

Broad Agency Announcement (BAA) N40080-20-2-0001 MONITORING AVIAN PRODUCTIVITY AND SURVIVORSHIP (MAPS), NSF DAHLGREN & NSF INDIAN HEAD

Amendment 0002 dated 06 February 2020

The purpose of this amendment is to make the following revisions to the BAA:

1. **DELETE**

WAGE DETERMINATION

The following Wage Determinations are applicable to this work and are provided as follows:

Attachment D- WD#2015-4281, Wage Determination dated 12/23/19

Attachment E- WD#2015-4329, Wage Determination dated 12/23/19

Attachments D & E have been removed from the BAA. The Service Contract Act is not applicable on Cooperative Agreements.

2. **DELETE**

Application and Submission Information

1. Application and Submission Process

Full Proposal shall consist of three sections: (I) Technical Approach, (II) Past Performance and (III) Price. The details for each section are described below. The due date for receipt of proposals is **2:00pm EST on 26 February 2020**. It is anticipated that final selection will be made on or before the end of Fiscal Year 2020. As soon as the final proposal evaluation process is completed, the respondent will be notified via e-mail of its selection or non-selection for award.

Respondents shall state that their full proposal is valid for 120 days from the submission deadline.

2. Submission of Full Proposals

Respondents to this solicitation must provide one electronic copy of the application Full Proposal. All applications shall be submitted via Grants.gov (see instructions below) with a copy emailed to the Contract Specialist, Olisha Costa at olisha.costa@navy.mil

How to Register to Apply through Grants.gov

- a. *Instructions:* 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.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: <https://www.grants.gov/web/grants/applicants/individual-registration.html>

Organization applicants can find complete instructions here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

(1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

(2) *Register with SAM:* In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

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>

(3) *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

(4) *Authorize Grants.gov Roles*: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. 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 approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>

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

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

How to Submit an Application to NAVFAC Washington 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 web forms 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/apply-for-grants.html>

a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.

1. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard forms. 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>

2. *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.

3. *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 DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

c. *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.

d. *Track a Workspace Submission:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. 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. 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 NAVFAC Washington with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by **2:00pm Eastern time on 05 August 2019**. 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 AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When NAVFAC Washington 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. 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 NAVFAC Washington.

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. 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.

1. Format and Content of Full proposals

Proposal submissions will be protected from unauthorized disclosure in accordance with application law, and DoD/DoN regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information. Proposals shall be submitted electronically within the following guidelines:

- a. Full Proposal Format

- i. Paper size – 8.5 x 11 inch paper
 - ii. Font size - no less than 10 point font
 - iii. Margins – 1 inch
 - iv. Spacing – single or double-spaced
 - v. Copies – one (1) electronic copy containing all of the required sections
 - vi. Number of pages – Sections I and II are limited to no more than 20 pages single sided. Section III has no page limit. The cover page and table of contents are excluded from the page limitations.

- b. Full Proposal Content

- i. Cover Page

1. BAA Number
 2. Title of Proposal
 3. Identify of Prime Respondent and complete list of subcontractors if applicable.
 4. Technical Contact (name, address phone, fax and e-mail)
 5. Administrative/Business Contact (name, address phone, fax and e-mail)

- ii. Table of Contents

1. Section
 2. Title
 3. Page numbers

Signed Standard Form 424, 424A and 424b as applicable. Form can be found at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType-SF>.

REPLACE WITH

1. Application and Submission Information - Full Grant Proposals

Content and Format of Application Submission

(a) Full Proposals:

Prospective offerors must complete the mandatory forms in accordance with the instructions provided on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (.PDF).

Full Proposal shall consist of three sections: (I) Technical Approach, (II) Past Performance and (III) Price. The details for each section are described below. The due date for receipt of proposals is **2:00pm EST on 26 February 2020**. It is anticipated that final selection will be made on or before the end of Fiscal Year 2020. As soon as the final proposal evaluation process is completed, the respondent will be notified via e-mail of its selection or non-selection for award.

Respondents shall state that their full proposal is valid for 120 days from the submission deadline.

Respondents to this solicitation must provide one electronic copy of the application Full Proposal. All applications shall be submitted via Grants.gov (see instructions below) with a copy emailed to the Contract Specialist, Olisha Costa at olisha.costa@navy.mil.

Proposal submissions will be protected from unauthorized disclosure in accordance with application law, and DoD/DoN regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information. Proposals shall be submitted electronically within the following guidelines:

Full Proposal Format

- i. Paper size – 8.5 x 11 inch paper
- ii. Font size - – Times New Roman, not smaller than 12 point
- iii. Margins – 1 inch
- iv. Spacing – single or double-spaced
- v. Copies – one (1) electronic copy containing all of the required sections
- vi. Number of pages – Sections I and II are limited to no more than 20 pages single sided. Section III has no page limit. The cover page and table of contents are excluded from the page limitations.

Full Proposal Content

- i. Cover Page
 1. BAA Number
 2. Title of Proposal
 3. Identify of Prime Respondent and complete list of subcontractors if applicable.
 4. Technical Contact (name, address phone, fax and e-mail)
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Mandatory SF-424 Research and Related (R&R) Family Forms

The mandatory forms are found at <https://www.grants.gov/web/grants/forms.html>.

(1) SF-424 (R& R)

The SF-424 (R&R) form must be used as the cover page for all proposals. Complete all required fields in accordance with the “pop-up” instructions on the form and the following instructions for specific fields. Please complete the SF-424 first, as some fields on the SF-424 are used to auto-populate fields on other forms. Guidance:
<https://www.grants.gov/web/grants/forms/r-r-family.html>.

The completion of most fields is self-explanatory with the exception of the following special instructions:

- Field 3 - Date Received by State: Leave Blank
- Field 5b - Federal Award Identifier: For new proposals, enter N40080. If the application is a renewal or expansion of an existing award, enter the NAVFAC Washington award number.
- Field 8 – Application Information: Email address entered by the grantee on the SF424 application to create the EDA notification profile. NAVFAC Washington recommends that organizations provide a global business address.
- Field 9 - Type of Applicant. Complete as indicated: If the organization is a Minority Institution, select “Other” and under “Other (Specify)” note that the institution is a Minority Institution (MI).
- Field 10 - Name of Federal Agency: List the Office of NAVFAC Washington as the reviewing agency.

- Field 12 – Descriptive Title of Applicant’s Project: Include the project title and BAA number.
- Field 16 – Project Director/Principal Investigator: Email address entered by the grantee on the SF424 application to create the EDA notification profile
- Field 19 - Is Application Subject to Review by State Executive Order 12372 Process? Choose “No”. Check “Program is Not Covered by Executive Order 12372.”
- Field 21 – Certification: All awards require some form of certifications of compliance with national policy requirements. By checking “I Agree” on the SF 424 (R&R) block 21 you agree to abide by the following statement: “By signing this application, I certify (1) to the statements contained in the list certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. code, Title 218, Section 1001).

2. Submission Requirements

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

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

1. Obtain a DUNS Number

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

2. Register with SAM

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Registrations in SAM now includes the acceptance of Certifications and Assurances. Entities creating new registrations and existing entities completing their annual registration renewals will be required to review financial assistance representations and certification before their registration can be activated.

Failure to register with SAM will prevent your organization from applying through Grants.gov.

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>

The Federal Assistance Certifications Report is an attestation that the entity will abide by the requirements of the various laws and regulations and the supplemental at F.2.iv; therefore, as applicable, you are still required to submit any documentation, including the SF LLL Disclosure of Lobby Activities (if applicable), and disclosure of any unpaid delinquent tax liability or a felony conviction under any Federal law.

A. Submission Instructions

1. Register with Grants.gov

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

2. How to Submit an Application to NAVFAC Washington 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.

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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, complete all the required forms, and check for errors before submission.

a. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or NAVAC Washington forms. 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.

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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 DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

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4) *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

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. (Foreign applicants should contact 1-606-545-5035.) 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 NAVFAC Washington with tracking your issue and understanding background information on the issue.

3. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.*

All applications must be received by **2:00pm Eastern time on 26 February 2020**. 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 AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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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. 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.

The following is incorporated:

4. Application Review Information

1. Recipient Qualifications

a. *Recipient Qualifications:* The Grants Officer is responsible for determining a recipient's qualification prior to award. In general, a Grants Officer will award a cooperative agreements only to qualified recipients that meet the standards at 32 CFR 22.415. To be qualified, a potential recipient must:

- (1) Have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement;
- (2) Have a satisfactory record of executing such programs or activities (if a prior recipient of an award);
- (3) Have a satisfactory record of integrity and business ethics; and
- (4) Be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations.

Applicants are requested to provide information with proposal submissions to assist the Grants Officer's evaluation of recipient qualification.

b. *FAPIS*: In accordance with Office of Management and Budget (OMB) guidance in parts 180 and 200 of Title 2, CFR, it is DoD policy that DoD Components must report and use integrity and performance information in the Federal Awardee Performance and Integrity Information System (FAPIS), or any successor system designated by OMB, concerning grants, cooperative agreements, and TIA's as follows:

If the total Federal share will be greater than the simplified acquisition threshold on and Federal award under a notice of funding opportunity (see 2 CFR 200.88 Simplified Acquisition Threshold):

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

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

(3) 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 CFR 200.205 Federal awarding agency review of risk posed by applicants.