

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management

NOTICE OF FUNDING OPPORTUNITY
for

**BLM NV 2018 Youth Opportunities to Work on
Conservation Projects on Nevada Public Lands**

WO FOAMASTER YOUTH FUNDING OPPORTUNITY NUMBER:
L18AS00046

ANNOUNCEMENT TYPE:
Request for Applications
Issued: May 30, 2018

CFDA NUMBER & TITLE:
**15.243 – BLM Youth Conservation Opportunities on
Public Lands**

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

DEADLINE FOR SUBMISSION OF APPLICATIONS:
July 7, 2018 4:00 PM MST

BLM

Bureau of Land Management—Financial Assistance



A. PROGRAM DESCRIPTION

1. Description of Program and/or Project

a. Background:

The BLM Nevada offices have partnered with Youth Conservation Corps to accomplish priority stewardship, restoration, or rehabilitation of natural, cultural, historical, archaeological, recreational, or scenic resource conservation projects over the past twenty years. Projects completed under these agreements have provided participants an avenue of employment in addition to opportunities to gain experience and knowledge in public lands and natural resources issues and promote their continued interest in the BLM. Youth agreements assist BLM with diversifying the workforce while exposing participants to the complex cultural and natural resource issues faced by managers of the National System for Public Lands.

b. Objectives:

The primary objective of the BLM Nevada youth program is to work with a qualified Youth Conservation Corps to engage youth, veterans, tribal youth, and others ages 16-30 from local and surrounding communities across Nevada to assist completing projects that help protect and promote multiple-use conservation projects on public lands.

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

In addition, the public will have improved access to sustainable recreation, hunting, and wildlife opportunities on BLM administered lands within the BLM Nevada.

Projects developed within this funding opportunity are in support of DOI priorities. Projects developed for this fiscal year are include Section B4, but not limited to:

- Enhance recreation opportunities by trail building; maintenance and other restoration; other improvements to visitor and recreation facilities; kiosks; campground improvements; and installation of signs;

- Monitoring riparian area vegetation and hydrological functions, collecting soil and stream data, timber stand improvement projects for wildlife habitat and overall forest health;
- Habitat restoration and wildlife protection, including reduction of invasive species, tree planting, fence removal/installation, riparian area restoration;
- Studies such as scientific, historic, archival, archaeological digs, oral histories, historic preservation, and habitat surveys;
- Developing and implementing natural and cultural resource stewardship plans or developing educational and informational materials for visitors;
- Performance of studies such as resource inventories; historic or archival research; archaeological digs; oral histories; historic preservation, habitat surveys;
- Preservation of cultural resources, including historic structures;
- Reduction of wildfire risk to communities, watersheds, and public land ecosystems.

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

In either case, participants should be directly supervised by trained and experienced crew leaders or staff from the partner organization. BLM conservation professionals may provide project guidance and mentoring, but may *not* serve as direct supervisors.

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

2. Program/Project Performance Goals

Projects will vary in length, but no more than three years and occur at different geographic locations. The success of the projects within this agreements shall be validated and tracked by the BLM project coordinator in a number of ways including:

- Expose young men and women to public service while furthering their understanding and appreciation of the nation's natural and cultural resources while gaining experience and knowledge of the Secretary Priorities.
- Stimulate interest among the participants in conservation careers by exposing them to conservation professionals in BLM and by providing conservation projects that qualify for the noncompetitive hiring status for a period of two years.
- Develop conservation projects each year to promote job creation that will strengthen America's economy and foster relationships with Youth Conservation Corps advocating for balanced stewardship and use of public lands.

- Promote and stimulate public purposes such as the enhancement of classroom learning by providing education, job training, and development of responsible citizenship, as well as productive community involvement of participants in the care and enhancement of natural and cultural resources.
- Assist qualified Youth Conservation Corps in allowing for experiences conserving or developing natural and cultural resources and enhancing and maintaining environmentally important lands and waters through the use of the nation's young men and women.

B. FEDERAL AWARD INFORMATION

1. Award Instrument

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

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

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

2. Expected Number of Awards:

There will be 14 separate awards, representing 5 districts in Nevada listed below.

3. **Expected Individual Award Amounts for FY2018:**

Award amounts are broken down by field offices. Future year funding is no guarantee and will depend on Congress appropriating funds and compliance with terms and conditions of the award. If additional funds become available in FY2018 this may be awarded via modification up to the “total estimated project funding over the life of the agreement”.

4. **Projects and funding available for FY 2018 are listed below**

The individual projects have an anticipated start date in late summer of 2018. However, all awards will start no later than September 30, 2018 and end no later than 3 years from the start date.

(1) Carson City District Office POC: Dan Westermeyer – Recreation Program - (Estimated \$35,000 available in FY18) Total Estimated Project Funding is \$150,000 over a 3 year period

Intern: 1. Increase the number and frequency of public contacts in order to assess visitor satisfaction and needs, monitor the use and conditions of developed recreation sites and areas, monitor Wilderness Study areas to ensure protection of the natural resources, provide assistance and guidance to the public (recreational users including hunters), assess site conditions at developed recreation sites, and collect data on recreational activities and visitor numbers.

(2) Carson City District Office POC: Dan Westermeyer – Monitoring and Habitat Program - (Estimated \$33,000 available in FY18) Total Estimated Project Funding is \$99,000 over a 3 year period

Crew: 4 crew members 1 lead. Monitor Wilderness Study areas to ensure protection of existing natural resources, provide assistance and guidance to the public (recreational users including hunters), assess site conditions at developed recreation sites, and collect data on recreational activities and visitor numbers.

(3) Carson City District Office POC: Stacy Sylvester – Resource Monitoring and Habitat Program - (Estimated \$80,000 available in FY18) Total Estimated Project Funding is \$240,000 over a 3 year period

Interns: 2. Monitor rangeland health, outcome based grazing, and compliance with permit renewals, and complete improvement inspections. Survey the success of noxious and invasive plant treatments and fire rehabilitation. Complete habitat suitability mapping and surveys.

(4) Elko District Office POC: Dan Broockmann – Cultural Resources Program - (Estimated award ceiling is \$100,152 in FY18) - Total Estimated Project Funding is \$1,500,000 over a 3 year period

Interns: 3. Complete archaeological surveys, document sites and resources, record previously documented cultural resources, monitor archaeological sites and resources, mitigation activities, draft, review, and edit reports, organize data in analog and digital files, geospatial data corrections, and participate in volunteer events.

(5) Ely District Office POC: Cody Coombs – Sagebrush Restoration Program - (Estimated \$85,000.00 award ceiling in FY18) Total Estimated Project Funding is \$300,000 over a 3 year period

Crew: 15. Complete thinning in priority sagebrush areas to improve sage-grouse habitat, reduce fire risk, and provide biomass to the public. Approximately 600-700 acres of pinyon and juniper would be thinned annually.

(6) Southern Nevada District Office POC: Jonathan Smith – Mojave Desert Restoration Program - (Estimated award ceiling is \$350,000 in FY18) - Total Estimated Project Funding is \$800,000 over a 3 year period

Interns: 6. Plan, implement, and monitor Mojave Desert rangeland restoration projects. Test multiple restoration techniques to determine the most effective and least costly techniques for landscape level restoration of disturbances.

(7) Southern Nevada District Office POC: Jonathan Smith – Restoration Crews Program - (Estimated award ceiling is \$350,000 in FY18) - Total Estimated Project Funding is \$900,000 over a 3 year period

Crew: 24. Plan, implement, and monitor Mojave Desert rangeland and riparian restoration projects. Restore approximately 1,200 acres of burned rangeland habitat. Plant native plants and seeds, collect native seeds, and pull invasive weeds.

(8) Southern Nevada District Office POC: Jonathan Smith – Riparian Springs Program - (Estimated award ceiling is \$200,000 in FY18) - Total Estimated Project Funding is \$600,000 over a 3 year period

Interns: 4. Plan, implement, and monitor Mojave Desert riparian and spring projects. Wildfires, degraded recreation opportunities, and flooding can be addressed with restoration projects that improve habitat for the bird and fish species.

(9) Southern Nevada District Office POC: Lara Kolbelt – Seeds of Success Program - (Estimated award ceiling is \$106,366 in FY18) - Total Estimated Project Funding is \$750,000 over a 3 year period

Interns: 1 full time 2 part-time. Follow guidelines for the National Seed Strategy, develop and maintain native plant materials for restoration and reclamation. Gather native seed collections using the BLM Seeds of Success protocol, identify, assess, and monitor Mojave Desert plant species and communities, complete GIS analysis of seed transfer zones and seed collection locations, and participate in applied studies

related to native plant material development projects, such as common garden experiments and genetic analysis.

(10) Southern Nevada District Office POC: Lara Kolbelt – Wildlife Habitat Program - (Estimated award ceiling is \$31,200 in FY18) - Total Estimated Project Funding is \$500,000 over a 3 year period

Interns: 1. Implement projects that improve wildlife habitat connectivity, engaging different monitoring methods, and evaluate and determine where habitat improvements should be made. Raise, rear, and release a sensitive frog species, the Relict Leopard Frog, back into spring systems. Improve crossings for game and endangered species.

(11) Southern Nevada District Office POC: Steven Leslie – Recreation Wilderness Program - (Estimated award ceiling is \$102,600 in FY18) - Total Estimated Project Funding is \$150,000 over a 3 year period

Interns: 3. Inventory and monitor recreational and wilderness resources. Assist with documenting roads, trails, and other recreational features, using Global Positioning System (GPS) units with data dictionaries, and Geographic Information System (GIS). Collect and organize GIS and photographic data relating to surface disturbances, developments, routes, and trails. Inventory and monitor climbing routes by individuals, groups, and businesses to evaluate compliance with the rules and regulations and to detect illegal outfitting and guiding. Monitor use and educate recreational users, distribute information, answer inquiries, and provide information on low impact use of the areas. Assist in collecting and maintaining field reports, surveys, and monitoring forms. Coordinate volunteer projects in inventory and monitoring. Conduct trash cleanups, maintenance and repair of trails, repair of interpretive sites, and replacement of boundary markers. Coordinate and lead volunteer projects to implement actions. Document effects of off-highway vehicles on desert tortoise and other sensitive plant and animal species, evaluating safety measures for protecting the public, documenting impacts on roads and trails, and managing spatial information.

(12) Winnemucca District Office POC: Robert Gibson – Wildlife Habitat Program - (Estimated award ceiling is \$60,000 in FY18) - Total Estimated Project Funding is \$700,000 over a 3 year period

Interns: 4. Gather baseline water quality, vegetation, wildlife habitat, and range data through standardized assessment, inventory, and monitoring protocols, Multiple Indicators Monitoring (MIM), and Indicators of Rangeland Health, Riparian Proper Functioning.

(13) Winnemucca District Office POC: Adam Harrison – Archaeology Program - (Estimated award ceiling is \$60,000 in FY18) - Total Estimated Project Funding is \$750,000 over a 3 year period

Interns: 2. Complete an archaeological inventory compliant with section 106 of the National Historic Preservation Act (NHPA). Assist with field inventories and data collection. Identify and protect cultural resource areas. Identify projects to be implemented using best practices. Assist with class III pedestrian surveys, class I literature searches and any related mitigation for eligible sites.

(14) Winnemucca District Office POC: Sadie Runge – Fuels and Vegetation Program - (Estimated award ceiling is \$60,000 in FY18) - Total Estimated Project Funding is \$750,000 over a 3 year period

Interns: 2. Conduct fuels monitoring as it relates to fire and vegetation management projects and evaluate how the vegetation is responding to treatments on a landscape level.

5. No Obligation to Award

The BLM is under no obligation to award funds for these projects. Only BLM Grants Management Officers (GMO) may obligate funds for financial assistance.

In accordance with 2 CFR 200.458, pre-award costs may be approved at the discretion of the BLM Grants Management Officer (GMO). Successful applicants may contact the BLM GMO listed on the cover of this announcement for guidance on requesting pre-award costs.

C. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants

This opportunity is open any qualified Youth Conservation Corps established by a State or local government, by the governing body of any Indian tribe, or by a nonprofit organization interested in working cooperatively with the BLM to develop and administer projects focused on providing employment, educational, and public-service opportunities for U.S. citizens and legal residents between 16 and 30.

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

General program criteria for working with the BLM under this NOFO include:

- a. Your organization's work serves young people between the ages of 16-30;
- b. Your organization must engage participants who are U.S. citizens, national, or lawful permanent resident aliens of the United States, meeting the same citizenship requirements as those for serving in AmeriCorps (<http://www.nationalservice.gov/programs/ameriCorps>) and Public Lands Corps (<http://www.corpsnetwork.org/public-lands-service-corps-act>);
- c. Your organization must demonstrate participant recruitment to traditionally underserved communities, including low-income and disadvantaged populations;

- d. Your organization's programs can be either: a) individual or small team-based where participants work individually or in coordinated teams under the direction of conservation professionals on initiatives that require specific skills and dedicated attention; or b) crew-based where participants work collectively together directly supervised by trained and experienced crew leaders or conservation professionals. Crew and team leaders must fully understand the appropriate and necessary safety regulations for projects to which they are assigned, when BLM requests a crew or a team;
- e. Your organization must support projects that involve significant outdoor activity and hands-on work that help young people gain meaningful work related to natural and cultural resource management. Some programs may include work that is indoors that have a clear connection to the BLM's mission, but will have a 120 hour minimum on the ground work;
- f. Your organization's programs must provide participants with job skill development; community skill development to help participants acquire an ethic of service to others; and help instill a deeper understanding of and connection to the natural or cultural environment;
- g. Provide safe and reasonable round-trip transportation for participants to and from BLM project sites at the beginning and end of their assignment. For participants living within commuting distance of their duty station, reimburse them for travel expenses;
- h. Provide crew base participants with food, camping equipment, and all educational, first aid, recreational and general training, and supplies required as appropriate to the assignment;
- i. Conduct on-site project evaluations in coordination with BLM to assess project progress and make sure recipients are receiving the expected experience;
- j. Manage and carry out all administrative functions associated with projects funded under this program, including maintaining all administrative records required for operation and management of the youth program participants;
- k. Provide a ;
- l. Certify that standard background screenings and eligibility reviews are conducted on all participants;
- m. Obtain written permission from a parent or legal guardian for all individuals under 18 years of age before they begin an assignment;
- n. Provide workers compensation coverage for all participants, including staff crew and team leads; and
- o. Maintain general liability insurance for all participants, staff and program activities of not less than \$1,000,000 per occurrence for bodily injury and property damage, subject to the usual and customary policy conditions, including standard exclusion on vehicles licensed for highway use and on property in the care, custody and control of the policyholder. In the event one or more awards are made, provide the BLM a Certificate of such Comprehensive General Liability Insurance, with BLM named as an additional insured party, as evidence of this required insurance coverage. The certificate shall identify the name and address of the BLM, as well as the insured, the policy number, and a brief description of services to be performed. Should any of the policies be cancelled before the

expiration date thereof, notice will be delivered in accordance with the policy provisions.

2. **Applicant Cost-Share Requirements:** Applicants must include a statement in their application confirming their commitment to provide a minimum 25% of the total project costs in non-Federal cash and/or in-kind contributions for each project funded under this program. Costs allocable as indirect costs based on your organization's approved Negotiated Indirect Cost Rate Agreement (NICRA) may be used to satisfy cost-sharing or matching requirements. Indirect costs otherwise allocable to this award may not be shifted to another Federal award unless specifically authorized by legislation
3. **Ineligible Activities and Program Restrictions:**
 - a. **Please note that none of these projects or participants will qualify under Section 1725 Resource Assistant (a) Direct Hire Authority.**
 - b. Individual may not be assigned to a project more than a two year period maximum for part-time and no more than a year full time.
 - c. The BLM does NOT require participants to sign an BLM volunteer services agreement form.
 - d. BLM rules regarding physical security and personnel security apply to all participants while on BLM property and/or while conducting work on behalf of the BLM.
 - e. Participants and partner organization staff shall only operate mechanized equipment when provided all necessary safety training and only with on-site oversight by the BLM.
 - f. Participants under the age of 18 shall not be allowed to operate any motorized vehicle. Participants and partner organization staff over the age of 18 may be allowed to drive a vehicle owned, rented, leased or loaned by the BLM only when:
 - The vehicle is used with written permission from the BLM's field manager and only for official agency use;
 - The driver is properly licensed and qualified to operate the vehicle, and all such vehicle use, maintenance, training and operation is in compliance with H-1112-1 Chapter 15, Safety and Health Management Handbook, Motor Vehicle Safety; H-1112-2 Chapter 14, Safety and Health for Field Operations, Motor Vehicle and Equipment Safety and all other applicable policies for usage of BLM motor vehicles;
 - The driver has completed a defensive driving course within the last three years;
 - Before field work requiring the use of a motorized vehicle begins, the BLM site coordinator provides written documentation that all of the above criteria

have been met to the partner organization contact. Such documentation may be provided electronically; and

- Both the driver and the vehicle will be covered by insurance policy maintained by the partner organization covering the use of such vehicle.

4. Individuals recruited under this program will not be assigned to:

- a. Staff a BLM position that is a normal part of the BLM work force;
- b. Displace any full-time, part-time, seasonal, or term BLM employee or contractor; or
- c. Perform inherent functions (such as decision-making) that impact the management of Federal programs.

Although participants may receive consideration for future employment with the BLM, assignments under this program do not count towards career status in government service or toward the eligibility for, or accumulation of, benefits available to Federal employees.

D. APPLICATION AND SUBMISSION INFORMATION

*****An individual application package must be submitted for each field office you are interested in under this NOFO. Questions in regards to Field Office Projects contact the POC in Section G of this announcement.**

1. Application Submission

This announcement includes all information, documents, and electronic addresses needed to submit an application through www.Grants.gov. Paper copies may be requested by contacting the individual(s) listed on the application coversheet. Any late proposal submissions will not be considered.

2. DUNS Number and SAM Registration

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR § 25.110(d)) is required to:

- a. Provide a valid DUNS number (Dun & Bradstreet Universal Numbering System) on its application. DU Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number. Request a DUNS number online at <http://fedgov.dnb.com/webform> or by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:
U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1) For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

- b. **Entity Registration in SAM:** Federal law mandates that all entities applying for Federal financial assistance must have a current registration in the System for Award Management (SAM). Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information.
- c. Continue to maintain an active SAM registration with current information at all times during which the applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency.

3. The Application Package

Applications must include all required Standard Forms (SF) shown below, a Proposal (Attachment A), a Budget Detail (Attachment B), and a copy the applicant's approved federal agency Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. Non-governmental organizations that have not previously received award funds or have not had an active award within 3 (three) years must complete a Financial Assistance Evaluation Questionnaire. A copy of the questionnaire may be requested by contacting the individual(s) listed on the application coversheet.

WHAT TO SUBMIT:

Form Name and Number	✓
SF-424 Application for Federal Assistance	
SF-424A Budget Information - Non-Construction Programs	
SF-424B Assurances - Non-Construction Programs	
Grants.gov Lobbying Form	
Project Proposal (Attachment A to this document)	
Budget Detail (Attachment B to this document)	
Federal Agency-approved Negotiated Indirect Cost Rate Agreement (NICRA), if applicable	
Financial Assistance Evaluation Questionnaire (if applicable)	

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

- All proposals are confidential.

b. Budget Detail and Justification of costs (Attachment B- Suggested Format)

- All applications must have a complete detailed budget narrative explaining and justifying the federal and the non-federal expenditures by object class category as listed on SF-424A - Section B (Budget Category) for non-construction awards (and the SF-424C for construction awards). For clarification and simplicity, it is best to discuss each expense by object class in the order that they appear on the SF424A. Include detailed descriptions of all cost justifications (see suggested format attachment B for more detail). Additionally, provide any cost sharing and matching funds in the same level of detail as the federal funds. The budget narrative submitted with the application must match the dollar amounts on all required forms. Please explain each calculation and provide a narrative that supports each budget category (the SF-424 must equal total costs identified on the SF-424A form which must match the budget narrative).
- Provide a breakdown of a stipend for project for individuals and a separate breakdown for crew base projects to include increase for subsequent fiscal years.
- Costs proposed for each project must be reasonable, allowable, allocable, and necessary to the supported activity. Refer to [2 CFR §200](#), for applicable administrative requirements and cost principles.
 - Individuals/crews must be paid either a stipend or wage to offset living costs e.g., food and housing.
 - It's been determined by the BLM individual stipend of \$600 a week, equal to \$15.00 per hour, is reasonable. When higher stipend is needed it must be justified in the budget justification in attachment B. Crew base work will be evaluated based on how many crews members and weeks needed, also must be justified in attachment B.
- **When applying for more than a one year project, requiring multi-year funding, you must provide a budget and budget justification for each year.** Show each year in a separate column on the SF-424A and use a separate column for listing any match funds. NOFO expects that applicants will ensure that no Federal or non-Federal grant funds will be expended for in-kind goods or services, for purposes of providing transportation, travel, and other expenses for any Federal employee.
- Budget Detail and Narrative form (Attachment B) is an suggested format to present the breakdown of your estimated costs by category needed to accomplish project activities. Estimated costs should be described in sufficient detail so that they may be checked for reasonableness. Include a description of any cost share (cash, in-kind, etc.) listed.
- ***Lump sum costs are not acceptable in any category, without a detail breakdown of how the cost were arrived out. No profit or fees are allowable.***

4. Required Indirect Cost Statement and Documentation:

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

We are:

- a. A state or local government entity receiving more than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
- b. A state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
- c. A non-profit organization that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
- d. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
- e. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
- f. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate (includes accepting the 10% de minimus rate, when eligible) are prohibited from charging indirect costs to a Federal award.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs under the award unallowable.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award.

Recipients may not charge to their BLM award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.

- Recipients must have prior written approval from the BLM to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

5. Submission Dates and Times

See announcement cover sheet for the deadline (date and time) for submission of applications. Applications must be received by the BLM prior to the posted deadline. Any application received after the deadline for submission may not be considered for award unless it can be determined the delay was caused by Federal government mishandling.

E. APPLICATION REVIEW INFORMATION

A total of 100 points will be used to score each proposal received. The scores assigned to each criteria in the second level evaluation correspond to their relative importance. Proposals will be evaluated, scored, and ranked by appropriate BLM Staff expert in the program's field of study.

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

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

The evaluation process will be comprised of the following three screening levels:

1. First Level Screening --Basic Eligibility

- a. Applications will be screened by the Grants Management Officer to ensure that applications meet basic eligibility requirements. Depending on the specifics of the opportunity, screening may include, but is not limited to, the following:
 - 1) Program and/or legislative authority requirements are met;
 - 2) Submission is timely;

- 3) Complete and properly executed SF-424 application package documents (see D. APPLICATION AND SUBMISSION INFORMATION) are included;

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

2. Second Level Evaluation -- Merit Review Evaluation

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

1) Objective: (Maximum score 20/100 Points)

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

2) Recruiting Qualifications: Knowledge, Experience and Resources (Maximum score 25/100 points)

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

Please address the following:

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

- What is your organization's past work experience related to program recruitment?
- What are the timeframes and processes used by your organization for resume review, interview notification, and interview scheduling?

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

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

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

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

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

- Identify staff with appropriate technical expertise and describe their qualifications. This should include supervisor

overseeing the crew or individual participant.

3) TECHNICAL APPROACH (Maximum score 25/100 Points)

- Describe the techniques, processes, methodologies to be used.
- Describe how data collection, analysis, and means of interpretation will be accomplished.
- Describe how the proposed objectives will be achieved within the proposed period of performance (POP).
- Describe significant goals or milestones and how they will be measured.
- Describe tasks and relationships of partners, if applicable.

4) Past Performance (Maximum 25/100 points)

- Describe the past work experience with the BLM, other land management/conservation agencies, and/or other federal or state government entities.
- Describe your experience in recruiting interns or recent graduates, especially in occupations where underrepresentation exists within the Federal workforce.
- Describe your experience in governance of youth initiative internship programs.

5) Planning, Collaboration and Evaluation (Maximum 10/100 points)

Describe your organization's knowledge and experience planning and collaborating with federal agencies and/or other partner organizations and evaluating internship programs.

- How will your organization collaborate to the fullest extent possible to assure that the efforts of each party are coordinated and result in the fulfillment of the objectives of this youth agreement?
- How will your organization work with the BLM to develop a set of evaluative tools to enhance the internship program?

6) Offered Cost Share or Match (Maximum 5/100 points)

Must demonstrate on the budget breakdown the required match.

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

3. Third Level Review Pre-award Clearance and Approvals

Following the described review process, BLM will also complete a business evaluation and determination of responsibility. During these evaluations the Grants Management Officer will evaluate variables such as:

- a. Risk Management. The BLM uses a risk-based approach to evaluate the risk posed by the supporting applicants' projects before it awards Federal funds.
 - 1) BLM is required to review information available through OMB-designated eligibility and/or financial integrity databases, such as the Federal Awardee Performance and Integrity Information System (FAPIIS). The BLM considers factors such as:
 - (a) Financial stability;
 - (b) Quality of management systems;
 - (c) History of performance managing Federal awards, timeliness of compliance with reporting requirements, conformance to the terms and conditions of previous Federal awards, etc.;
 - (d) Reports and findings from audits performed; and
 - (e) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
 - 2) Budget review is based on the following:
 - (a) Budget line items must be allowable, allocable, reasonable in price, and appropriate for the level of effort needed to accomplish the project
 - (b) Budget details and narrative must provide adequate explanation of, and justification for, each estimated cost
 - (c) Requested equipment must be justified and necessary for completion of the project
 - (d) Cost Sharing/Matching funds must not come from Federal funds

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

If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

4. Application Selection Process

- a. Applications eligible for merit review will be evaluated by an ad hoc evaluation team assembled to review, rate, rank, and recommend applications for award using the above evaluation criteria. Evaluation teams are made up of two or more qualified personnel familiar with the program and who have been certified to have no conflict of interest with any persons or organizations applying for award.
- b. Reviews are treated as confidential documents. Once award decisions are made, applicants may request in writing a written summary of the evaluation of their application/proposal.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

- a. Any award made from this announcement will be based on the application submitted to, and as approved by, the Department of the Interior, Bureau of Land Management, and will be regulated by OMB's Uniform Guidance, [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
- b. Acceptance. Acceptance is defined as the start of work, drawing down of funds, or accepting the award via electronic means. Costs may not be incurred before the effective date listed on the award. Acceptance of a Federal Financial Assistance award from the Department of the Interior, Bureau of Land Management, carries with it the responsibility to be aware of, and comply with, the administrative and national policy requirements and terms and conditions of award.

2. Reporting

Periodic submission of Federal Financial reports (SF-425), Performance/Progress reports, and Youth Employment reports (if applicable) will be required under this financial assistance agreement. Submission of financial and performance/progress reports may be required either quarterly, semi-annually, or annually. Submission of youth employment reports (if applicable) is required quarterly.

3. Administrative and National Policy Requirements

- a. Office of Management and Budget Guidance for Grants and Agreements. By accepting additional Federal funding under the current Federal assistance, your organization agrees to abide by the applicable OMB Guidance for Grants and Agreement in the expenditure of Federal funds and performance under this program. OMB guidance is available at the following web site:
<http://www.ecfr.gov/cgi-bin/text->

[idx?SID=954b81d94bf127c6de3c76a3c99d8d9f&tpl=/ecfrbrowse/Title02/2subt
itleA.tpl](#)

b. Administrative Requirements.

- 1) [2 CFR Part 200](#) Subparts A through D - Uniform Administrative Requirements and Cost Principles.
- 2) [2 CFR Part 200 Subpart F - Audit Requirements](#). Non-Federal entities that expend \$750,000.00, or more, in federal awards in a single year shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133.
- 3) Indirect Facilities and Administration (F&A) Costs.
 - (a) [2 CFR Part 200.414](#) - Indirect (F&A) Costs
 - (b) 2 CFR, [Appendix III to Part 200 - Indirect \(F&A\) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education \(IHEs\)](#)
 - (c) [Appendix IV to Part 200 - Indirect \(F&A\) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations](#)
 - (d) [Appendix V to Part 200 - State/Local Government-wide Central Service Cost Allocation Plans](#)
 - (1) The provisions of 2 CFR 200.414(c) require Federal agencies to accept federally negotiated indirect cost rates. The BLM has applied the following policies, procedures and general decision-making criteria for deviations from negotiated Indirect Cost Rates for financial assistance programs and agreements.

4. Standard Award Terms and Conditions

- a. Code of Federal Regulations/Regulatory Requirements, as applicable (contact your program officer with any questions regarding the applicability of the following):
 - 1) [2 CFR Part 25](#), *Universal Identifier and System of Award Management*
 - 2) [2 CFR Part 170, Appendix A to 170-Award Term](#), *Reporting Subawards and Executive Compensation*
 - 3) [2 CFR Part 175](#), *Award Term for Trafficking in Persons*
 - 4) [2 CFR Part 180](#) & [2 CFR Part 1400](#), *Government-wide Debarment and Suspension (Non-procurement)*

- 5) [2 CFR Part 182](#) & [2 CFR Part 1401](#), *Requirements for Drug-Free Workplace (Financial Assistance)*
- 6) [43 CFR 18](#), *New Restrictions on Lobbying*: Submission of an application also represents the applicant's certification of the statements in [43 CFR Part 18, Appendix A](#), *Certification Regarding Lobbying*.
- 7) [41 USC §4712](#), *Enhancement of Recipient and Sub-recipient Employee Whistleblower Protection*.
- 8) [41 USC §6306](#), *Prohibition on Members of Congress Making Contracts with Federal Government*: No member of or delegate to the United States Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit.
- 9) [Executive Order 13513](#), *Federal Leadership on Reducing Text Messaging while Driving*: Recipients are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order.
- 10) [Executive Order 13043](#) , *Increase Seat Belt Use in the United States* Recipients of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.
- 11) [Executive Order 13658](#), *Minimum Wage for Contractors*, seeks to increase the efficiency and cost savings in the work performed by parties who contract with the Federal Government by increasing the hourly minimum wage paid by those contractors and any subcontractors. (see 79 CFR 9851).
- 12) Scientific integrity is vital to Department of the Interior (DOI) activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI's reputation and ability to uphold the public's trust. All work performed must comply with the DOI Scientific Integrity Policy posted to <http://www.doi.gov>, or its equivalent as provided by their organization or State law. For more information go to URL: <https://www.doi.gov/scientificintegrity>.
- 13) **Prohibition on Issuing Financial Assistance Awards to Entities that Require Certain Internal Confidentiality Agreements**

Section 743 of Division E, Title VII of the Consolidated and Further Continuing Resolution Appropriations Act of 2015 (Pub. L. 113-235) prohibits the use of funds appropriated or otherwise made available under that or any other Act for grants or cooperative agreements to an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Recipients must not require their employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Recipients must notify their employees or contractors that existing internal confidentiality agreements covered by this condition are no longer in effect

- b. **Payment Mechanism.** Payment will be made by draw-down reimbursement through the Department of the Treasury, Automated Standard Application for Payment (ASAP) System. See following website:
<http://www.fms.treas.gov/asap> Treasury Circular 1075 (31 CFR 205) requires that draw-downs to a recipient organization shall be limited to the minimum amounts needed and shall be timed to be in accordance with the actual, immediate cash requirements of the recipient organization in carrying out the purposes of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursements by the recipient organization for direct program or project costs and the proportionate share of any allowable indirect costs
- c. **Conflicts of Interest.** Applicants must notify the BLM in writing of any actual or potential conflict of interest that are known at the time of application or that may arise during the life of this awards, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interest. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the recipient and/or recipient's employees and sub-recipients in the matter. Applicants must notify the BLM in writing in their application if any key project personnel, including subrecipient and

contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the applicant. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award.

5. Special Award Terms and Conditions:

- a. Recipient/Sub-recipient Personnel Security and Suitability Requirements.
 - 1) If performance of this grant/cooperative agreement requires recipient/sub-recipient personnel to have a Federal government-issued personal identification card before being allowed unsupervised access to a DOI facility and/or information system, the Program Officer will be the sponsoring official, and will make the arrangements for personal identity verification and card issuance.
 - 2) At least two weeks before start of grant/cooperative agreement performance, the recipient will identify all recipient and sub-recipient personnel who will require physical and/or logical access for performance of work under this grant/cooperative agreement. The recipient and sub-recipient must make their personnel available at the place and time specified by the Program Officer in order to initiate screening and background investigations. The following forms, or their equivalent, may be used to initiate the credentialing process:
 - (a) OPM Standard Form 85 or 85P
 - (b) OF 306
 - (c) Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the recipient or sub-recipient, as applicable)
 - (d) Release to Obtain Credit Information
 - (e) PIV card application (web-based)
 - 3) Recipient and sub-recipient employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the recipient or sub-recipient personnel being screened or investigated in person, by telephone or in writing, and the recipient agrees to make them available for such contact.
 - 4) Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further

clearance may not be necessary. Provide the sponsoring office with documentation that supports the individual's status.

- 5) During performance of the grant/cooperative agreement, the recipient will keep the Program Officer apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the Program Officer, Grants Management Officer, and Issuing Office within 24 hours. Replacement will be at the recipient's expense. If reissuance of expired credentials is needed, it will be coordinated through the Program Officer.
- 6) At the end of grant/cooperative agreement's performance, or when a recipient/sub-recipient employee is no longer working under this grant/cooperative agreement, the recipient will ensure that all identification cards are returned to the Program Officer. Before starting work under this agreement, a National Agency Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.
- 7) Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the recipient and the Government concerning the suitability of an individual to perform work under this grant/cooperative agreement, DOI shall have the right of final determination.
- 8) This requirement must be incorporated into any sub-grants/cooperative agreements that require sub-recipient personnel to have unsupervised access to a Federally controlled facility for more than 180 calendar days or unsupervised access to a Federally controlled Level 3 or 4 information system.
- 9) Federal Information Systems Security Awareness Training. Before the recipient, or any of its employees or sub-recipients, are granted access to the BLM Federal computer system they must first successfully complete the U.S. Department of the Interior's (DOI) Federal Information Systems Security Awareness Online Course. This course was designed specifically for users of Federal computer systems. The course is a Web-based training product that explains the importance of Information Systems Security and takes approximately one hour to complete. This course is mandatory for all Department of the Interior employees, contractors, recipients, and all other users of DOI computer resources. Topics covered in the course include: threats and vulnerabilities, malicious code, user

responsibilities, and new developments affecting Information Systems
Security.

G. FEDERAL AWARDING AGENCY CONTACTS

BLM NV Acting Youth Coordinator: Barbara Keleher, 775-861-6628, or via email:
bkeleher@blm.gov

BELOW ARE THE POC's FOR PROJECT IDENTIFIED IN THIS NOFO.

Name: Dan Westermeyer
District/Office: Carson City District Office
Address: 5665 Morgan Mill Road
City, State, & Zip: Carson City, Nevada 89703
Telephone: 775-885-6030
Email: dwesterm@blm.gov

Name: Stacy Sylvester
District/Office: Carson City District Office
Address: 5665 Morgan Mill Road
City, State, & Zip: Carson City, Nevada 89703
Telephone: 775-885-6076
Email: ssylvester@blm.gov

Name: Dan Broockmann
District/Office: Elko District Office
Address: 3900 E Idaho Street
City, State, & Zip: Elko, Nevada 89801
Telephone: 775-753-0312
Email: dbroockmann@blm.gov

Name: Cody Coombs
District/Office: Ely District Office
Address: 702 N Industrial Way
City, State, & Zip: Ely, Nevada 89301
Telephone: 775-289-1854
Email: ccoombes@blm.gov

Name: Jonathan Smith
District/Office: Southern Nevada District Office
Address: 4701 N Torrey Pines Drive
City, State, & Zip: Las Vegas, Nevada 89130
Telephone: 702-515-5070
Email: jpsmith@blm.gov

Name: Lara Kobelt
District/Office: Southern Nevada District Office
Address: 4701 N Torrey Pines Drive
City, State, & Zip: Las Vegas, Nevada 89130
Telephone: 702-515-5022
Email: lkobelt@blm.gov

Name: Steven Leslie
District/Office: Southern Nevada District Office
Address: 4701 N Torrey Pines Drive
City, State, & Zip: Las Vegas, Nevada 89130
Telephone: 702-515-5054
Email: sleslie@blm.gov

Name: Robert Gibson
District/Office: Winnemucca District Office
Address: 5100 E Winnemucca Blvd.
City, State, & Zip: Winnemucca, Nevada 89445
Telephone: 775-623-1763
Email: rgibson@blm.gov

Name: Adam Harrison
District/Office: Winnemucca District Office
Address: 5100 E Winnemucca Blvd.
City, State, & Zip: Winnemucca, Nevada 89445
Telephone: 775-623-1732
Email: aharrison@blm.gov

Name: Sadie Runge
District/Office: Winnemucca District Office
Address: 5100 E Winnemucca Blvd.
City, State, & Zip: Winnemucca, Nevada 89445
Telephone: 775-623-1581
Email: srunge@blm.gov

For administrative questions contact:

Gretchen Eykelbosh, Grant Management Officer, 775-861-6740 or via email:
geykelbosh@blm.gov

Lisa Nicholson, Grant Management Officer, 775-861-6485 or via email:
lnicholson@blm.gov

END

**REFER TO SUGGESTED PROJECT PROPOSAL, ATTACHMENT A AND BUDGET DETAIL,
ATTACHMENT A BELOW**

BUREAU OF LAND MANAGEMENT
Financial Assistance (Cooperative Agreements)



PROJECT PROPOSAL

(Suggested Format)

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

Person Submitting Proposal: _____ Date: _____

Organization Name: _____

Announcement No.: _____

Announcement Title: _____

Estimated Period of Performance: _____

Proposed Project Location: _____

1) Objective: (Maximum score 20/100 Points)

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

Describe how these objectives support your mission.

2) Recruiting Qualifications: Knowledge, Experience and Resources (Maximum score 25/100 points)

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

Please address the following:

How is your organization qualified to develop and implement strategic marketing plans and recruitment strategies to advertise internship programs to highly qualified students at multiple colleges and universities within its geographic service area? What print and web publications are used to support your marketing plans and recruitment strategies?

How does your organization build and maintain relationships with colleges and universities within its geographic service area, particularly underrepresented groups such as women and Historically Black, Hispanic, Asian, American Indian, Native American, Alaskan Native, and Pacific Islander schools or other schools with a diverse student population?

How does your organization assess marketing and recruiting successes? How does it apply the results of the assessments and adjust its strategies? How often are the assessments performed?

How does your organization coordinate an application, interviewing and hiring process for students

from different colleges and universities in a clear and timely manner?

What is your organization's past work experience related to program recruitment?

What are the timeframes and processes used by your organization for resume review, interview notification, and interview scheduling?

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

Provide a description of your organization, including a description of all youth-based recruitment services/programs offered. Describe any particular organizational focus, such as types of individuals (ages/skills/abilities/other demographics) targeted for recruitment. Describe geographical area covered by your organization's services. Describe any previous experience your organization has in delivering youth-based programs for the Federal government.

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

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

How does your organization recruit, train and maintain team leaders for conservation work crews? How does your organization oversee, direct, and take corrective measures for issues of conduct for crew members and team leaders?

What is your organization's past experience and/or policy to provide conservation work crews with food, camping equipment, and all educational, first, aid and general supplies needed for crew projects? What work-related and safety training does your organization provide team leaders and crew members?

What is your organization's policy and established protocol to ensure team leaders/work crews report safety incidents/accidents, work site concerns, etc.

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

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

3) TECHNICAL APPROACH (Maximum score 25/100 Points)

Describe the techniques, processes, methodologies to be used.

Describe how data collection, analysis, and means of interpretation will be accomplished.

Describe how the proposed objectives will be achieved within the proposed period of performance

(POP).

Describe significant goals or milestones and how they will be measured.

Describe tasks and relationships of partners, if applicable.

4) Past Performance (Maximum 25/100 points)

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

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

Describe your experience in governance of youth initiative internship programs.

5) Planning, Collaboration and Evaluation (Maximum 10/100 points)

Up to 10 points may be awarded based on the extent that the proposal demonstrates the applicant's ability to plan and collaborate with BLM and evaluate the Youth Intern program.

Describe your organization's knowledge and experience planning and collaborating with federal agencies and/or other partner organizations and evaluating internship programs.

Please address the following:

How will your organization collaborate to the fullest extent possible to assure that the efforts of each party are coordinated and result in the fulfillment of the objectives of this youth agreement?

How will your organization work with the BLM to develop a set of evaluative tools to enhance the internship program?

BUREAU OF LAND MANAGEMENT
Financial Assistance (Cooperative Agreements)



BUDGET DETAIL and NARRATIVE

(Suggested Format)

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

A cost share/non-federal match of 25% is required for this NOFO. This budget must demonstrate it meets the matching requirements. Provide sources of the match and provide adequate documentation for in-kind match. The match should provide the same level of detail as the federal share outlined in this guidance; therefore, it should be broken down by object class category (personnel, fringe, travel, equipment, supplies, contractual, other, indirect costs, etc.) The non-federal share is subject to the same regulations as the federal share. **(See reference under “D. 3. b. 5. Required Indirect Cost Statement and Documentation” regarding cost sharing and indirect cost reate computation).**

Agreement or Funding Opportunity No.: _____ Date: _____

Organization Name: _____

Project Title: _____

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

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

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

Name & Title or Position Title	Stipend/Wage	Weekly/monthly/ Hours	Matching Funds (if applicable)	BLM Funds
<i>Example: James Smith, Project Coordinator</i>	\$20,000.00/Mo	3 Mos	\$15,000.00	\$45,000.00
<i>Example: (2) 4 person crew</i>	\$1500/weekly	2 Weeks	\$1000	\$5000.00
<i>Example: 3 interns</i>	\$600/weekly	12 Weeks	\$1,800	\$90800.00

A) TOTAL PERSONNEL COSTS:

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

\$

\$

Justification: **EXAMPLE** – (2) 4 person crew These crews will consist of 1 crew leader spealized in the type of work required for field office projects. The crew lead will direct and supervise work and provide assistance to the

crews. Crew lead will coordinate with BLM mentor on projects. Each crew will have additional 3 person to perform work. The \$1500 stipend will cover living costs of the crews, travel cost, etc.

3 interns will placed with best suited background on individual projects as developed by BLM mentor. They will be given a weekly stipend of \$600 to cover all living expenses and will remaining the same over the three year period.

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

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

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

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

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

If fringe rate is greater than 35%:

Project Coordinator - Salary [amount]

Retirement 5% of \$35,000 = [amount]

FICA 7.65% of \$35,000 = [amount]

Insurance = [amount]

Workman's Compensation, etc. = [amount]

Total [amount]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Equipment	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: John Deere Compact Tractor</i>	<i>1</i>	<i>\$17,500.00</i>	<i>\$7,500.00</i>	<i>\$10,000.00</i>

D) TOTAL EQUIPMENT COSTS:

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

\$

\$

Justification: **EXAMPLE** - Equipment costs of [\$ amount] is requested for modified gill nets (1x\$20,000), anchors (2x\$6,000), floating and acoustic transmitters and receivers (4x\$10,000). The gill nets will be used for [description]. The anchors are needed for [description]. The transmitters and receivers will be used for [description].

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

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

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

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

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

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

Sample Budget

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

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

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

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

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

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

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

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

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

CONTRACTUAL SAMPLE

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

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

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

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

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

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

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

Justification:

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

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

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

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

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

Sample Budget

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

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

The total of all direct costs applicable to this project.

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

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

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

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

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

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

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

Indirect Cost Rate to be used on this Grant (%):		
Indirect Cost Base for this Grant:	\$	
Total Indirect Costs	Matching Funds (if applicable)	BLM Funds
J) TOTAL INDIRECT COSTS: (SF-424A Object Class Category 6j. Indirect Charges)	\$	\$

Narrative:

1. A state or local government entity receiving more than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A non-profit organization that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
6. If your organization is a Cooperative Ecosystems Studies Unit (CESU) partner, your indirect cost rate will be 17.5% of your NICRA-determined indirect cost base.

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

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

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

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

Name & Title of Person Completing Budget