

1. Federal Awarding Agency Name

Air Force Material Command (AFMC),
Operating Location, Hill Air Force Base (Hill AFB), UT

2. Funding Opportunity Number

AFMC OL-H-FOA-2020-1

3. Funding Opportunity Title

Science and Technology Academies Reinforcing Basic Aviation and Space Exploration (STARBASE) Hill Academy, Hill AFB, Utah

4. Types of Instruments Awarded

Cooperative Agreement

5. Announcement Type

Initial Announcement

6. Grants.gov

Department of Defense (DoD) STARBASE Program, STARBASE Hill Academy

7. Key Dates

Full applications are due by eligible, interested parties no later than (NLT) 3:00 PM, Mountain Standard Time on 18 June 2020.

8. Estimated Program Cost

\$524k per year or up to \$5.2M over 10 years

9. Anticipated Number of Awards

One. The Air Force anticipates awarding a one-year basic period with nine optional funding periods as a result of this announcement.

10. Application Time Frame

The application should be written for one year only, anticipating each follow-on year will be similar in nature and price.

11. Additional Overview

This requirement is being processed by the AFMC OL-H on behalf of Hill AFB, Utah. School districts within a 25-mile radius of Hill AFB will be eligible to submit applications. The estimated program cost reflects an estimated value for a ten-year agreement only. This estimate is not a promise of funding. Funding is uncertain and is subject to change. Notice to Applicant(s)/Supplier(s): Approximately forty percent of the funds are presently available for this effort. The remaining funds will be incrementally funded through the completion of the first year. The Government reserves the right to cancel this announcement, either before or after the closing date. In the event the Government cancels this announcement, the Government has no obligation to reimburse an applicant for any costs.

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A. PROGRAM DESCRIPTION

1. The objective of this FOA is to invite applications from school districts that can assist the Air Force in supporting the STARBASE Hill Academy. The DoD STARBASE Program is authorized by Section 2193b of title 10, USC as a DoD science, math, and technology education improvement program. The Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs administers policy and oversight; the DoD Components execute the individual STARBASE Academies. The DoD STARBASE Program is funded by the Congress as a Civil Military Program.
2. STARBASE Hill Academy is a DoD educational entity that seeks to improve the knowledge and skills of students in mathematics, science, and technology; and follows the DoD STARBASE Academy model described in the attached DoD Instruction (DoDI) 1025.7. A STARBASE Academy is not defined in terms of a geographic location. STARBASE Hill Academy consists of two distinct programs that are operated under one director. 1) STARBASE for 5th grade students who attend at the Hill AFB facility; 2) STARBASE 2.0 which is outreach to 6th-12th grade students and is held at participating school locations. For the purpose of this document, STARBASE Hill Academy will be referencing both programs combined.
3. The recipient is expected to follow the DoD STARBASE Program as provided by the Federal Funding Agency, in accordance with (IAW) DoDI 1025.7. Additionally, the recipient shall, in coordination with the STARBASE Hill Academy Director, Hill AFB STEM Program Manager, local school administrators or other alternative education providers, actively encourage participation of youth at-risk and those that are historically underrepresented in science, math, and technology fields. Other factors may include selecting classes on the basis of: inner city and/or rural location, disability, socio-economic disadvantage, or low academic performance. Participating schools and/or school districts must provide their own transportation to the STARBASE Hill facility on Hill AFB, UT.

B. FEDERAL AWARD INFORMATION

1. The Government anticipates the award of one cooperative agreement as a result of this announcement.
2. It is anticipated the award amount and estimated funding provided under this FOA will not exceed \$5.8 M for 10 years or \$524k per year.
3. An award may be proposed for a one-year basic period and nine optional funding periods.
4. The Government anticipates the Period of Performance from 28 Aug 2020 to 27 Aug 2021 with 9 optional funding periods.

C. ELIGIBILITY INFORMATION

1. **Eligible Applicants:** School districts within a 25-mile radius of Hill AFB, Utah are eligible to submit applications.

2. Cost Sharing or Matching: Not required or expected.

3. Other:

- Any applicant that has been found to be in violation of a particular Federal statute is ineligible.
- Applicants may only submit one application under this announcement.

D. APPLICATION AND SUBMISSION INFORMATION

1. Submission – Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants.” In the “Download a Grant application Package” section, enter the funding opportunity number for this announcement (AFMC OL-H-FOA-2020-1). On the Selected Grant Applications for Download page, click on 'download' under the heading 'Instructions and Applications' to download the application package.

All required forms to be submitted as part of the application will be listed as a “**standard family form**” in the ‘Instructions and Applications’ section on Grants.gov. Optional forms are also available to be submitted as part of the application.

Note: All attachments to all forms must be submitted in PDF format (Adobe Portable Document Format). Grants.gov provides links to PDF file converters at this site:

http://www.grants.gov/help/download_software.jsp.

2. Standard Form (SF) 424 **Family Form** – The SF 424 form can be downloaded from the following website: <http://www.grants.gov/web/grants/forms.html> or [grants.gov/workspace](http://www.grants.gov/workspace) and must be used as the cover page for all electronic applications. In Grants.gov, some fields will self-populate based on the FOA selected. Please fill out the SF 424 first, as some fields on the SF 424 are used to auto populate fields in other forms. The completion of most fields is self-explanatory except for the following special instructions:

- **Field 9:** List AFMC as the Federal Agency. This field is pre-populated in Grants.gov.
- **Field 16:** Choose ‘No’ and check 'Program is Not Covered By Executive Order 12372'.
- **Attachments:** All attachments to all Grants.gov forms must be submitted in PDF format (Adobe Portable Document Format).

3. Administrative and National Policy Requirements. Federal statutes or Executive Orders that apply to Federal or DoD agreements include (Attachment C), but are not limited to:

- Nondiscrimination (e.g., Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, EO 11246, 42 USC 4151);
- Debarment and Suspension (Subpart C of 2 CFR part 180);
- Environmental Standards (e.g., 42 USC 7401, Clean Air Act and 33 USC 1251 Clean Water Act, EO 11738 and EPA rules as Subparts J of 40 CFR part 32);
- Drug Free Workplace (Drug Free Workplace Act of 1988);
- Officials Not to Benefit (41 USC 22);
- Preference for US Flag Carriers (49 USC 41102 and 49 USC 40118);

- Military Recruiters (32 CFR § 22.520);
- Unpaid Delinquent Tax Liability Or A Felony Conviction (Sections 744 and 745 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235));
- Prohibition On Contracting With Entities That Require Certain Internal Confidentiality Agreements (Section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235))

4. Budget Information for Non-Construction Programs (SF 424A) –The Budget Information for Non-Construction Programs Form is required to comply with DoDI 1025.7. Estimate the total program cost. Profit or fee are not allowable. Categorize funds by year and provide annualized budgets for projects lasting more than one year. Each budget year cannot exceed 12 months and the recipient will submit these forms before the end of each funding period as required by the grantor agency. (For Example, a 3 year project would consist of a current budget at time of application and then 2 separate 12 month budgets prior to the end of each funding period). The following cost element categories listed below must be included in the budget form (when the category is a component of the budget):

- a. Staff Compensation: STARBASE Hill funds shall pay all employee salaries and may include benefits as long as the salary/benefit range does not exceed the maximum GS grade level pay scale rates (plus Locality Pay) listed for each position in DoDI 1025.7. The recipient may offer benefits such as health insurance, life insurance, retirement, and/or FICA with their own funds if desired. Salaries for a Director, Deputy Director/Program Instructor, Program Instructor, and Office Manager may not exceed the maximum GS grade level pay scale rates (plus locality pay) listed for each of these positions in DoDI 1025.7. Staff compensation for one year should be a line item included in the application budget.
- b. Government Facility, Maintenance and Utilities: Hill AFB provides the STARBASE Hill Academy facility (Building 460), building maintenance, and utilities. Very minimal janitorial services are provided. The STARBASE Hill Academy staff is required to provide their own janitorial services and supplies including vacuums which are purchased using STARBASE Hill funds.
- c. Facility Furnishings: Hill AFB provides three classrooms, one lobby area, three staff office spaces, and three storage areas inclusive of the following: staff desks, limited bookcases and storage shelves. Phone and internet wall jacks, computers, printers, and software are provided. All other furnishings are in place and have been provided with STARBASE Hill funds. Any wanted/needed additions will be reviewed for approval, on an as needed bases, for purchase using STARBASE Hill funds.
- d. Transportation and Travel: Travel for staff only. It may include, but is not limited to, the transportation of the STARBASE Hill Academy staff, their per diem allowances while on authorized travel status, and other expenses incident to travel that are to be paid with STARBASE Hill funds. Both travel away from official stations and local travel are included. Costs of travel expenses associated with staff training shall include the annual STARBASE Hill Directors' meeting, professional development workshops, and instructor curriculum training. Staff expenses for STARBASE 2.0 and special events travel that promote the STARBASE Hill

- Academy Program may also be included. Travel costs must be justified and related to the needs of the program. Travel costs for one year should be a line item included in the application budget.
- e. Supplies: Educational, administrative, materials for experiments and activities, and safety equipment for students are examples of supplies to be included in the budget. Supply costs for one year should be a line item included in the application budget.
 - f. Administrative Services: If applicable, provide budget detail and justification for administrative services required to support the operation of the program. No profit or fee are allowable.
 - g. Communications: A local network for needed internet connections and postal fees are examples of communications that will need to be provided using STARBASE Hill funds. Communication costs for one year should be a line item included in the application budget.

5. Budget Narrative Attachment Form – Submit a broad (not detailed) Budget Justification for all costs as general categories to include salaries, office supplies, classroom supplies, internet, travel, and any additional, relevant information regarding the Budget. Also provide a description on how you intend to track expenses and how often you intend to invoice the government for reimbursement.

6. Key Contacts – Complete the Key Contacts Form for those key persons who will be managing the STARBASE Hill Academy. The principal purpose and routine use of the requested information are for evaluation of the qualifications of those persons who will perform the proposed requirement. For each person proposed to fill the four positions listed in the Academy Manning Model in DoDI 1025.7, provide a one page resume and attach it to the Key Contacts Form.

7. Project Narrative – Describe clearly the program including the approach, keeping in mind the evaluation criteria listed in Section E Application Review Information of this announcement. The Project Narrative should include Minimum Personnel Requirements, Curriculum Compliance, Staff Evaluation and Observation Plans.

Project Narrative – Minimum Personnel Requirements. The resulting grant requires the recipient to manage and conduct the STARBASE Hill Academy science, technology and math education outreach program sponsored by Hill AFB. It is required that the recipient provide at a minimum four full-time paid staff equivalent positions to manage the program and teach classes IAW DoDI 1025.7. Provide resumes, or other information as necessary to justify the personnel proposed. Additional attachments may be submitted through the Other Narrative Attachments form provided on grants.gov.

Project Narrative – Curriculum Compliance.

Provide an outline on how you will ensure that the STARBASE Hill Academy will meet DoD STARBASE curriculum requirements IAW DoDI 1025.7.

Project Narrative - Staff Evaluation and Observation Plans.

Provide an outline on how you will evaluate the STARBASE staff, how often

evaluations will be given, and an on-site observation plan to include STARBASE 2.0 locations.

8. Project/Performance Site Locations Form – Complete all information as requested.

9. Grants.gov Lobbying Form – Complete all information as requested. If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," (provided as an optional form in Grants.gov) in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

10. Optional Forms – Attachments and the Disclosure of Lobbying Activities Form are both available to submit should they be applicable.

11. Applicants must:

- a. Be registered in the System for Award Management (SAM) prior to submitting an application or application,
- b. Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or application under consideration by an agency, and
- c. Provide its DUNS number and CAGE code in the application it submits to the agency.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and Beta SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

- d. Submission Dates and Times. Full applications, submitted through Grants.gov, are due by interested parties no later than (NLT) 3:00 PM, Mountain Standard Time on 14 May 2020. All applications submitted after the due date and time will not be reviewed or considered for award. The Federal Awarding Agency determines whether an application has been submitted before the deadline by referring to the Date/Time Received in Grants.gov.

Acknowledgement of receipt will be provided through Grants.gov when the Agency downloads the application. The FOA will be available at www.grants.gov. Direct any questions to the Contracting or Technical points of contact identified in the announcement.

- e. Funding Restrictions. All DoD STARBASE Academies are encouraged to pursue

program support in the form of a dedicated or associated non-profit organizations IAW DoDI1025.7 to allow DoD STARBASE to benefit from additional community support and partnerships in an official (and tax deductible) capacity. Such relationships would also be beneficial in cases of future funding shortages or start-up delays. Please include how you would pursue obtaining additional funds and any not-for-profit, 501(c)3, etc. organizations you have access to. Limitations on allowance of costs will be consistent with the cost principles located in 2 CFR 200 (<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&rgn=div6>). The Federal awarding agency will allow pre-award costs IAW 2 CFR 200.407 and 2 CFR 200.458.

E. APPLICATION REVIEW INFORMATION

1. Applications submitted under this FOA are evaluated through a merit review process. The evaluation will use merit-based competitive procedures according to 2 CFR 200.204. Additionally, IAW 2 CFR 200.205, an evaluation of risk posed by applicants is required before they receive Federal awards. This evaluation may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If the Federal awarding agency determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award. In evaluating risks posed by applicants, the Federal awarding agency may use a risk-based approach and may consider any items such as the following:

- a. Financial stability;
- b. Quality of management systems and ability to meet the management standards prescribed in this part;
- c. History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards; and
- d. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

2. **Applications** - Applications submitted under this FOA are evaluated through a merit review process. Applications may be evaluated by the appropriate United States Air Force staff, other military services, and/or DoD agencies. Employees of commercial firms under contract to the Government may be used to administratively process applications and may gain access to proprietary information contained in applications and/or post award documentation. These support contracts include non-disclosure agreements prohibiting their contractor employees from disclosing any information submitted by other contractors.

3. **Application Evaluation Criteria and Review**—Applications submitted shall be evaluated under the below criteria and the realism and reasonableness of proposed costs.

- i. **Criteria.** The following criteria shall serve as the standard against which any response to this announcement will be evaluated.

A. Initial Review: The Government will perform an initial review to determine that the applicant is (1) eligible in accordance with Section III of the announcement; (2) all information required by Section IV has been submitted; and (3) all mandatory requirements are satisfied.

B. Merit Review: The application and program narrative will be evaluated based on whether the applicant demonstrates the ability to meet the goals and objectives of the program. Specifically, the narrative will be evaluated to ensure the applicant demonstrated the ability to: (1) effectively manage the STARBASE Hill Academy and meet the requirement IAW DoDI 1025.7; (2) successfully administer the agreement to include all reporting requirements.

ii. Selection and Award: Following the evaluation, applications will be placed in one of 3 categories. Category I application is the highest rated application that meets the requirements for award, Category II applications meet the requirement for award but will only be considered if the Category I application becomes unavailable, and Category III applications will not be considered for award.

Category I

- Application is well conceived
- Technically sound
- Pertinent to program goals and objective
- Offered by a responsible applicant
- Competent staff
- Supporting resources
- Receives the highest evaluation rating

Category II

- Technically sound but requires further development

Category III

- Not technically sound or does not meet agency needs

The Government will select the applicant that submits the application that offers the most merit when the following criteria are considered:

A. Criteria Element 1 - Program Management. Recipient must be able to exhibit demonstrated ability with extensive experience to successfully meet the requirements of this announcement as detailed below:

- i. Demonstrated ability and experience to successfully manage a program similar to the STARBASE Hill Academy,
- ii. Demonstrated ability to maintain high quality staff and teaching outcomes,
- iii. Demonstrated ability to provide on-going staff evaluations and professional development,

- iv. Demonstrated ability to provide required reporting as defined in attached Statement of Objectives),
- v. Demonstrated ability to comply with DoD STARBASE Program guidelines IAW DoDI 1025.7,
- vi. Demonstrated ability to execute a budget properly and efficiently.

B. Criteria Element 2 – Cost: The applicant applications will be evaluated to determine whether the proposed costs are reasonable and indicate that the applicant can execute the agreement without exceeding the estimated funding amount.

iii. Criteria Element 1 is more important than Criteria Element 2.

4. Additional administrative information regarding submission of applications is contained in Section F Federal Award Administration Information. The technical and cost information will be analyzed simultaneously during the evaluation process. Hill AFB reserves the right to select for award any, part or none of the application received.

The Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on the award made under this notice of funding opportunity. As such,

i. The Federal awarding agency, prior to making the Federal award, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through Beta SAM (see 41 U.S.C. 2313);

ii. The applicant, at its option, may review information in the designated integrity and performance systems accessible through Beta 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 Beta SAM;

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

E. FEDERAL AWARD ADMINISTRATION INFORMATION

1. **Federal Award Notices.** Should your application be selected for award, the Grants Agreements Officer will receive correspondence from the Government Program Manager stating this information. This is not an authorization to begin work. Your business office will be contacted by the Grants Agreements Officer to negotiate the terms of your award. The notice of Federal award signed by the Grants Agreements Officer is the authorizing document to begin work, and will be provided by electronic means to the submission point of contact. Only Contracting and Grants Agreements Officers are legally authorized to bind the government.
2. **Administrative and National Policy Requirements.** Several federal statutes and regulations apply to grant applications considered for review under this program. These may include, but are not limited to:
 - a. **Federal Awardee Performance and Integrity Information System (FAPIIS) –**
There is a Government-wide policy on the use of the Federal Awardee Performance and Integrity Information System (FAPIIS) in the award of contracts and grants that may affect the agencies' processes for judging proposed recipients to be qualified to receive contracts and financial assistance awards. The policy implements requirements of section 872 of the Duncan Hunter National Defense Authorization Act for fiscal year 2009 (Public law 110-417). See the FAPIIS website at <https://www.fapiis.gov/fapiis/govt/policy.jsp> for further policy information.
 - b. **Reporting Subawards–** Any grant award resulting from this announcement may contain the award term set forth in 2 CFR, Appendix A to Part 25
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl
 - c. **Additional Subcontract /Subaward Reporting Requirements –**
In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, Prime Awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-grant equal to or greater than \$25,000.
 - d. **Employment Eligibility Verification –** As prescribed by FAR 22.1803, FAR Clause 52.222-54, "Employment Eligibility Verification," is hereby incorporated by reference in this solicitation. Any grant awarded as a result of this FOA that is above the Simplified Acquisition Threshold and contains a period of performance greater than 120 days, shall include this clause content in its award. This clause content provides the requirement of recipients/contractors to enroll as a Federal Contractor (recipient) in the E-Verify program within 30 days after award.
3. **Reporting.** The grant awarded as a result of this announcement will require annual and final technical reports, financial reports, final patent reports and closeout activities/documents in accordance with 2 CFR 200.328. The annual reports must include an annual plan that outlined the goals and objective of the STARBASE Hill Academy and contain a by-line budget request in accordance with DoDI 1025.7. Failure to comply with terms and conditions of any federal awards, to include delinquent reports and close out information

may deem an applicant ineligible for current and future awards.

4. **Federal Share.** This section must inform potential applicants about the post award reporting requirements reflected in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000.00 for any period of time during the period of performance of this Federal award, then the recipient during that period of time must maintain the currency of information reported into SAMS.

G. FEDERAL AWARDING AGENCY CONTACTS

Technical POC: Should you have questions about the STARBASE Hill Academy, please email the Hill AFB STEM Program Manager, Alison Sturgeon, at alison.sturgeon.1@us.af.mil and courtesy copy Florence Taplin at florence.taplin.1@us.af.mil.

Contracting and Business POC: Should you have questions about the FOA or procedures for submission of an application, please email Florence Taplin at florence.taplin.1@us.af.mil and courtesy copy Alison Sturgeon at alison.sturgeon.1@us.af.mil.

H. OTHER INFORMATION

1. Application Cost. The cost of application preparation in response to this announcement is not considered an allowable direct charge to any resulting award. Such cost is an allowable expense to the normal bid and proposal indirect cost specified in 2 CFR 200 Subpart E – Cost Principles, and Appendix VII – States and Local Government and Indian Tribe Indirect Cost Proposals.

2. Responses Reference. Funding Opportunity Announcement AFMC OL-H-FOA- 2020-

3. Ombudsman –

- a. An ombudsman has been appointed to hear and facilitate the resolution of concerns from applicants, potential applicants and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the Program Officer or Grants Agreement Officer. The ombudsman may refer the party to another official who can resolve the concern.
- b. Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Grants Agreements Officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes.
- c. If resolution cannot be made by the Grants Agreement Officer, concerned parties may contact the Ombudsman: Lisette K. LeDuc, at Telephone: (801) 777-6549 or Email: lisette.leduc@us.af.mil.
- d. The ombudsman has no authority to render a decision that binds the agency.
- e. Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Grants Agreements Officer.

4. Grant Payment Process –The grant recipient will provide all funds required to operate the STARBASE Hill Academy to include payroll and supplies. Invoices for reimbursement will be submitted to the STEM Program Manager after all included work has been accomplished and supplies received. The frequency of submitting invoices is at the recipients’ determination, but can be no more often than monthly. Invoice must include the following:

- a. Organization Name, address, POC and phone number
- b. Grant Number
- c. CAGE code
- d. DUN’s Number
- e. Beginning and ending date for invoiced items
- f. Itemized list of requested reimbursements

5. No Cost Extensions (NCE’s) –NCE’s are allowed only in situations in which the extension is truly warranted and properly documented. NCE’s require prior written approval “to extend the period of performance, without additional funds, beyond the expiration date of the grant.” For an extension to be granted, 2 CFR 200.308(d)(2) indicates recipients are to provide notice “in writing and with the supporting reasons and a revised period of performance at least ten (10) calendar days before the end of the period of performance specified in the Federal award.” In no event will the period of performance be extended merely for the purpose of using unobligated balances. Institutions should make every effort to insure work is completed on time. If a recipient believes an NCE is necessary, it should submit its request for an extension and supporting reasons to the relevant Grants Officer and Program Officer.

6. Debriefings – When requested, a debriefing will be provided.

I. ATTACHMENTS:

- 1) Department of Defense Instruction 1025.7
- 2) Statement of Objectives

End of Announcement