

**U.S. Department of the Interior
National Park Service**

**Financial Assistance
Notice of Funding Opportunity (NOFO)**



NOFO Title	Community Volunteer Ambassador Program
NOFO Number:	P23AS00091
Announcement Type:	Initial
CFDA Number:	15.931 - Youth and Veteran Organizations Conservation Activities

Issue Date:	11/17/2022	
Application Due Date:	2/17/2023	Time: 5:00 PM / Mountain

Note: Per 2 CFR 1402.204 (f) Bureaus and offices must consider the timeliness of the application submission. Applications that are submitted beyond the announced deadline date must be removed from the review process.

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Section A: Program Description

Legislative Authority: 16 U.S.C. § 1723 (c)(1) Public Land Corps Act, 54 U.S.C. § 101702(a) Cooperative Agreements, Transfer of Service Appropriated Funds and 54 U.S.C. § 101701 (b) Challenge Cost-Share Agreement Authority, John D. Dingell, Jr. Conservation, Management, and Recreation Act, Sec.9003.

Assistance Listing (formerly CFDA) Number: 15.931 - Youth and Veteran Organizations Conservation Activities

Federal Regulations: 2 C.F.R. § 200, 2 C.F.R. § 1402

Program Background, Objectives and Goals:

The Community Volunteer Ambassador program originally began as the Centennial Volunteer Ambassador program in 2015. This up to year-long internship program is designed to inspire young adults and veterans (ages 18-30 years old, or 18-35 for veterans) to aspire for careers in conservation stewardship and community organizing. Since the program began, approximately 50 interns per year have successfully completed the program requirements, with a number going on to roles within the National Park Service or similar organizations.

The primary goals of this program are:

1. To develop the professional skills of a younger, more diverse generation while deepening their connection to national parks. This program will provide a group of interns with high-quality training and experience to expose them to careers in conservation and community engagement and to develop transferable skills and knowledge. This supports a new generation of lifelong conservation leaders and community organizers and a skilled workforce pipeline for the NPS and like-minded organizations.
2. To support the NPS in expanding volunteerism and community engagement programs and activities to new audiences. This program will strengthen and grow the Volunteers-In-Parks program by increasing the capacity of volunteer programs in units across the service and by engaging diverse community members in NPS volunteer opportunities. Interns serving in this program will bring their unique skills and backgrounds to plan and support volunteer and service-learning projects, partnerships, and events that expand volunteer and community engagement opportunities.

Alignment with Secretary of Department of Interior goals:

1. The CVA program addresses Department of Interior Secretary priorities of putting a new generation of Americans to work conserving and restoring public lands and waters and improving access to recreation by directly engaging a cohort of interns in career development opportunities on public lands.
2. In addition, the CVA program is supporting the goal to conserve 30% of our lands and waters by the year 2030, including CVAs leading volunteer projects that protect biodiversity, slow extinction rates, and help leverage natural climate solutions.

3. Finally, the CVA program's focus on recruiting and selecting historically underrepresented groups supports the Secretary's priority of centering equity and environmental justice in our work by engaging communities of color, low-income families, and rural and indigenous communities in projects that help undue the harm these communities have experienced.

These goals will be achieved by completing the following objectives:

1. Objectives for the Volunteers-In-Parks program:

- Program assessment and planning: Interns will support NPS employees to determine how the site could use voluntary help and services from the public in a way that is mutually beneficial to the NPS and the volunteer. For example, this may be done through a volunteer program assessment or as part of a park site's annual planning process.
- Volunteer opportunities: Interns will work with NPS employees to expand the number and variety of available volunteer opportunities and events.
 - These activities will provide community members an opportunity to learn about and become stewards of NPS resources through active engagement in projects such as research, education, interpretation, restoration, maintenance, and visitor service projects. Special focus will be made on activities that expand access for historically excluded groups or that support the NPS in sharing previously untold stories.
 - These activities will create opportunities for people of all ages to become involved in episodic, short and long-term skill-building and rewarding volunteer experiences.
 - Interns will work with NPS employees to develop or enhance existing volunteer engagement tool kits and/or handbooks to create sustainable outreach and volunteer initiatives.
- Community engagement: The interns will work with NPS employees work with communities and engage people in meaningful and mutually beneficial volunteer opportunities. Interns will work with their supervisor to strategically reach out to and engage community constituents that represent diverse races, backgrounds, cultures, sexual identities, and age groups.
- Partnerships: Interns will work with NPS employees to initiate, leverage, or expand local community partnerships in support of volunteer service projects.
- Events and days of service: The number of NPS sites engaged in national events and days of service will increase, with more parks, programs, and offices participating in volunteer work days and recognition events. This includes:
 - America 250, the historic commemoration of the nation's founding for all Americans, will be celebrated with inclusive programming that elevates diverse stories and inspires service in communities. Interns will support NPS efforts to expand this important commemoration by engaging volunteers and community members in meaningful projects and events.
 - National days of service are annual, system-wide and multi-agency service days, including Martin Luther King Jr. Day of Service, National Trails Day, National Public Lands Day, National Volunteer Week, Earth Day, September

11th Day of Service and Remembrance, Cesar Chavez Day of Service and Learning, and Veterans Day.

- Selected sites will participate in service-wide efforts to engage communities around national and local events, anniversaries, and holidays, including the events listed above and days such as Memorial Day and Labor Day events. Commemorations such as the 250th anniversary of the United States will be supported by this program.
- National programs: More parks and programs will participate in national volunteer initiatives, such as Veteran's programs, Trails & Rails programs, accredited VIP internships, Bark Ranger programs, youth programs, and Artist-in-Residence programs.
- Volunteer recruitment and reporting: Interns will support NPS employees in using national volunteer recruitment tools (such as Volunteer.gov) and reporting tools (such as internship reports submitted to partner or annual Volunteers-In-Parks reports) to promote opportunities and events and to report accomplishments. Objectives for the Community Volunteer Ambassador internship program:
- Program length and benefit to interns: Through an up to 52 week internship, a cohort of interns will develop and strengthen relevant and transferable skills and knowledge. Interns will receive a living wage or stipend in exchange for their service (minimum \$15/hour), as well as other applicable benefits such as transportation or housing support, health benefits, professional development support, or educational support.
 - Interns will primarily spend work hours supporting the program objectives for the Volunteers-In-Parks program (see above), but as a career development opportunity may also conduct time-limited job shadowing or gain appropriate experience in other career fields within the NPS. This will expand interns' ability to gain experience and employment in fields such as interpretation, education, science, history, archaeology, historic preservation, facilities, natural and cultural resource management, fee management, and more.
- Recruitment focused on diversity: Through a robust recruitment strategy, a cohort of Community Volunteer Ambassador Interns (hereafter referred to as interns) will be annually recruited, selected and placed in NPS sites and program offices service wide (includes 50 US states and territories). Recruitment and selection strategies will be focused on reaching highly qualified, historically excluded groups, including people of color, LGBTQ+, veterans, indigenous communities, and the disability community.
- Strategic and transparent site selection: Through a standardized site selection process led by the partner, the NPS will utilize a rubric to determine which parks and programs would most benefit from additional support.
- Support to selected sites and supervisors: Resources, training, and support will be provided to ensure the readiness of the supervisor and site to recruit and select interns from historically excluded groups; to create an inclusive environment; to host and mentor an intern; and to address issues and challenges. Support will likely be offered at the site application and applicant recruitment stages, as well as regularly throughout the cohort year (such as through quarterly calls).
- Career pathways for interns: This program is part of a career pathway for participating interns and will incorporate structure for professional development and training such as a learning and development plan, work plans, and intern evaluations. This program

will motivate youth and young adults to be involved with community engagement and with the natural, cultural and historical resource protection of their communities and beyond.

- Robust training: Through a robust training program, interns will gain new skills and experience through year-round formal and informal training, enabling them to build a portfolio of professional skills and develop a community of support.
 - Training will likely be grouped into virtual early service training, an intensive in-person early service training week, and ongoing mid-service and end-of-service virtual trainings.
 - A continuum of learning will be established that adequately covers, at minimum:
 - Role-required knowledge, including:
 - volunteer management, including recruitment, training, supporting, evaluating, and recognizing volunteers
 - event planning
 - Volunteer program assessment or strategic planning
 - safety or operational leadership
 - developing and managing partnerships
 - diversity/equity/inclusion/accessibility
 - public speaking
 - conflict resolution and/or de-escalation
 - Intern development topics, including:
 - leadership
 - crucial conversations and/or managing up
 - career building support (including resume development, applications, networking, and interviewing, and opportunities to explore career fields)
- Cohort connections: Opportunities for interns to connect and network as a cohort will be provided, such as through in-person and online engagements. Interns will establish a strong connection to their fellow interns and their internship program.
- Clear roles and responsibilities: There will be clear roles and responsibilities for all engaged in supporting the program, including the partner and NPS staff involved, such as Regional Volunteer Offices and supervisors.
- Peer leader role: One or more interns may be recruited for each cohort specifically to provide peer-like support to interns located at host sites and to serve as an advocate for CVA interests to the partner and NPS. These interns support the overall program by supporting structured programming and training activities for CVAs.

This initiative seeks one or more partners who will:

- (1) Provide high-quality program management and partnership with NPS that enables program to meet all objectives and to positively market the program in multiple ways.
- (2) Manage the site selection process in collaboration with NPS staff and provide CVA recruitment support to selected sites.
- (3) Recruit, appoint, and place qualified diverse candidates, in collaboration with NPS, as Community Volunteer Ambassador Interns (CVAs), and assign these CVAs to identified

NPS units. Successful awardee must describe their recruitment strategy, including outreach efforts to women, veterans, minority groups, indigenous communities, and hard-to-reach populations.

- (4) Enroll selected intern candidates as CVAs and administer all financial, tax, housing, benefits (including all compensation), insurance (including worker's compensation insurance), timekeeping, and related personnel matters. This includes obtaining and maintaining all appointment and administrative records for the sponsored CVAs. Successful awardee may choose to enroll CVAs as AmeriCorps members.
- (5) Plan, implement, administer, and track appropriately expenses for housing and transportation of CVAs stationed at NPS units that require this process. NPS will provide direction in this process but will not directly manage. As necessary at each NPS unit, provide wage or stipend to each individual selected as a CVA, an allowance to defray daily commuting expenses, a travel allowance to provide funds for duty-related travel for training and project work, and housing or a housing stipend appropriate to the cost of local housing, and injury and liability insurance coverage. Establish a process for ensuring safe, suitable housing for CVAs for those that require housing and as necessary, coordinate with individual NPS units in locating alternative housing and administering a housing allowance to the CVAs.
- (6) Design, plan, implement, deliver and administer expenses for all trainings for CVAs and their site supervisors, utilizing a mix of in-person and virtual training and training tools. As needed, Awardee shall provide CVAs with a web-based tool kit with initial training, including a national program introduction, CVA roles, responsibilities, and NPS expectations. NPS will provide input on overall training plan and will develop and lead NPS-specific training content.

(7) Develop and implement regular and on-going program monitoring, professional development, training, team-building, and evaluation protocols, which may include annual reports and satisfaction surveys for NPS unit personnel and CVAs. NPS will provide direction in this process but will not directly manage. Includes establishing communication procedures within the program and NPS unit framework to address program requirements and to meet member needs within a timely manner. Additionally, the awardee shall set up a process for CVAs to share experiences, voice concerns, and exchange best practices with each other.

Section B: Federal Award Information

Estimated Total Funding: Typically, up to \$2,800,000 per fiscal year.

The amount of funding available per award for this NOFO will be determined once final fiscal year (FY) 2023 appropriations have been made. This NOFO will be cancelled if FY 2023 appropriations are insufficient to support new awards.

Expected Award Amount:

An estimated range of \$0 To \$2,800,000 of funding is anticipated for each fiscal year.

The amount of funding available per award for this NOFO will be determined as part of the application review process based on applications received and funding made available through appropriations.

Anticipated Award Date: April 1, 2023

Projects receiving funding through this NOFO will start once funding has been secured and awards have been made.

Anticipated Term of the Agreement: April 1, 2023 – April 1, 2028

Agreement terms for funded projects can range between one and five years, depending on the negotiated project statement of work. Agreements are not effective until fully executed with signature from the NPS Financial Assistance Awarding Officer.

Estimated Number of Agreements to be Awarded:

Each activity or project under this agreement will be treated individually, with more detail through project statements, project plans and budgets developed cooperatively between the NPS and the non-Federal entity.

Funding Instrument Type:

Master Cooperative Agreement – A master cooperative agreement is an agreement with a non-Federal entity in which more than one project is anticipated. This type of cooperative agreement includes a detailed description of all types of work that can be done under the agreement. The master cooperative agreement will also establish the overarching terms and conditions agreed to by the National Park Service and the non-Federal entity and are not funded. Specific projects and funding under a master agreement are identified through task agreements, which are issued under the applicable legal authority documented in the master cooperative agreement. A specific task agreement will always reference, and be subject to, the terms and conditions of the master cooperative agreement.

Substantial Involvement for Cooperative Agreement:

Substantial involvement may include:

- a. National program staff:
 - i. Monitor and provide federal oversight of activities performed under this agreement. Monitoring and oversight includes review and approval of financial status and performance reports, payment request, and tasks identified below. Additional monitoring activities may include site visits, conference calls, and other on-site and off-site monitoring activities.
 - ii. Collaborate with the partner and Regional Volunteer Coordinators to identify NPS units for intern placement.
 - iii. Provide interns and supervisors guidance on developing and utilizing volunteer program assessments.

- iv. Provide interns and supervisors guidance and resources to lead volunteer events and days of service.
 - v. Provide interns and supervisors guidance and resources on operating national NPS-specific volunteer programs, such as Trails & Rails, accredited VIP internships, Bark Ranger programs, youth programs, and Artist-in-Residence programs.
 - vi. Provide interns and supervisors guidance and resources on utilizing national volunteer recruitment tools (such as Volunteer.gov) and reporting tools (such as internship reports submitted to partner or annual Volunteers-In-Parks reports) to promote and report accomplishments.
 - vii. Serve as the primary trainer for interns on NPS-specific training topics, such as NPS history and culture or NPS-specific volunteer management topics.
 - viii. Attend regularly scheduled meetings with the Recipient and assign program staff, including technical representatives, to assist with executing program specifics as required.
- b. NPS units selected for interns:
- i. Provide a site mentor for each Intern to guide and support the intern's work projects and tasks.
 - ii. Develop site specific internship position descriptions and work-plans focused on the program goals.
 - iii. Complete local recruitment for position, in tandem with recruitment efforts by partner.
 - iv. Carry out onboarding administrative processes as needed, including processing background checks and computer security clearances. Ensure interns have adequate and applicable space, tools and resources they need to carry out work duties
 - v. Deliver on-site training that includes an orientation to the NPS; site operations and resources; the mission and objectives of the Intern Program; and position goals, objectives and responsibilities.
 - vi. Collaborate with the Recipient to provide joint mentoring and counsel that enables interns to be successful in their internship, including completion of intern evaluations.
 - vii. Ensure interns are aware of and attend national-level trainings, including webinars and conference calls, so they remain connected to the larger Intern community.
- c. At the Recipient's request, NPS may also provide additional technical assistance to the Recipient in support of the objectives of this agreement.

Section C: Eligibility Information

1. Eligible Applicants

Private non-profit institutions and organizations; public and private non-profit academic institutions; quasi-public non-profit institutions and organizations that support youth and young adult career training and development, and education in the areas of natural and/or cultural resource conservation and management.

2. Cost Sharing or Matching

In accordance with Assistance Listing 15.931, non-Federal cost share or cost match in the amount of 25% is required to be eligible for an award under this NOFO. The non-Federal entity must be willing to contribute at least 25% or of the total project cost from non-Federal sources as evidenced in the application documentation from the applicant. Eligible non-Federal sources of contributions must be in accordance with 2 C.F.R. § 200.306 and may include: cash, in-kind contributions, and/or volunteer services. Non-Federal entity cost share or cost match contributions shall be annotated within the SF-424A or C (reference section D, Application and Submission Information) and Detailed Budget submitted by the applicant.

Projects completed under the Public Land Corp (PLC) Act require a 25% non-federal match (cash and/or in-kind services) as described in PLC. For those entities that do not qualify for assistance under PLC, 54 U.S.C. 101702(a) Cooperative Agreements, Transfer of Service Appropriated Funds and 54 U.S.C. 101701 (b) Challenge Cost-Share Agreement Authority shall apply, and a 25% non-federal match will be required.

Criteria for considering voluntary committed cost share and cost match contributions above the minimum amount required, will be considered in the evaluation of applications in accordance with Section E. Application Review Information.

3. Other

In accordance with 16 U.S.C. § 1723, Public Land Corps Programs, participants under this program shall consist of individuals between the ages of 16 and 30 who satisfy the criteria specified in 42 U.S.C. 12591(b), Special Rules for Certain Youth Programs.

Excluded Parties:

NPS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The NPS 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.

Foreign Entities or Projects:

This program does not provide funding to foreign entities or for projects conducted outside the United States.

Section D: Application and Submission Information

1. Address to Request Application Package

A complete application package is described in this Section. The application package contains both mandatory standard forms (SF) and various optional templates that may be used to satisfy other stated application requirements. The application package can be accessed and downloaded from the Related Documents tab on the Synopsis page of this announcement in Grants.gov. Applicants may also request paper copies of application materials by contacting the Awarding Agency using the information provided in Section G of this NOFO.

2. Contents and Form of Application Submission

You must complete the mandatory standard forms and any applicable optional forms, in accordance with the instructions below, as required by this NOFO. Do not include any proprietary or personally identifiable information. A complete application should include:

Mandatory Requirements:

- Standard Form 424 (SF 424) - Application for Federal Assistance. Complete this form as much as possible with all applicable information.
- Standard Form 424A (SF 424A) - Budget Information. Applicants must provide an estimated cumulative budget for the total project in the proposal. The estimated budget must align with the projected scope of work presented in the application.
- Project Abstract Summary – The project abstract form must be completed to meet Federal award reporting requirements. Ensure the project abstract succinctly describes the project in plain language that the public can understand and use without the full proposal. If the application is funded, this information will be made available for public access including on USAspending.gov.
- Detailed Budget – The project budget shall include detailed information on all cost categories and must clearly identify all 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.
- Standard Form 424B (SF 424B) – Assurances
This form must be signed and submitted with your application.

- **Project Narrative - Proposal Submission Format**
The proposal is a narrative description that should specifically address each of the review criteria (see Section E). The proposal text must be no longer than 25 pages, no smaller than font size 11, and have 1-inch margins. The 25-page limit includes all text, figures, references, and resumes (Forms SF-424, SF-424A, SF-424B, SF-LLL, and the statement of indirect charges are not counted as part of the page limit). Additionally, only information that is pertinent to the proposal should be included.
- **Indirect Costs**
If your proposed budget includes indirect costs, the rate as proposed must meet the requirements of 2 CFR Part 200, Section 200.414 and 2 CFR Part 200, Appendix III through Appendix VII, as applicable. If fully negotiated indirect cost rates are applied, the associated rate agreement must be provided with your proposal. Proposals that fail to document their indirect costs may have those costs disallowed.

Optional Requirements:

- **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.

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 sub recipients, the conflict of interest provisions in 2 CFR §200.318 apply.

Notification.

- 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.
- 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 sub recipients.

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 §18 and 31 USC §1352.

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.

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 §200.339, Remedies for noncompliance, including suspension or debarment (see also 2 CFR §180).

- **Uniform Audit Reporting Statement**

U.S. states, local governments, federally recognized Indian tribes, institutions of higher education, 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, in accordance with 2 CFR 200 subpart F. U.S. state, local government, federally recognized Indian tribes, institutions of higher education, 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**

If the project proposed in this application is funded through another Federal financial assistance award, in part or in whole, the applicant must provide a statement detailing the potential funding overlap in regard to activities, costs, or time commitment of key

personnel. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted or copy of Federal financial assistance award covering activities covered under this proposal. 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. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount. 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”.

If selected for award, NPS reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- (a) Other budget information
- (b) Financial capability
- (c) Evaluation of risk
- (d) Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 43 C.F.R. § 17)

3. Unique Entity Identifier and System for Award Management

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 will replace 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. Applicants registering in SAM.gov prior to April 2022 may still be required to obtain a DUNS number prior to completing the registration process within SAM.gov. Federal award recipients must also 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. **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 Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free.**

Obtain a UEI Number

In April 2022, the Federal Government will stop requiring DUNS numbers. At that point, entities doing business with the government will use the Unique Entity Identifier (UEI) created in SAM.gov in place of a DUNS number. A UEI will be assigned to entities upon registering with SAM.

If an entity is applying for federal financial assistance prior to April 2022, a DUNS number may still be required as part of the SAM registration process. A DUNS Number can be requested

through the Dun & Bradstreet website. The official website address is <http://fedgov.dnb.com/webform>. For technical difficulties, go to www.dnb.com/govtduns. 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 UEI number in the “Organizational UEI” field on the SF-424, Application for Federal Assistance form (version 4).

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 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. 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.

4. Submission Dates and Times

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by Friday, February 17th, 2023 5:00 PM Mountain. Applicants are encouraged to submit the application well before the deadline. Note: Per 2 CFR 1402.204 (f) Bureaus and offices must consider the timeliness of the application submission. Applications that are submitted beyond the announced deadline date must be removed from the review process. Application preparation time may take several weeks, so please start the application process as soon as possible. If it is determined that a proposal was not considered due to lateness, the applicant will be notified during the selection process.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 12372 “Intergovernmental Review of Federal Programs.” Applicants subject to EO 12372 must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process. The names and addresses of the SPOC’s are listed in the OMB’s home page at: http://www.whitehouse.gov/omb/grants_spoc/

6. Funding Restrictions

Costs incurred by the applicant prior to the start date of the period of performance of a signed Federal award are only allowable with written approval by a Financial Assistance Awarding Officer.

7. Other Submission Requirements

Applications must be submitted by grants.gov to the National Park Service by the deadline identified in paragraph 4 above. Applications submitted by other means or not received by the deadline will not be considered.

Applications must be sent to: www.grants.gov. Applicants may be required to provide their proposal electronically, or hard copy, but not both (per Appendix 1 of 2 C.F.R § 200; paragraph D.7.).]

In the event the applicant experiences technical difficulties with submitting their application, please contact: Steve Livingston – steve_livingston@nps.gov

START THIS PROCESS EARLY DON'T DELAY!

Section E: Application Review Information

1. Criteria

NPS will evaluate and consider only those applications that separately address each of the merit review criteria in the project Narrative application requirement. Each applicant is required to provide a detailed project narrative, in accordance with section D.2., of the following criteria elements. It is HIGHLY recommended that the project narrative has sections labeled by criterion.

Criterion 1	
Objective and Design	Weight 20%
The program design needs to address all items listed in the Project Objectives section of this document, and the program should be designed to incorporate all elements to provide both NPS units and CVAs with a program that will produce results and support CVAs.	

Criterion 2	
Organizational Requirements	Weight 20%
(1) National perspective, local collaboration: This up to one-year long internship program needs to be national in scope in order to provide coordinated services in nationwide locations to be determined, and the awardee will have a national perspective and exposure (or will partner with another organization to provide additional exposure), while also supporting local volunteer program needs. The partner(s) should be supportive of collaborative approaches and capable of identifying, engaging, and collaborating with successful established local groups to carry out these and activities efficiently and effectively. Partnering agreements are encouraged; however, the awardee will be the financial sponsor/grantee, and any partnering entities will be subgrantees/subawardees. If these arrangements are proposed, awardee shall submit a sub-monitoring plan compliant with 2 CFR 200 before final grant award. (2) Public Land Corps Qualification: Ability to provide program participants with the benefits of the Public Land Corps will be of added value in the selection process. If the partner is not a qualified PLC participant, it can seek to become qualified or may collaborate with organizations that are qualified. (3) AmeriCorps Education Award Program Grantee: If the program will be operated as an AmeriCorps program, the awardee should explain this and include any necessary program requirements.	

Criterion 3	
Youth Development and Program Management	Weight 20%
(1) Experience in youth development: Experience working with diverse youth and young adults and developing future leaders. Direct participants will be ages 18-35 and the participants will in turn engage with their peers. (2) Experience in program management: Experience with resource stewardship and conservation, as well as management of programming, is required. Experience in volunteer management and civic engagement is encouraged. (3) Experience in training and mentoring youth: Experience developing and leading both virtual and in-person training. Established process and procedures related to problem resolution and human resource issues, and established communication procedures to address	

concerns or issues effectively and within a timely manner. Have the staff capacity to provide interns support for the duration of the program tenure.

Criterion 4	
Recruitment	Weight 20%
(1) Partner has extensive experience partnering with community and/or affinity groups in urban and underserved areas that reach underserved or historically underrepresented populations and diverse participants. (2) Partner gives examples of previous recruitment strategies and evidence of ability to support the NPS goals in selecting diverse participants. Recruitment and selection strategies will be focused on reaching highly qualified, historically excluded groups, including people of color, LGBTQ+, veterans, indigenous communities, and the disability community. (3) Partner has demonstrated success in reaching underserved or historically underrepresented populations and diverse participants.	

Criterion 5	
Leveraging Funding and Compounding Opportunities	Weight 20%
(1) Awardee has demonstrated creativity in considering ways to use partnerships, resource sharing, and other means to accomplish the purpose of this agreement. (2) Creativity and resiliency – Awardee shows ability to plan for possible fluctuations in funding available for the project from year to year, and to maintain resiliency in the event of sudden growth or cut-backs in available NPS resources from year to year.	

2. Review and Selection Process

NPS personnel, and in some cases independent reviewers, will review all proposals. All proposals for funding will be considered using the criteria outlined above. A summary of the review panel comments may be provided to the applicant if requested.

a. Initial Review

Prior to conducting the comprehensive merit review, an initial review will be performed to determine whether: (1) the applicant is eligible for an award; (2) the information required by the NOFO has been submitted; (3) all mandatory requirements of the NOFO are satisfied; and (4) the proposed project is responsive to the program objectives of the NOFO (program determination). If an applicant fails to meet the requirements or objectives of the NOFO, or does not provide sufficient information for review, the applicant will be considered non-responsive and eliminated from further review.

b. Comprehensive Merit Review

All applications that satisfactorily pass the initial review will be eligible for the Comprehensive Merit Review. Each criteria element will be scored on a 0-10 point scale:

10	Superior	(100 % of weighted average)
8	Good	(80 % of weighted average)
6	Satisfactory	(60 % of weighted average)
4	Marginal	(40 % of weighted average)
2	Poor	(20 % of weighted average)

0	Not Acceptable	(No score)
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The following numerical rating values may be assigned: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1, and 0. The scoring of each criterion must be based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following will be used as a guideline:

Rating	Descriptive Statement
10	Superior: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements and demonstrates no weaknesses.
8	Good: Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.
6	Satisfactory: Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains weaknesses and/or a number of minor weaknesses.
4	Marginal: Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or a significant number of minor weaknesses.
2	Poor: Applicant addresses some aspects of the criterion and demonstrates some doubt in the likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.
0	Not Acceptable: Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

c. Selection

The Selection Official may consider the merit review recommendation, program policy factors, diversity of project partners, leveraging of programmatic resources, etc.), and the amount of funds available to select applications for funding.

d. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) the Government needs additional information to determine that the applicant is capable of complying with the requirements of DOI Financial Assistance Regulations, and/or (3) additional specific terms and conditions are required. Failure to satisfactorily resolve the issues identified by the Government may preclude award to the applicant.

3. CFR – Regulatory Information

See 2 CFR 200 for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

Evaluation of Applicant Risk

In accordance with 2 C.F.R. § 200.205, applications selected for funding will be subject to a pre-award risk assessment which may include a review of information contained within the applicant's proposal, past audits, Federal Awardee Performance and Integrity Information System (FAPIIS), and/or past performance on previous Federal financial assistance awards. Negative information that leads to an applicant being designated as "Medium Risk" or "High Risk" may result in specific conditions, as identified in 2 C.F.R. § 200.207, being incorporated into the final award.

Prior to making a Federal award, any information about the applicant that is in the designated integrity and performance (currently FAPIIS) will be reviewed and considered (see 41 U.S.C. § 2313). Applicants may review and comment about any information about itself in FAPIIS. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205

Section F: Federal Award Administration Information

1. Federal Award Notices

Upon being selected for the award, successful applicants will receive a notification of the selection of their application for funding. NPS estimates it will notify the applicant selected for award by March 30, 2023. A notice of selection is not an authorization to begin performance on an agreement. This notice will detail the next steps in the awarding process. Once all clearances and reviews have been conducted, a cooperative agreement will be awarded.

Work cannot begin before the non-Federal entity receives a fully executed copy of the cooperative agreement. Any pre-award costs incurred prior to the receipt of a signed agreement or written notice signed by a Financial Assistance Awarding Officer authorizing pre-award costs, is at the applicant's own risk. An awarded cooperative agreement is the only authorizing document to begin performance.

Organizations whose applications have not been selected will be advised as promptly as possible.

2. Administrative and National Policy Requirements

See the “DOI Standard Terms and Conditions” for the administrative and national policy requirements applicable to DOI awards.

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.

3. Reporting

- a. **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 120 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.
- b. **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 120 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.
- c. **Real Property Reports:** Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award 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 Bureau will include recipient-

specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

- d. **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. The Service 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, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in [2 CFR 200.339 Remedies for Noncompliance](#), including termination of the award.
- e. **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 200.339 Remedies for Noncompliance](#), including suspension or debarment.

4. 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 C.F.R. 200](#).

5. Significant Developments 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 the Service 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.

Section G: Federal Awarding Agency Contacts

Program Technical Contact:

Shari Orr
Servicewide Volunteers-In-Parks Program Manager
shari_orr@nps.gov | 202-641-1540 (mobile)

Program Administration Contact:

Steve Livingston
Financial Assistance Awarding Officer
steve_livingston@nps.gov

Application System Technical Support:

For Grants.gov technical registration and submission, downloading forms and application packages, contact Grants.gov Customer Support at 1-800-518-4726 or Support@grants.gov.

Section 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 Service 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.