

United States Geological Survey

Experienced Services Program



Notice of Funding Opportunity - Fiscal Year 2023  
Funding Opportunity Number (FON) G23AS00024

Closing Date: 10/20/2022

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## A. Program Description

### A1. Authority

Department of the Interior Experienced Services Program, Consolidated Appropriations Act, 2022, Part Division G, Section 111, Public Law 117-103

The Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act), Public Law 117-58

Program activities will be carried out under a variety of authorizations that allow the USGS to serve the American people including: Organic Act of March 3, 1879 (43 U.S.C. 31 et seq.); The National Climate Program Act of 1978 (15 U.S.C 2901-2908); Energy Policy Act of 1992 (30 U.S.C. 1028); National Park Service Organic Act of 1916 (16 U.S.C. 17 et seq.); Mining and Minerals Policy Act of 1970 (30 U.S.C. 21(a)); Water Resources Development Act of 1992 (33 U.S.C. 1271); and Safe Drinking Water Act Amendments of 1996 (42 U.S.C. 300(f) et seq.). A more extensive list of authorizations can be found at the USGS Office of Budget, Planning and Integration (BPI) website.

### Catalog of Federal Domestic Assistance (CFDA) Number

15.072

### A2. Background, Purpose and Program Requirements

#### DESCRIPTION OF PROGRAM

The USGS is a scientific institution that provides impartial information on the health of our ecosystems and environment, risks from natural hazards, the natural resources we rely on, the impacts of climate and land-use change, and the science information systems that help provide timely, relevant, and usable information for decisionmakers. The USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters; manage water, biology, energy, and mineral resources; and enhance and protect our quality of life.

#### PROJECT GOALS AND OBJECTIVES

The responsibilities of the USGS have grown greatly over the last several decades but the workforce has not adequately augmented its capacity due in part to the large talent drain created by retirements and an inability to hire highly skilled staff. This has led to a deficit of technical expertise and capacity in some critical program areas. The establishment of an Experienced Services Program (ESP) will support and augment the USGS' ability to meet mission goals and objectives in areas where it lacks sufficient expertise, technical skills and/or capacity. The ESP addresses the issue of attrition and loss of institutional knowledge as federal workers retire and

also provides opportunities for newer, less experienced civil servants to learn from more experienced workers. The program is seen as a bridge to help support critical administration priorities in quickly bringing onboard highly-qualified and skilled staff to meet the complex science and data priorities of the USGS.

The USGS seeks to enter into a master cooperative agreement with a private nonprofit organization designated by the Secretary of Labor as eligible to receive funds under Title V of the Older Americans Act of 1965 to recruit and utilize the skills and experience of older Americans, aged 55 and older. Program enrollees (selected recruits) will work on projects that are authorized by provisions of law administered by the Secretary of the Interior and that are consistent with such provisions of law. Detailed task agreements will be developed and awarded by individual USGS Programs, Mission Areas, Regions and field organizations based on priority needs. These task agreements will be staffed by program enrollees, who are recruited by the nonprofit organization, interviewed and selected by the USGS, and then supported with payroll, benefits and administrative support from the nonprofit organization. This approach will allow the USGS to focus on identifying priority needs for specific expertise to complete projects, and then to secure qualified, temporary personnel in a cost-effective manner. Before task agreements are established under the master cooperative agreement, the nonprofit organization will assist the USGS in developing standard operating procedures (SOPs) for the USGS and the nonprofit organization to use to administer the program.

This program will in no way displace current employees or substitute future Federal workers. By law, staff recruited under this agreement cannot displace or reduce the non-overtime hours, wages, or employment benefits of USGS employees; perform work of USGS employees who are in a layoff status from the same or substantially equivalent job or function; or affect existing contracts for services. Staff recruited under this agreement cannot be assigned work that is determined to be inherently governmental, as defined in OMB Circular A-76. Staff recruited in the program are not USGS employees. The retirement benefits of retired federal employees recruited under this program will not be affected.

Through the engagement of highly qualified workers in a temporary capacity, the USGS can, in a cost effective and efficient manner, meet its strategic and mission goals and provide necessary support to field personal. This program will allow the USGS to quickly add temporary capacity and support to our Federal workers as they work to provide science-based responses to events, meet emerging priorities, and better address issues that occur throughout the natural world.

## PUBLIC PURPOSE

This agreement will support the USGS mission to provide science and data about the natural hazards that threaten lives and livelihoods, the water, energy, minerals, and other natural resources we rely on, the health of our ecosystems and environment, and the impacts of climate and land-use change. Tasks and projects undertaken under this agreement will support and augment the ability of our scientists, Programs, Mission Areas, Regions, and field units to develop new methods and tools that enable timely, relevant, and useful information about the Earth and its processes. This agreement will also provide opportunities for experienced workers to continue to engage in their professional careers and provide knowledge transfer and mentoring in critical USGS science support areas.

## STATEMENT OF WORK

Detailed statements of work and performance standards will be defined at the task agreement level based on the goals and objectives of this agreement.

As subsequent task agreements are entered into under this agreement, a separate statement of work, budget and specific party responsibilities will be developed for each project or activity and will be developed cooperatively between the USGS and the Recipient.

## RESPONSIBILITIES

The USGS will enter into a master cooperative agreement for a total of up to five years to assist the Bureau in establishing and conducting an Experienced Services Program.

Recipient responsibilities will include:

- Working with USGS to establish program administration Standard Operating Procedures (SOPs) to be completed within 60 days from award of the master agreement and develop other guidance as needed.
- Recruiting and screening candidates based on requirements defined in approved task agreements and recommending qualified candidates to the USGS to interview for selection and placement.
- Processing enrollee payroll, managing enrollee time and attendance records, and managing benefits (e.g., workers compensation, unemployment, leave) earned by enrollees.
- Notifying selected candidates of enrollment status, providing orientation to the administration of payroll, benefits and other procedures and protocol of the Experienced Services Program, addressing all questions and providing guidance pertaining to these matters.
- Processing training and travel reimbursements for all USGS approved travel and training as appropriate.
- Ensure enrollees are aware and agree to comply with all relevant Federal and USGS-specific laws and policies.
- Provide notification of any problems, delays, or adverse conditions, which will materially impair the Recipient's ability to meet the objectives of this master agreement or any subsequently issued task agreement. This disclosure must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.
- Complete the necessary program start-up activities to implement the USGS ESP including, but not limited to, customization of its website to provide a unique interface for USGS ESP enrollees, Program Officer and task managers, any modifications to accounting and payroll systems and printing of informational materials.
- Establish safeguards to prohibit its employees and enrollees of the program from using their positions for purposes that constitute or present the appearance of a personal or

organizational conflict of interest. The recipient is responsible for notifying the Grants Management Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award.

- Provide a comprehensive annual report of all USGS related activities and achievements along with participant demographic and evaluation information, work hours, actual tasks completed and other related data as it pertains to project activities.

## **B. Federal Award Information**

### **B1. Total Funding**

#### **Estimated Total Funding**

\$34,000,000

### **B2. Award Amount**

#### **Maximum Award**

\$0

#### **Minimum Award**

\$0

No funding will be associated with the master cooperative agreement. As subsequent task agreements are entered into under this agreement, a separate statement of work, budget and specific party responsibilities will be developed for each project or activity and will be developed cooperatively between the USGS and the Recipient.

### **B3. Anticipated Award Funding and Dates**

#### **Anticipated Award Date**

December 01, 2022

### **B4. Number of Awards**

#### **Expected Number of Awards**

1

USGS anticipates making one award to a qualified nonprofit organization. Task agreements associated with the master cooperative agreement will be issued without further competition required.

### **B5. Type of Award**

#### **Funding Instrument Type**

CA - Cooperative Agreement

The USGS seeks to enter into a master cooperative agreement with a private nonprofit organization designated by the Secretary of Labor as eligible to receive funds under Title V of the Older Americans Act of 1965 to recruit and utilize the skills and experience of older Americans, aged 55 and older. The USGS will be substantially involved in carrying out the master cooperative agreement and any task agreements issued. USGS will:

- Work closely with the recipient to develop SOPs and any necessary handbooks or guidance to establish and run the ESP.
- As needed, issue task agreement that provide position descriptions and work plans that will be used by the Recipient to recruit, screen, and recommend eligible, qualified candidates to the USGS.
- Provide task managers to assist with project specific day-to-day direction and oversight of each enrollee's duties, workload, timesheet verification and authorization and approval of any travel and training expense.
- Provide orientation to enrollees on USGS resources, organization, and standard practices.
- Provide office space, computer equipment and access if applicable, government vehicle access if required, after the Project Officer verifies enrollee has a valid state driver's license, use of supplies, tools, and equipment, technical assistance and safety training.
- USGS conducts background check, ethics review and issues PIV
- USGS Project Officer and task managers will work with the Recipient program officer and team leaders on recruiting, interviewing and recommending appropriate candidates.
- Provide information to USGS program and field organizations about the existence and use of the Experienced Services Program.
- Assign a Project Officer and Grants Management Officer to provide program and financial oversight of this master agreement and coordinate with the Recipient program and financial officers.

## **C. Eligibility Information**

### **C1. Eligible Applicants**

#### **Eligible Applicants**

12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

#### **Additional Information on Eligibility**

Awards under this funding opportunity are limited to qualified nonprofit organizations subject to 26 U.S.C. 501 (c)(3) of the tax code and must be designated by the Secretary of Labor as eligible

to receive funds under Title V of the Older Americans Act of 1965. Proof of eligibility must be submitted with application.

## **C2. Cost Sharing or Matching**

### **Cost Sharing / Matching Requirement**

No

## **C3. Other**

**Excluded Parties:** USGS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. USGS 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.

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

### **Grants.gov Application Submission and Receipt Procedures**

Grants.gov Application Submission and Receipt Procedures

*This section provides the application submission and receipt instructions for U.S. Geological Survey (USGS) program applications. Please read the following instructions carefully and completely.*

#### **1. Electronic Delivery**

USGS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. USGS encourages applicants to submit their applications online through Grants.gov.

#### **2. How to Register to Apply through Grants.gov**

a. *Instructions:* Read the instructions below about registering to apply for USGS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Note: An entity will be assigned a Unique Entity Identifier (UEI) by SAM. No Dun and Bradstreet (DUNS) number is required after April 4, 2022.

Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

1) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

2) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>

3) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter UEI assigned by SAM in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

4) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

5) *Track Role Status*: To track your role request, refer to: <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

### 3. How to Submit an Application to USGS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
  - a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software  
at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

  - b. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
  - c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.
- 3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

*Applicant Support*: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the USGS with tracking your issue and understanding background information on the issue.

#### **4. Timely Receipt Requirements and Proof of Timely Submission**

a. *Online Submission.* All applications must be received by the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When USGS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by USGS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

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

**Program Website Link**

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

##### **1. SF-424, Application for Federal Assistance**

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. 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).

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All of the required application forms are available with this announcement on Grants.gov.

## **Project Narrative**

- a. Project Proposal - The proposal must be no longer than 15 pages of 8.5" x 11" size 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.
  1. Proposal Requirements. The proposal must contain the following information:
    - a. Organization name, name of person submitting proposal, date of proposal, announcement number, announcement title, estimated period of performance.
    - b. Proof of eligibility, including non-profit tax-exempt status and certification from the Department of Labor of eligibility for or receipt of grants under the SCSEP, authorized by the Older Americans Act, Title V.
  2. Mission and Objectives:
    - a. Describe the mission and objectives of your organization and
      1. how they relate to the USGS priorities addressed in the objectives of this announcement
      2. how this project supports your organization's mission.
    - b. Describe how program effectiveness in meeting project goals will be measured and evaluated.
  3. Technical approach:
    - a. Knowledge, experience, and resources for establishing and operating an ESP program within USGS.
      1. Describe your approach to establishing an ESP program within USGS.
        - a. Include a description of resources and services to be provided to support participants enrolled in the program.
        - b. Include a description of resources and services to be made available to support USGS Project Officer and task managers
        - c. Describe the human capital, technical resources, location(s) and skills of your organization to accomplish program administration needs, include an estimate of the amount of personnel time your organization would devote to a task agreement.
    - b. Describe your organization's knowledge and experience recruiting qualified candidates 55 and older for scientific, technical, research, and administrative positions.

1. How is your organization qualified to operate a staffing service to provide recruitment, enrollment and administration of an Experienced Services Program within the USGS geographic service area (USGS geographic service area includes all US states and territories? Please note any geographic areas not covered by your services).

- a. Describe your recruitment process.
- b. What recruitment services/programs does your organization offer?
- c. What types of individuals (ages/skills/abilities/other demographics) does your organization target for recruitment?
- d. How does your organization conduct participant screening and eligibility reviews? Provide copies of any related recruitment questionnaire(s) and application form(s) your organization uses for this purpose
- e. How does your organization coordinate the application, interviewing and hiring processes for candidates in a clear and timely manner?
- f. Based on your experience with other Federal Experienced Services Programs, what is the average time to fill vacancies from receipt of a task agreement?
- g. What diversity considerations does your organization incorporate into your recruitment process.

2. How does your organization assess marketing and recruiting successes?

- c. How does your organization provide oversight for participants, work with union and non-union participants/positions, and resolves participant conduct or performance issues?
- d. Describe tasks and relationships of partners, if applicable.

4. Qualifications/Past Performance:

- a. Identify personnel with names, technical expertise, qualifications and role/responsibilities who you consider key to ensuring successful implementation of the ESP.
- b. Describe the time to be dedicated to the project, and how personnel qualifications are appropriate to the success of the project.
- c. List contractors, sub awards, consultants, if known, and their qualifications
- d. List up to three (3) federally funded assistance agreements (not contracts) that your organization performed in recruiting for 55 and older experience programs, within the last three years 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).

5. In the 15 maximum-page proposal, please provide written policy from your organization on arrangements and reimbursements for travel of enrollees conducted on behalf of the agency.

b. All proposals are confidential.

c. Budget Detail and Justification of costs

1. Required Indirect Cost Statement and Documentation

2. SF 424A, Budget Information for Non-Construction Programs

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, "Budget Information for Non-Construction Programs" form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

### **Detailed Budget Narrative**

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF424A or SF424C.

Cost elements shall include indirect costs and/or rates applicable to the Recipient's Program, such as Program Management and Administration. Direct costs associated with Program start-up and individual tasks will be negotiated between the Recipient and USGS at time of task agreement issuance.

### **Data Management Plan Requirements**

Proposals submitted to USGS must include a supplementary document of no more than four pages labeled "Data Management Plan" (DMP). This supplementary document should describe how the proposal will conform to USGS policy on the dissemination and sharing of research results and associated data. A valid DMP may include only the statement that no detailed plan is needed (e.g. "No data are expected to be produced from this project"), as long as the statement is accompanied by a clear justification. This supplementary document may include:

- the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
- the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
- policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
- provisions for re-use, re-distribution, and the production of derivatives; and

- plans for archiving data, samples, and other research products, and for preservation of free public access to them.

Additional guidance on data management plans is available from the USGS Data Management web site here: <https://www.usgs.gov/products/data-and-tools/data-management/data-management-plans> Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined DMP by the lead PI that also addresses all subaward data management needs, regardless of the number of non-lead collaborative proposals or subawards included.

### **Conflict of Interest Disclosure**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

#### *(a) Applicability.*

(1) 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.

(2) 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.

#### *(b) Notification.*

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) 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 Financial Assistance 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.

(c) *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures.* The Financial Assistance 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.

(e) *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).

### **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.

### **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.

### **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"](#) form 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 with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 and 31 USC 1352 for more information on when additional submission of this form is required.

### **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. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from USGS, the applicant must immediately notify the USGS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

### **D3. Unique Entity Identifier and System for Award Management (SAM)**

**Identifier and System for Award Management (SAM.gov) Registration:** This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which replaces the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made 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 program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

#### **Register with the System for Award Management (SAM)**

Applicants can register on the [SAM.gov](#) website. The “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov “[Register with SAM](#)” page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). 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 made to the entity’s IRS information. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

### **D4. Submission Dates and Times**

#### **Due Date for Applications**

October 20, 2022

#### **Application Due Date Explanation**

Applications must be submitted no later than 4:00 p.m., CT, on the listed application due date.

### **D5. 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.

## **D6. Funding Restrictions**

### **Required Indirect Cost Statement to be submitted with Application**

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year 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.
- 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.
- A [insert your organization type; U.S. states and local governments, do not use this statement] 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."]
- 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.
- 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 USGS in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- 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 USGS 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 USGS.

- A [insert your organization type] that is submitting this proposal for consideration under the “Cooperative Ecosystem Studies Unit Network”, which has a Department of the Interior-approved indirect cost rate cap of 17.5%. 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 per [2 CFR §1402.414](#). 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 USGS to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that USGS 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.
- A [insert your organization type] that will charge all costs directly.

#### **D7. Other Submission Requirements**

All proposals shall be submitted electronically via Grants.gov (<http://www.grants.gov>). Hard/paper submissions will NOT be accepted. Electronic copies submitted via e-mail will NOT be accepted. All proposals must be submitted electronically through Grants.gov on or before: October 20, 2022, at 4 pm, Central Time

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

#### **E1. Criteria**

##### **Mission and Objectives**

**Maximum Points: 10**

- Demonstrates understanding of USGS mission and objectives for establishing an ESP.
- Administration of the USGS ESP supports recipient’s core mission.

##### **Knowledge, experience, and resources for establishing and operating an ESP program within USGS.**

**Maximum Points: 20**

- Demonstrates ability to commit resources, experienced personnel, processes, and services to support implementation and administration of the USGS ESP.

**Knowledge, experience, and resources for recruiting qualified enrollees who are age 55 and older for scientific, technical, research, and administrative positions.**

**Maximum Points: 25**

- Demonstrates ability to recruit highly qualified participants within the USGS geographic service area (USGS geographic service areas include all US states and territories).

**Administration**

**Maximum Points: 25**

- Demonstrates administrative controls and processes for providing oversight of participants performance and resolution of performance issues.
- Demonstrates ability to provide tools and services to support human resources administration (payroll, performance evaluation, hiring, termination, etc.) of enrollees

**Relevant Experience and Past Performance of Applicant**

**Maximum Points: 20**

- Demonstrates a minimum of 3 years of experience administering a federally funded staffing service providing recruitment and placement of candidates age 55 and older

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

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.

The Government reserves the right to reject 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. As per the Consolidated Appropriations Act, 2022, Part Division G, Section 111, Public Law 117-117-103, the Department of the Interior Experienced Services Program, recipient must be a private nonprofit organization designated by the Secretary of Laborer under Title V of the Older Americans Act of 1965.

Award will be to the responsive, responsible proposal which conforms to the funding opportunity announcement and is most advantageous to the Government considering the evaluation factors listed below.

The evaluation process will be comprised of the following:

### **1. Basic Eligibility**

Applications will be screened by the Office of Acquisition and Grants 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:

- Program and/or legislative authority requirements are met;
- Submission is timely;
- Complete and properly executed SF-424 application package documents are included.

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

## 2. Technical Evaluation Criteria

Eligible applications will be evaluated in an objective and unbiased manner using the following review criteria using a numerical scoring based on a 100-point maximum score.

### **E3. CFR – Regulatory Information**

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

### **E4. Anticipated Announcement and Federal Award Dates**

Announcement Date: September 20, 2022

Closing Date: October 20, 2022

Award Date: December 1, 2022

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

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

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

See the “[DOI Standard Terms and Conditions](#)” for the administrative and national policy requirements applicable to DOI awards.

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. The USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

#### **Data Availability**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

(a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

(b) The Federal Government has the right to:

- (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
- (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

### **F3. Reporting**

#### **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. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

#### **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. 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.

#### **Significant Development Reports**

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify USGS in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

#### **Conflict of Interest Disclosures**

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities

addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. USGS will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, USGS will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies USGS may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

### **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 terms and conditions 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.

### **Reporting Matters Related to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

## **G. Federal Awarding Agency Contact(s)**

### **G1. Program Technical Contact**

For **programmatic technical assistance**, contact:

First Name:

Last Name:

Address:

Telephone:

Email:

For assistance with the Notice of Funding Opportunity and Cooperative Agreement award, contact:

Kristine Murray, Contracting Officer  
USGS OAG Reston Acquisition Branch  
205 National Center  
12201 Sunrise Valley Drive

Reston, VA 20192  
[Kmurray@usgs.gov](mailto:Kmurray@usgs.gov)

For assistance with individual task agreements, the Program Task Agreement Manager and Contracting Officer will be provided within the task agreement.

## **G2. Program Administration Contact**

For **program administration assistance**, contact:

First Name:

Last Name:

Address:

Telephone:

Email:

Kristine Murray, Contracting Officer  
USGS OAG Reston Acquisition Branch  
205 National Center  
12201 Sunrise Valley Drive  
Reston, VA 20192  
[Kmurray@usgs.gov](mailto:Kmurray@usgs.gov)

## **G3. Application System Technical Support**

For **Grants.gov technical registration and submission, downloading forms and application packages**, contact:

Name:

Grants.gov Customer Support

Telephone:

1-800-518-4726

Email:

[Support@grants.gov](mailto:Support@grants.gov)

## **H. Other Information**

### **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 USGS 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 Bureau 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.

**OMB Control Number:** \_\_\_\_\_, **Expiration Date:** \_\_\_\_\_

# Synopsis

G23AS00024

## Experienced Services Program

### General Information

#### Summary

#### Opportunity Category

D (Discretionary)

#### Opportunity Category Explanation

#### CFDA

15.072

#### Funding Instrument Type

CA - Cooperative Agreement

#### Funding Activity Category

ELT (Employment, Labor and Training)

#### Funding Activity Category Explanation

### Award Information

#### Cost Sharing / Matching Requirement

No

#### Percentage of Cost Sharing / Matching Requirement

#### Expected Number of Awards

1

#### Estimated Total Program Funding

\$34,000,000

#### Estimated Award Ceiling

\$0

#### Estimated Award Floor

\$0

#### Project Period | Expected Duration in Months

60

### Key Dates

#### Estimated Post Date

09/14/2022

#### Application Due Date

October 20, 2022

#### Application Due Date Explanation

Applications must be submitted no later than 4:00 p.m., CT, on the listed application due date.

**Estimated Award Date**

December 01, 2022

**Estimated Project Start Date**

12/01/2022

**Estimated Project End Date**

12/01/2027

**Archive Date****Eligibility Information****Eligibility Category**

12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

**Additional Information on Eligibility (Grants.gov 4,000/GMM 2,500 character limit)**

Awards under this funding opportunity are limited to qualified nonprofit organizations subject to 26 U.S.C. 501 (c)(3) of the tax code and must be designated by the Secretary of Labor as eligible to receive funds under Title V of the Older Americans Act of 1965. Proof of eligibility must be submitted with application.

**Additional Information****Description (Grants.gov/Forecast) (18,000 character limit)**

This is a single opportunity for five years under the Department of the Interior Experienced Services Program, Consolidated Appropriations Act, 2022, Part Division G, Section 111, Public Law 117-103, The Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act), Public Law 117-58.

Program activities will be carried out under a variety of authorizations that allow the USGS to serve the American people including: Organic Act of March 3, 1879 (43 U.S.C. 31 et seq.); The National Climate Program Act of 1978 (15 U.S.C 2901-2908); Energy Policy Act of 1992 (30 U.S.C. 1028); National Park Service Organic Act of 1916 (16 U.S.C. 17 et seq.); Mining and Minerals Policy Act of 1970 (30 U.S.C. 21(a)); Water Resources Development Act of 1992 (33 U.S.C. 1271); and Safe Drinking Water Act Amendments of 1996 (42 U.S.C. 300(f) et seq.). A more extensive list of authorizations can be found at the USGS Office of Budget, Planning and Integration (BPI) website.

**Awarding Officer Contact Name**

Kristine Murray

**Awarding Officer Contact Phone**

608-270-2446

**Awarding Officer Email Address**

Contracting Officer

**Awarding Officer Email Description**

Contracting Officer

**Link to Additional Information**

USGS OAG Reston Acquisition Branch, 205 National Center, 12201 Sunrise Valley Drive,  
Reston, VA 2019