the amount for each night's lodging. Include any ground transportation when applicable. Total each trip planned.

Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels etc., should be itemized the same way as indicated above and placed in the "other" category. Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project.

If travel details are unknown, then the basis for proposed costs should be explained (i.e., historical information). Travel costs can be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two if applied consistently and results in reasonable charges. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the Grants Officer (2 CFR §200.474(c)(2)).**http://www.gsa.gov/portal/content/104877.**

Proposed Travel (Lodging & Per Diem)		No. of People	No. of Days	Cost Per Person Per Day	Matching Funds (if applicable)	BLM Funds
To: **From:**						
To: **From:**						
To: **From:**						
To: ***From:***	***Example:*** *Portland, OR* *Eugene, OR*	*1*	*2*	*$150.00/ Day*	*$100.00*	*$200.00*

SUB-TOTAL, MILEAGE REIMBURSEMENT - The cost of reimbursement for estimated mileage traveled in recipient vehicles for agreement activities. Give details and the purpose of the travel in the Narrative Box. Current Federal mileage reimbursement rates may be found online at www.GSA.gov. **NOTE:** Mileage reimbursement rates include all vehicle costs, i.e. fuel, insurance, maintenance, etc.

Proposed Travel (Mileage Reimbursement)		No. of Miles	No. of Trips	Cost Per Mile	Matching Funds (if applicable)	BLM Funds
To: **From:**						
To: **From:**						
To: **From:**						
To: ***From:***	***Example:*** *Portland, OR* *Eugene, OR*	*110 Miles*	*2*	*$0.10/ Mile*	*$0.00*	*$22.00*

SUB-TOTAL, OTHER TRAVEL COSTS - The costs of airfare, bus fare, car rental, etc., required for agreement activities. Explain the details and the purpose of the costs in the Narrative Box.

Proposed Other (Travel Reimbursement)	Type	Cost	No.	Matching Funds (if applicable)	BLM Funds

To: **From:**						
To: **From:**						
To: **From:**						
C) TOTAL TRAVEL COSTS: (SF-424A Object Class Category 6c. Travel)					**$**	**$**
Justification: EXAMPLE - The Project Coordinator and the Education Specialist will travel to [event location] to provide training at the "Sage Grouse Workshop" being held [date]. They will both travel from [origin] to [destination], and take ground transportation from the airport to the event/hotel.						

D) EQUIPMENT COSTS (SF-424A Object Class Category 6d. Equipment)

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. A recipient organization may classify equipment at a lower dollar value but cannot classify it higher than $5,000. For example, a state may classify their equipment at $1,000 with a useful life of a year. It is recommended that internal policies for equipment be provided in this section in order to avoid requests by BLM for closeout documents and delays during the closeout period.

General use of equipment (i.e., computers, faxes, etc.) must be used 100% for the proposed project if charged directly to the agreement. Maintenance fees for equipment should be shown in the "other" category.

Provide a lease versus purchase analysis. This must accompany every equipment request over $5,000 even if a lease vs purchase analysis cannot be completed, a statement is required to that effect. General purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support (2 CFR §200.439).

Provide objective-related justification for all equipment items after the detailed budget. The source for determining the budget price for each unit of equipment should be included in the justification. Explain the need and purpose of the equipment in the Justification Box below.

Equipment	**Quantity**	**Cost per Unit**	**Matching Funds** (if applicable)	**BLM Funds**
Example: *John Deere Compact Tractor*	*1*	*$17,500.00*	*$7,500.00*	*$10,000.00*
D) TOTAL EQUIPMENT COSTS: (SF-424A Object Class Category 6d. Equipment)			**$**	**$**
Justification: EXAMPLE - Equipment costs of [$ amount] is requested for modified gill nets (1x$20,000), anchors (2x$6,000), floating and acoustic transmitters and receivers (4x$10,000). The gill nets will be used for [description]. The anchors are needed for [description]. The transmitters and receivers will be used for [description].				

E) SUPPLY COSTS (SF-424A Object Class Category 6e. Supplies)

List by supply item. An explanation is necessary for supplies costing more than $5,000, or five percent of the award, whichever is greater. Show unit cost of each item, number needed, and total amount. Provide both the annual (for multiyear awards) and total for supplies. Provide justification of the supply items and relate them to specific program objectives. It is recommended that when training materials are kept on hand as a supply item, that it be included in the "supplies" category. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized and shown in the "other" category. If appropriate, general office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget period.

Requirements for supplies that exceed the thresholds: explain the type of supplies to be purchased, or nature of the expense in the budget narrative; provide a breakdown of supplies by quantity and cost per unit if known; and indicate basis for estimate of supplies, i.e., historical use on similar projects.

If your organization has a written policy for purchasing supplies, please submit a copy with your application. Explain the purpose of the costs in the Justification Box below.

Item	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
Example: *Work Gloves, Leather*	*6*	*$10.00/Pair*	*$50.00*	*$10.00*
E) SUPPLY COST TOTAL: (SF-424A Object Class Category 6e. Supplies)			**$**	**$**

Justification: EXAMPLE - General office supplies will be used by staff to carry out daily activities of the program. Pamphlets will be kept in stock and distributed to schools as needed upon request. Supplies relate to (describe how pamphlets relate to objectives).

Sample Budget

SUPPLIES **Total $ _____**

General office supplies (pens, pencils, paper, etc.)
Lab supplies (developing chemicals, petri dishes, etc.)
12 months x $100/month = [amount]
2,000 pamphlets entitled [name] x $.58 ea. = [amount]

F) CONTRACTUAL COSTS (SF-424A Object Class Category 6f. Contractual)

Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Please note the differences between sub award, contract, and vendor:

- **Sub award** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- **Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
- **Vendor** is generally a dealer, distributor or other seller that provides, for example, supplies, expendable materials, or data processing services in support of the project activities.

Provide both the annual (for multiyear awards) and total for contractual. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative.

- **Name of Subrecipient, Contractor, or Vendor**: Include the name of the qualified subrecipient, contractor, affiliation, and contact.
- **Method of Selection**: Include how selection was made. If sole source, include an explanation. Include qualifications.
- **Period of Performance**: Include the dates/length for the performance period. If it involves a number of tasks, include the performance period for each task.
- **Scope of Work**: List and describe the specific tasks to be performed.
- **Criteria for Measuring Accountability**: Include an itemized line item breakdown as well as total contract/award amount. If applicable, include any indirect costs paid under the contract/award and the indirect cost rate used.

Explain the details and purposes of the costs in the Justification Box below.

Contractor Name, Type, etc.	Cost	Matching Funds (if applicable)	BLM Funds
Example: *Ace Delivery service (Yearly Contract)*	*$2,500.00*	*$0.00*	*$2,500.00*
F) CONTRACTUAL COST TOTAL: (SF-424A Object Class Category 6f. Contractual)		**$**	**$**

Justification: EXAMPLE - Contractual costs of [$ amount] is requested for the university to execute a contract with TBD, competed competitively, for [$ amount] to develop and deploy satellite tags on North Atlantic right whales for 2016 (one year). Expenses will include: (1) personnel and fringe for a technician to implement tag development and testing during Year 1, (2) expenses TBD to travel to Seattle, WA to meet with XX computers engineers to develop a GPS-linked satellite tag, (3) travel for TBD to the Southeast U.S. to lead tag deployments in 2015 and 2016, and (4) tagging supplies (satellite tags, tag darts, measurement electronics for tag testing, other tag testing supplies). TBD will report to the university quarterly to ensure progress. [Attach itemized budget.]

CONTRACTUAL SAMPLE

Name of Organization
Method of Selection (competitive or sole source; if sole source, provide justification)
Period of Performance
Description of Activities
Method for Maintaining Performance Accountability
Itemized Budget (include categories used in program budget)

G) CONSTRUCTION COSTS (SF-424A Object Class Category 6g. Construction)

Construction activity is allowable only when program legislation includes specific authority for construction and/or when the service-operating unit specifically authorizes such activity. Activities under an award are considered construction when the major purpose of the award is construction as defined in this chapter. In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. - FAR Part 2 Definitions.

Most federal programs do not allow construction costs, and those that do typically have detailed instructions describing how to figure construction costs. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Whereas non-construction awards use the SF-424A form, construction awards must use the SF-424C form. Detail provided should include administrative and legal expenses; land, structures, rights-of-way, appraisals, etc.; relocation expenses and payments; architectural and engineering fees, project inspection fees; site work; demolition and removal; equipment; contingencies; and program income.

Explain the details and purpose of the costs in the Justification Box below.

Contractor: Name/Type/Organization/Etc.	**Cost**	**Matching Funds** (if applicable)	**BLM Funds**
G) CONTRUCTION COST TOTAL: (SF-424A Object Class Category 6g. Construction)		**$**	**$**

Justification:

H) OTHER COSTS (SF-424A Object Class Category 6h. Other)

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (i.e., alcohol, fundraising, meals and coffee breaks). Provide both the annual (for multiyear awards) and total for other. Give justification for all the items in the "other" category (e.g., separate justification for printing, telephone, postage, rent, etc.). All costs associated with training activities should be placed in the "other" category except costs for consultant and/or contractual. List all expenses anticipated for the training activity in the format above. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. It is recommended that sub awards fall under the contractual section rather than the other section.

Explain the details and purpose of the costs in the Justification Box below.

Item	**Cost**	**Matching Funds** (if applicable)	**BLM Funds**
Example: *Ace Equipment Rental (Post-Hole Digger, 4 Days)*	*$25/Day*	*$0.00*	*$100.00*
H) OTHER COSTS TOTAL: (SF-424A Object Class Category 6h. Other)		**$**	**$**

Justification: EXAMPLE - [$ amount] is requested for printing informational pamphlets as it relates to our proposed marketing and outreach efforts, stipend costs for reviewing and contributing to the vetting process of the training curriculum, and other miscellaneous costs including phone, and postage and mailing costs.

Sample Budget

OTHER Total $ _____
Printing ($_____ per x _____ documents) = [subtotal]
Telephone (Charges $ _____ per month x _____ months) = [subtotal]
Postage (Charges $ _____ per month x _____ months) = [subtotal]
Rent {$____ per month x ____ months) = [subtotal]
Etc. (Charges $ _____ per _____ x item) = [subtotal]
Training costs for [name of training] = [subtotal]

I) TOTAL DIRECT COSTS (SF-424A Object Class Category 6i. Sum of 6a.-6h.)

The total of all direct costs applicable to this project.

Total Direct Costs	Matching Funds (if applicable)	BLM Funds
I) TOTAL DIRECT COSTS: (SF-424A Object Class Category 6i. Total, Sum of 6a.-6h.)	**$**	**$**

J) INDIRECT COSTS (SF-424A Object Class Category 6j. Indirect Charges)

Indirect costs are those costs incurred for common or joint objectives, which cannot be readily identified with an individual project or program but are necessary to the operations of the organization. Please refer to the BLM Financial Assistance Standard Terms and Conditions and the 2 CFR 200 for more information about indirect costs and facilities and administrative costs, including more information regarding predetermined, provisional, and fixed rates.

Provide the most recent indirect cost rate agreement with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those nonFederal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Foreign grantees that do not have a negotiated indirect cost rate may also elect to charge the de minimis rate limited to an indirect cost rate recovery of 10% of modified total direct costs, and foreign grantees that have a negotiated rate agreement with a U.S. federal agency may recover indirect costs at the current negotiated rate.

(Only mandatory cost sharing or cost sharing specifically committed in the project budget must be included in the organized research base for computing the indirect (F&A) cost rate or reflected in any allocation of indirect costs.)

Use the Narrative Box below to explain how you calculated your indirect cost base and resulting indirect costs.

Indirect Cost Rate to be used on this Grant (%):	
Indirect Cost Base for this Grant:	$

Total Indirect Costs	Matching Funds (if applicable)	BLM Funds
J) TOTAL INDIRECT COSTS: (SF-424A Object Class Category 6j. Indirect Charges)	**$**	**$**

Narrative: SELECT WHICH APPLIES TO YOUR ORGANITION & DELETE THE OTHERS

1. A state or local government entity receiving more than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A non-profit organization that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. [Insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 200.68]. We understand that we must notify the BLM in writing if we establish an approved rate with our cognizant agency at any point during the award period.
6. If your organization is a Cooperative Ecosystems Studies Unit (CESU) partner, your indirect cost rate will be 17.5% of your NICRA-determined indirect cost base.

K) TOTALS (SF-424A Object Class Category 6k. TOTALS)

The sum total of all Direct and Indirect Costs (Sum of 6i. & 6j.) Applicable to this agreement.

Total Project Costs	**Matching Funds** (if applicable)	**BLM Funds**
K) TOTAL COSTS: (SF-424A Object Class Category 6k. TOTALS)	**$**	**$**

I certify that to the best of my knowledge the costs detailed above are correct and complete and for the purposes set forth in the associated application for Federal Assistance.

Name & Title of Person Completing Budget