

***Notice of Funding Opportunity
Summary Information***

Federal Agency Name: U.S. Department of Transportation (US DOT)
Federal Highway Administration (FHWA)
Office of Acquisition and Grants Management (HCFA)
1200 New Jersey Avenue, SE
Mail Drop: E62-304
Washington, DC 20590

Attention: Angela A. Jones, HCFA-32

Funding Opportunity Title: ***“National Trails Training”***

Announcement Type: This is the initial announcement of this funding opportunity.

Funding Opportunity Number: Notice Number: DTFH6116RA00005

Catalog of Federal Domestic Assistance (CFDA) Number: 20.219

Key Dates: Notice Issue Date is March 23, 2016
Application Due Date/Time is May 23, 2016
Questions Due Date/Time is May 13, 2016

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Attachments:

- 1) Deliverable Summary Table
- 2) Estimated Level of Effort

Note: The FHWA uses www.Grants.gov for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the Applicant's responsibility to monitor www.Grants.gov for any updates to this Notice.

SECTION A - PROGRAM DESCRIPTION

The FHWA hereby requests applications for assistance to result in the award of a new Cooperative Agreement, entitled, “*National Trails Training.*”

1. STATEMENT OF PURPOSE

The purpose of this proposed cooperative agreement is to provide technical assistance to enhance trail planning, design, construction, maintenance, and management on all kinds of trails on Federal, State, local, and private lands.

2. LEGISLATIVE AUTHORITY

- The authority to enter into a cooperative agreement for this effort are found under the Moving Ahead for Progress in the 21st Century Act (MAP-21) Section 213 (f) of USC 23, Transportation alternatives, which states the following:

“(f) Continuation of Certain Recreational Trails Projects. – Each State shall-

(1) obligate an amount of funds reserved under this section equal to the amount of the funds apportioned to the State for fiscal year 2009 under section 104(h)(2) for projects relating to recreational trails under Section 206;

(2) return 1 percent of those funds to the Secretary for the administration of that program; and

(3) comply with the provisions of the administration of the recreational trails program under Section 206, including the use apportioned funds described under subsection (d)(3)(A) of that section.”

- The authority to enter into a cooperative agreement for this effort is found under the Fixing America’s Surface Transportation (FAST) Act Section 1109 (a)(b)(6), Surface Transportation Block Grant Program, which states the following:

“(a) ESTABLISHMENT. – The Secretary shall establish a surface transportation block grant program in accordance with this section to provide flexible funding to address State and local transportation needs.

(b) ELIGIBLE PROJECTS – funds apportioned to a State under section 104(b)(2) for the surface transportation block grant program may be obligated for the following:

(6) Recreational trails projects eligible for funding under section 206, pedestrian and bicycle projects in accordance with section 217 (including modifications to comply with accessibility requirements under the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)) and the safes to school program under section 1401 of SAFETEA-LU (23 U.S.C. 402 note).”

The MAP-21 funds come from a set-aside of funds under the Transportation Alternatives Program (TAP) (23 U.S.C. 213, as in effect prior to the FAST Act). The FAST Act funds come from a set-aside of funds under the STP Set-Aside (23 U.S.C. 133(h), as amended by the FAST Act Section 1109). The TAP and STP Set-Aside funds use the same Federal share as the Federal-aid highway program under 23 U.S.C. 120. Therefore, the recipient must provide not less than 20 percent match.

3. BACKGROUND

Federal and State trail administrators and national trail organizations recognized a need for training to promote trail planning, design, construction, maintenance, and management to provide for a wide range of trail opportunities while protecting and enhancing the environment. The Bureau of Land Management (BLM) performed a training survey in 1999, which documented needs for new and additional training opportunities and resources, particularly as many BLM, National Park Service (NPS), and Forest Service (FS) employees are becoming eligible for retirement. These retirements are taking place, and the need for training continues. Subsequent surveys, including the [National Trails Training Survey](#) conducted by American Trails under FHWA's Cooperative Agreement DTFH61-11-H-00020 in late 2011, continued to indicate the need for ongoing training at the Federal, State, and local levels, and among private sector contractors, youth corps organizations, and trail volunteers.

The FHWA, with FS, BLM, Fish and Wildlife Service, NPS, Army Corps of Engineers, and Centers for Disease Control and Prevention entered into a Memorandum of Understanding [MOU] to Promote Trails Training and Trail Resource Information Exchange. This Agreement will help to implement the goals of this MOU, which is similar to a Mission Statement among national nonprofit organizations participating in the National Trails Training Partnership (NTTP). (See the Federal MOU at:

www.fhwa.dot.gov/environment/rectrails/stam2004/ntp/attachment1.htm and the nonprofit organization Mission Statement at www.americantrails.org/ntp/MissionNTTP.html). These MOUs benefit the Federal agencies, States and trail organizations for purpose of developing sustainable trails for the public. This cooperative agreement will help to implement the goals of these MOUs.

FHWA's Recreational Trails Program (RTP) provides funds to the States (through a State resource agency or a State transportation department) to provide grants to the States, local governments, or other entities to develop and maintain recreational trails for motorized and nonmotorized use. FHWA uses RTP administrative funds to enter into partnerships and cooperative agreements with government agencies, institutions of higher learning, and nonprofit organizations to perform research, technical assistance, and training. Training is an important part of FHWA's technical assistance to promote high quality, sustainable trails and trail programs. FHWA proposes this Agreement to provide a national trails training information center, and to focus training in the areas of accessibility and State program assistance.

Note: FHWA's Agreement No. DTFH61-11-H-00020 entitled, "National Trails Training," has a period of performance that began on September 20, 2011, and is scheduled to end on April 30, 2016. The incumbent is American Trails. See www.trailstraining.net for more information.

Note: To learn about ongoing and planned FHWA trail activities, please see the following website: Recreational Trails Program: http://www.fhwa.dot.gov/environment/recreational_trails/

Note: To learn about the National Trails Training Partnership, please see the following website: National Trails Training Partnership: www.trailstraining.net

4. GOALS

The goals of this agreement are to accomplish the following:

- Operate a trails training website and trails training information center.
- Identify trails training opportunities nationwide.
- Coordinate and enhance trails training opportunities nationwide.
- Convene and coordinate training on trails accessibility and trail assessments.
- Convene and coordinate trails training meetings and workshops.
- Develop and assist statewide trails training programs.
- Provide quarterly reports and annual reports to FHWA.

5. STATEMENT OF WORK

Task 1: Operate a Trails Training Website and Trails Training Information Center

Task 1A: Trails Training Website and Information Center

Maintain and expand a national trails training website and information center. Trails training includes multiple kinds of trail uses (motorized and nonmotorized, and recreation and transportation). The website must be compatible with and complementary to FHWA's RTP website located at http://www.fhwa.dot.gov/environment/recreational_trails/.

The website shall, at a minimum (the applicant shall provide a method and schedule to maintain updates):

- Provide up-to-date and accurate information about national trails training opportunities and State trails training programs.
- Provide an up-to-date and accurate national trails training calendar.
- Provide links to publications, information materials, curriculum, and other resources.
- Provide reports, articles, research results, planning documents, development manuals, and case studies on an ongoing basis.
- Develop and maintain a technical assistance section on the website.
- Provide a database of training providers and resources.
- Provide information on how the Recipient will reply to specific inquiries from the public.

The website must meet Federal accessibility standards.

Task 1B: Trails Training Best Practices Resource Library

The website shall provide a trails training resource library describing examples of best practices for trail projects. The library shall include (the applicant shall provide a method and schedule to maintain updates):

- Examples from all major trail uses (both motorized and nonmotorized).
- At least one (1) project from each State and the District of Columbia, if available.
- A variety of projects from across the country, updated annually with new examples.
- Projects from U.S. territories and other countries also may be included, but are not required.

Task 2: Identify Trails Training Opportunities

To perform and assist with National Trails Training, the Recipient shall identify trails training opportunities available at the national, regional, State, and local levels, possibly including but not limited to training providers, trails training programs, and other trails training resources. The applicant shall provide a method and schedule to maintain updates.

Task 3: Coordinate and Enhance Trails Training Opportunities

Coordinate and enhance trails training opportunities through technical assistance, research and marketing, and training. The applicant shall provide a method and schedule to maintain updates.

- Technical Assistance
 - Provide technical assistance through direct contact and telephone response.
- Research and Marketing
 - Research additional resources needed for the website referenced in Task No. 1A.
 - Perform State-by-State assessments of trails training resources.
 - Identify specific training providers and resources to help States connect project sponsors with needed training.
 - Research curricula and course materials currently available through universities, other educational programs, and businesses. Make this information available and to promote training opportunities.
 - Document and publicize curricula and other resources for training.
 - Work with national nonprofit trail organizations to dedicate one page of magazines and/or newsletters to the topic of trails training.
 - Have a trails training brochure available for distribution at conferences and via mailings.
 - Contact colleges and universities with recreation management degree programs at least once annually to promote trails training.
- Training - Develop and offer workshops in the following areas:
 - Understanding Accessibility and Building Better Trails.
 - Trail Assessment for Accessibility.

- Trail Crew Leadership Training.
- Creating a State Trails Training Program.
- Working with Developers Forum.

Task 4: Convene and Coordinate Training on Trails Accessibility and Trail Assessments

The Americans with Disabilities Act (ADA) guarantees the right of people with disabilities to participate in all aspects of life, including the use and enjoyment of outdoor environments and trails. Accessibility education is an ongoing need. Final regulations under the ADA have not been completed for trails, but trail managers need training to improve trail accessibility. Improved training can provide better technical information on building better, more sustainable trails that increase the level of accessibility. The applicant shall provide a method and schedule to maintain updates.

- Training - Develop and deliver trails training
 - Develop and deliver workshops on improving accessibility through better trail design and management.
 - Develop workshop modules on accessible trail design, assessment, and management.
 - Deliver not less than four trail design and management workshops per year.
- Education - Educate the trails community on accessibility issues.
 - Write not less than two articles on accessibility annually for the magazine(s) of one or more national trail-related organizations, and provide information updates as necessary.
 - Publish articles on the trails training website, newsletters of national trail-related organizations, and provide articles to other trail-related and recreation-related publications.
 - Develop not less than two technical assistance briefs each year on accessibility topics.
 - Research, add, and maintain links to other accessibility resources from the trails training website.
- Marketing - Market trail-related assessment skills to States and project sponsors.
 - Provide information on accessibility workshops to State Trail Administrators and to major national trail and recreation advocacy organizations, and at major national trail or recreation related conferences.
 - Contact State Trail Administrators at least once annually to encourage them to sponsor accessibility training for State and local trail staff and managers and for volunteers.
 - Contact State Park and Recreation organizations at least once annually to encourage them to sponsor accessibility training for the public.

Task 5: Convene and Coordinate Trails Training Meetings and Workshops

Convene and coordinate trails training meetings, workshops, and related communication among national trails partners.

NOTE: This task is not required if equivalent work can take place without face-to-face meetings.

- Convene and coordinate up to two (2) national training partners meetings.
- Coordinate partnership development.
- Convene and coordinate communication, training, and workshops related to trails training for trail professionals:
 - Provide and moderate a trails training listserv or forum for trail professionals to share technical information related to trails training activities.
 - Maintain a listserv or forum archive. Electronic files for the archive will be provided to FHWA upon completion of the agreement's period of performance.
 - Convene and coordinate two to four training partners meetings annually. Proceedings from meetings must be posted on the training website within 3 months of each meeting. The proceedings archives must be maintained on the website throughout the period of performance of this agreement and remain easily accessible for future reference.

Task 6: Develop and Assist Statewide Trails Training Programs

Develop and assist statewide trails training programs through training meetings and programs and through training program development.

- Coordinate the annual State Trail Administrators Training Meeting (STAM) with FHWA.
- This includes coordination expenses only, and does not include on-site meeting expenses. Additional expenses will be covered in subsequent purchase orders or Agreements, depending on which agencies or organizations sponsor the meeting.
- Statewide Training Program Development:
 - Update Workshop (one to three hours) on training: national trails training, statewide models, and resources available.
 - In cooperation with the States and State-level trails training organizations, develop and/or revise workbooks for crew leader training to be readily applicable nationwide.
 - Document State-level efforts to bring statewide trails training interests together to cooperate.
 - Develop and enhance State models for training coordination based on current State methods (particularly California and Colorado), and help other States create additional statewide training programs.
 - Coordinate a pilot project to help other States develop training programs.
 - Coordinate STAM workshops on developing State training programs.
 - Identify funding sources that support attending trainings.
- Crew Leader Training:
 - Facilitate crew leader Train-the-Trainer courses through the States.
 - Make crew leader training materials available nationally.
 - Work with regional and statewide trail support groups to develop sustainable crew leader training programs.

Note: Previous State Trail Administrators Training Meetings:

- Have been held annually or biennially.
- Have been held in conjunction with the National Trails Symposium organized by American Trails, or in conjunction with other national or regional trail conferences, or hosted by one or more States.
- Lasted between 1.5 and 3 days.
- An archive of the annual meetings for State Trail Administrators is on the Recreational Trails Program Events webpage at http://www.fhwa.dot.gov/environment/recreational_trails/events/.

Meetings conducted under this award, should allow participation from State administrators that cannot travel to the meeting site, using technologies may include teleconferencing, webinars, or other technology to enhance participation.

Planning for specific meetings should be addressed in the annual work plan.

Note: Applicants should suggest ideas about how to perform this task, including newsletters, telecommunications, program publications, exhibits and/or attendance at conferences, or other methods. Applicants should explain how they propose to ensure adequate coverage and response times to inquiries.

Task 7: Transition

The applicant shall prepare a transition plan to transition information center operations to a subsequent agreement (if applicable) not less than 180 day prior to the termination of the agreement.

The applicant shall support a seamless transition to a subsequent agreement (if applicable).

<end of section>

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

The FHWA anticipates making one award as a result of this Notice of Funding Opportunity.

The FHWA anticipates Federal funding up to a total amount of \$750,000 may be made available for this Agreement subject to the availability of funds.

2. TYPE OF AWARD

The planned award type is a **Cooperative Agreement**.

3. PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement will be for a two (2) year base period with three (3) one year options, commencing from the effective date of the agreement. FHWA may unilaterally elect to extend the term of the Agreement by one or more of the option year(s).

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates substantial Federal involvement between it and the Recipient during the course of this project. The anticipated Federal involvement will include:

- Technical assistance and guidance to the Recipient.
- Close monitoring of performance.
- Involvement in technical decisions.
- Participation in status meetings including kick off meeting and annual technical and budget reviews.
- Coordinate information with other FHWA offices and activities as needed.
- Participate in status meetings, annual meetings, and other discussions as needed.
- Review and comment on draft documents as appropriate.

The FHWA will partner with the Recipient and provide the necessary guidance to help complete all work under the Agreement. The AOR will participate in the planning and management of this Agreement and will coordinate activities between the Recipient and the FHWA.

<end of section>

SECTION C – ELIGIBILITY INFORMATION**1. ELIGIBLE APPLICANTS**

This competition is open to non-Federal entities, including State and local governments, foreign governments, colleges and universities, corporations, institutions, partnerships, sole proprietorships, and trade associations that are incorporated or established under the laws of any State, and Federal laboratories.

2. COST SHARING OR MATCHING

Cost sharing or matching is required.

Pursuant to 23 USC 120 (b)(1), the Federal share shall not exceed 80 percent, therefore the total cost sharing or matching share shall be equal to, or greater than \$152,000.

<end of section>

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at [grants.gov](https://www.grants.gov) under the Notice of Funding Opportunity Number cited herein.

The Applicant must complete and submit all forms included in the application package for this Notice as contained at www.grants.gov.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

- a. Applications must be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which must not exceed 11 x 17 inches. Foldouts must not be used for text, and will count as two pages.
- b. A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
- c. Text must be printed using a font size no less than 12 point font (Arial or Calibri).
- d. Tables are permitted and text in tables must be doubled spaced.
- e. Text in captions below charts, tables or figures must be not less than 10 characters per inch, and can be 2 lines of text long (limited by the width of the chart, table or figure) and single spaced.
- f. Page margins must be a minimum of 1 inch top, bottom and each side.
- g. Page numbers may be located within the 1 inch margins
- h. A Header or Footer identifying the Applicant/Team and the Volume, may be located within the 1 inch margins
- i. No cost/price data will be included in Volume I, but must be included in Volume II.

The application package must consist of the following in this order:

- 1) **Volume 1 – Technical Application** as described below – 20-page limit (double/single spaced) pages
 - Part I – Technical and Management Approach (included in the pages limitation)
 - Part II – Experience (included in the pages limitation))
 - Part III – Staffing Approach (included in the pages limitation; resumes are not included in the pages limitation and may be an Attachment to Volume I)
- 2) **Volume 2 – Budget Application** as described below - no page limit
 - Part I – Application Forms
 - Part II – Cost Information and Other Financial Information

Submit your application in the following format:

Volume 1 - Technical Application

Volume 1 – Technical Application as described below (see page limitations above)

OPTIONAL: An Applicant may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages are for orienting evaluators to the contents of the application package and will not be evaluated and are not included in the Volume I page limitation.

In the event a technical application exceeds the page limitation, the Government will evaluate only the first pages identified within the limitation above.

a. Part I – TECHNICAL AND MANAGEMENT APPROACH: A detailed technical and management plan describing in detail how you would proceed to meet the goals described in Section A, if awarded this Agreement. Discuss and describe the ability of the proposed project to meet the purpose and objectives of this program, and the manner in which they will be addressed by your project. Goals include:

- Operate a trails training website and trails training information center.
- Identify trails training opportunities nationwide.
- Coordinate and enhance trails training opportunities nationwide.
- Convene and coordinate training on trail accessibility and trail assessments.
- Convene and coordinate trails training meetings and workshops.
- Develop and assist statewide trails training programs.
- Demonstrate the ability to cooperate successfully with national and State trail agencies and organizations.

b. Part II – EXPERIENCE: A summary of the Applicant's experience relevant to this project, listing projects of similar size and complexity over the past five years, and show which of the named key staff, were involved in those projects. List the following information for a minimum of three specific past projects in which the Applicant participated as project leader and/or member of project team:

- Project title, description, value, and dates;
- Sponsor/customer point of contact to include sponsor/customer name, title, organization, email address, phone number;
- Role of Applicant in project;
- Explanation of why or how the project is considered relevant or similar to the effort required by this Notice of Funding Opportunity; and

Note: In determining relevancy, consideration should be given, but not limited to, such things as product/service similarity, size and

complexity, Agreement type, division of company proposing, and sub-Recipient interaction.

- Explanation of the project goals accomplished and any cost growth or schedule delays encountered. For any projects which did not/ do not successfully achieve its goals, a brief explanation of the reason(s) for such shortcomings and any demonstrated corrective actions taken to avoid recurrence.

Note: Prior to award, FHWA may contact past sponsor/customers to support the agency's risk assessment of the application.

Note: If an Applicant does not have a history of relevant experience or if past performance information is not available, the Applicant's experience will be considered to be neutral.

- c. Part III – STAFFING APPROACH: Provide a project organizational chart identifying proposed staff members assigned to the project. The chart must be supported with narrative text to include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time (% in relation to their other duties) for each position on a yearly basis and in summary format. The level of effort may be displayed (single spaced) in a table format. One table can be presented if the level of effort will be constant over all years, and the table is annotated as such. The hours in this table must be consistent with the information presented in Volume II, Parts I and II, as part of the detailed budget plan. Provide brief *tailored* resumes for the proposed Program Manager/Principal Investigator and other key personnel to include name, experience, education and proposed role in project.

Volume 2 - Budget Application

Volume 2 – Budget Application as described below - no page limit

OPTIONAL: An Applicant may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages are for orienting evaluators to the contents of the application package and will not be evaluated and are not included in the Volume I page limitation.

a. Part I - APPLICATION FORMS

1. SF424

Note: Applicants may leave fields 5a, 5b, 6, 7, and 13 blank on the form.

2. SF424A

Note: Section A:

- Block 1(a): Print opportunity title listed on page 1;
- Block 1(b): Print CFDA number listed on page 1;
- Block 1(c): Print Total Federal Funds Requested in dollars; and,
- Block 1(d): Print Total Cost Share in dollars, and leave columns (e), (f), and (g) and rows 2, 3, and 4 blank.

3. SF424B

4. SFLLL

Note: The form must be completed and submitted even if no lobbying to report. If no lobbying to report insert none or n/a in the relevant blocks.

b. Part II – COST INFORMATION AND OTHER FINANCIAL INFORMATION

Provide a separate detailed budget plan for each year and summarize the information for all years for all activities. Spreadsheets can be formatted similarly to the format in DOT Form 4220.44, located at: http://www.fhwa.dot.gov/aaa/pdfs/frm4220_44.pdf.

The detailed budget plan must include each of the following items/sub-items:

1. Detailed Excel (or compatible) workbook containing spreadsheets/tabs (formatted to be printed out) and supporting information clearly delineating and supporting all estimated costs: with columns for Federal Share, Cost Share (if applicable) and Total Costs (per year and in summary form) as follows::
 - a. Labor Rates- Direct labor-by-labor categories to include hours, rates and escalation. Anticipated promotions for any personnel must be included with the escalation calculation. The annual direct labor escalations rate and its basis should be clearly stated with the application. Discuss your proposed rate as compared to historical experience and include when and how escalation will be calculated/implemented.
 - b. Indirect Rates- Discuss your proposed rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g.; labor overhead based on direct labor dollars) and how they are applied/calculated. Provide dollar values as well as percentages. Please also provide any audit information to support these rates (for example, a copy of signed Department of Health of Human Services rate agreement).

Note: Per 2 CFR 200.414(f), Indirect (F&A) Costs, an Applicant may elect to propose a de minimis indirect rate of 10% of modified total direct costs.

- c. Other Direct Costs- Applicants must provide a breakout and justification of Other Direct Costs by Category (travel, equipment, etc.).
 - d. If subcontractors/sub-Recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, must be furnished:
 - i. Name and address of the organization or consultant.
 - ii. Description of the portion of work to be conducted by the organization or consultant.
 - iii. Cost details for that portion of work.
 - iv. **Applicant's cost/price analysis of each sub-Recipient/contractor(s) showing how their price is fair and reasonable; and Applicant's cost/price analysis of each sub-Recipient/contractor(s) showing how their price is fair and reasonable (this includes any sub-Recipient/contractor(s) that will be included in the Federal share or the non-Federal share);** and
 - v. Letter of commitment from each sub-Recipient/contractor(s) (this includes any sub-Recipient/contractor(s) that will be included in the Federal share, the non-Federal share or in a non-paid (volunteer) capacity).
 - e. Provide detail and support for cost share as part of overall project budget.
 - f. Clearly delineate cost share match versus Federal share.
2. Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.
 3. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or Cooperative Agreements. Please provide your organization's DUNS number in your budget application.
 4. A statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.
 5. A statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of interest in its application that describes in a concise manner all past, present or planned

organizational, contractual or other interest(s), which may affect the Applicant's ability to perform the proposed Agreement in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the Agreement in an impartial and objective manner. The Agreement Officer (AO) will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to DOT, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.

6. A statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include (as applicable) summary letter or agreement, date of audit/review, Federal or State point of contact for such review.
7. Terminated Contracts - List any contract/agreement that was terminated for convenience of the Government within the past 3 years, and any contract/agreement that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.
8. Describe how your organization will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.
9. The Applicant is directed to review Title 2 CFR §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated September 14, 2010, and Appendix A thereto, and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Notice. The text of Appendix A will be incorporated in the award document as a General Term and Condition as referenced under this Notice's Section F, Federal Award Administration Information.
10. Disclose any violations of Federal criminal law involving fraud, bribery, or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 entitled Remedies for Noncompliance,

including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

11. If a nonprofit or not-for-profit status, please provide evidence of this status preferably from the Internal Revenue Service.

3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

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

4. SUBMISSION DATES AND TIMES

The application must be received electronically through www.grants.gov by the application due date/time listed on page 1 of this Notice of Funding Opportunity.

The deadline stated on page 1 is the date and time by which the applicant must submit the full and completed application to www.grants.gov, including all required sections.

A late application will not be reviewed or considered unless the Agreement Officer (AO) determines that doing so is in the FHWA's best interest.

5. INTERGOVERNMENTAL REVIEW

An application under this Notice of Funding Opportunity is not subject to the State review under E.O. 12372.

6. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under this proposed Agreement.

7. OTHER SUBMISSION REQUIREMENTS

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA points of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA points of contact listed on page 1 no later than six (6) hours prior to the application deadline cited above.

<end of section>

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications on the following criteria:

MERIT: FHWA will evaluate and rank the applications against the following technical evaluation criteria which are equal in importance. These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

- Demonstration of a sound, adequate, clear and realistic technical approach to performing the work required in Section B, Statement of Work, Tasks 1 through 7.
- Demonstration of staff with the relevant experience, education and expertise to successfully perform the work required in Section B, Statement of Work, Tasks 1 through 7. Proposed staff should demonstrate a strong working knowledge of trail-related training for legislation, policy, planning, design construction, maintenance, operations, and management as well as an ability to recognize trail-related expertise.
- Demonstration of a management and staffing plan to recruit and retain experienced and qualified Key Personnel, management and staff support including a risk mitigation strategy for replacing staff. Proposed staff should demonstrate interdisciplinary expertise related to trail-related training in terms of trail planning, design, construction, operations, and maintenance.
- Demonstration of the capability to form and guide relationships with national, State trails agencies and organizations.

COST: Relative total project cost will be considered in the award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. This evaluation factor will not be rated.

If applicable, the degree of cost share and leveraging of non-Federal funds will be considered in the award decision. Applicants must provide the required matching funds, and supporting detail for these funds. Additional cost sharing will be considered beneficial to break ties among applications with equivalent ratings after evaluation against all other factors.

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

FHWA will utilize the following merit review process to evaluate applications:

A panel of agency experts will evaluate all eligible technical applications using the merit criteria listed above. The panel will individually evaluate the technical applications. The panel will then collectively assign an adjectival rating to each eligible technical application using the following merit ratings: Exceptional, Satisfactory, Marginal, and Unsatisfactory.

Agency personnel from the FHWA Office of Acquisition and Grants Management will evaluate the cost criteria listed above, and conduct a risk assessment of the Applicant prior to award as described below.

The Government will accept the application(s) that is (are) considered the most advantageous to the Government using the criteria cited above, and subject to the results of an Applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. The Government reserves the right to not make an award to an Applicant based on the results of the risk assessment.

The AO is the official responsible for final award selection. The Government is not obligated to make any award as a result of this notice.

Risk Assessment

The Government will assess the risks posed by an Applicant before they receive an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and/or sub-applicants as applicable:

- (1) Applicant's financial stability;
- (2) Applicant's quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;
- (3) Applicant's history of performance;

Note: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. The Government will evaluate the relevant merits of the Applicant's history of performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness and cost control. The history of performance will be reviewed to assure that the Applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating history of performance, the Government may consider both written

information provided in the application, as well as any other information available to the Government through outside sources.

(4) Applicant's audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F—Audit Requirements or the reports and findings of any other available audits;

(5) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;

(6) Applicant's potential for conflict of interest if applicable; and

Note: The FHWA will review information provided by the Applicant, and any other relevant information known to DOT, to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.

(7) Applicant's eligibility to receive Federal funding. Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirmation that the Applicant and any named sub-applicants are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

Pursuant to 2 CFR Part 200.205, prior to making a Federal award, the Federal awarding agency is required to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.

If FHWA does not make a Federal award to a non-Federal entity because of the office determines that the non-Federal entity does not meet either or both the minimum qualification standards as described in 2 CFR 200.25, the FHWA will report that determination to FAPIIS.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making award on or about August 5, 2016.

<end of section>

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If your organization's application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by FHWA.

Only the AO can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

Notice that an Applicant has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems, if necessary. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the Applicant.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that apply to this Agreement are available online at: <http://www.fhwa.dot.gov/aaa/generaltermsconditions.cfm>

The online list dated March 6, 2015 of "General Terms and Conditions for Assistance Awards (for awards after December 26, 2014)" shall apply to the resulting award.

Special terms and conditions follow:

A. PUBLIC ACCESS TO DOCUMENTS

The Applicant agrees that the resulting deliverables/documentation submitted to the FHWA under this Agreement may be posted online for public access and/or shared by FHWA with other interested parties. The FHWA anticipates the documents cited herein may be posted on an FHWA website or other appropriate website.

B. INDIRECT COSTS

Indirect costs are allowable under this Agreement in accordance with the Recipient's Federally Negotiated Indirect Cost Rates as documented in writing and approved by the Recipient's cognizant Government agency. In the absence of such Government-approved indirect rates, the following rates are hereby approved for use under this Agreement as shown below:

<i>Type*</i>	<i>Indirect Rate</i>	<i>Period</i>	<i>Rate (%)</i>	<i>Base</i>
(*** Information to be filled in at award ***)				

*Types of Rates: Pred - Predetermined; Fixed - Fixed; Final – Final; Prov: Provisional/billing; or De minimus.

In the event the Recipient determines the need to adjust the above listed rates, the Recipient will notify the AO of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the AO.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

C. DATA RIGHTS

The Recipient must make available to the FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this Agreement shall be in accordance with 2 CFR 200.315, Intangible property.

D. PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) as defined at CFR Part 200.79 and 2 CFR 200.82 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the Agreement Officer's Representative (AOR).

E. AVAILABLE FUNDING

The total estimated amount of Federal funding that may be provided under this Agreement is \$_____ (to be filled in at award) for the entire period of performance, subject to the limitations shown below:

- (1) Currently, Federal funds identified on page 1 of the award document, are obligated to this Agreement.
- (2) Subject to availability of funds, and an executed document by the AO, the difference between the current funding and the total estimated amount of Federal funding may be obligated to this Agreement.
- (3) The FHWA's liability to make payments to the Recipient is limited to those funds obligated under this Agreement as indicated above and any subsequent amendments.

F. KEY PERSONNEL

Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

Name	Title/Position
(*** to be filled in at award ***)	

G. PROGRAM INCOME

Pursuant to 2 CFR 200.307, Program income earned during the Agreement period must be added to the Federal award and used for the purposes and under the conditions of the Federal award, unless otherwise approved by the AO. Program income must not be used to offset the Federal or Recipient contribution to this project.

H. SUBAWARDS

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.326.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

The following subawards are currently approved under the Agreement:

Name
(*** to be filled in at award ***)

Approval of each subaward is contingent upon a fair and reasonable price determination, and approval by the AO for each proposed subcontractor/sub-Recipient. Consent to enter into subawards will be issued through a formal amendment to the Agreement.

I. ORDER OF PRECEDENCE

The Recipient's technical and budget applications are accepted, approved, and incorporated herein as Attachments A and B. In the event of any conflict between this Agreement

document and the Recipient's proposal and/or application, this Agreement document shall prevail.

J. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

This Agreement is designated as: NON-RESEARCH

K. CONFERENCE SUPPORT RESTRICTIONS

The Recipient must obtain written approval from the AOR prior to incurring any costs for conference support. See the definition of conference as contained in 2 CFR 200.432.

Food and beverage costs are not allowable conference expenses for direct reimbursement under this Agreement unless approved in advance by the AO in writing. Any costs associated with food, meals or light refreshments are not allowable for reimbursement under this Agreement unless the AO approves those costs in advance.

Note: Costs of meals are allowable as a travel per diem expense for individuals on travel status and pursuant to the Travel clause of this Agreement.

L. AGREEMENT PERFORMANCE REQUIREMENTS SUMMARY

Not Applicable.

M. DISPUTES

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from one level above the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any

decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within thirty calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of Acquisition and Grants Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

3. REPORTING

ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient shall submit all required reports and documents, under transmittal letter referencing the Cooperative Agreement number, as follows:

Submit an electronic copy to the Agreement Specialist at the following address:

Angela.Jones@dot.gov

Submit one electronic copy to the AOR at the following address:

Federal Highway Administration
Office of Natural Environment
1200 New Jersey Avenue
Washington, DC 20590

Attention: (to be filled in at award)

QUARTERLY PROGRESS REPORT

The Recipient will submit an electronic copy of the Performance Progress Report (SF-PPR), in PDF format, to the AOR and the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final RPPRs are due 90 days after the end of the Agreement period of performance. The SF-RPPR content directions and budget formats are available online:

http://www.nsf.gov/bfa/dias/policy/rppr/format_ombostp.pdf.

The Quarterly Progress Report must include the required certification pursuant to 2 CFR

200.415.

Calendar quarters are defined as:

1st : January – March
2nd : April – June
3rd : July – September
4th : October – December

Reports due on or before:

April 30th
July 30th
October 30th
January 30th

Include the following information as attached pages:

- SF425, Federal Financial Report, and
- SF425A, Federal Financial Report Attachment (if applicable).

ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient shall submit one copy of the Annual Budget Review and Program Plan to the AOR and one copy to the Agreement Specialist 60 days prior to the end of each Agreement year. The Annual Budget Review and Program Plan shall provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming Agreement year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review shall contain a statement stating such. The Recipient will meet with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan shall not commence until AO written approval is received.

<end of section>

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to the following:

Primary point of contact:

Angela A. Jones, Agreement Specialist
Federal Highway Administration
Office of Acquisition and Grants Management
Email: Angela.Jones@dot.gov
Phone: (202) 366-4255

and

Secondary point of contact:

Sarah Berman, Agreement Officer/Team Leader
Federal Highway Administration
Office of Acquisition and Grants Management
Email: Sarah.Berman@dot.gov
Phone: (202) 366-4233

<end of section>

Attachment No. 1

Delivery Summary Table

Deliverables:

Item	Monthly	Quarterly	Annually	Once or Other
Transition period				90 days after effective date of award
Website and Information Center Operational				90 days after effective date of award
Website and Information Center Updated	X			Or as proposed by Applicant, approved by Government
Resource Library Operational		X		Or as proposed by Applicant, approved by Government
Identify Trails Training Opportunities		X		Or as proposed by Applicant, approved by Government
Coordinate and enhance trails training Opportunities	X			Or as proposed by Applicant, approved by Government
Convene and coordinate Training on Trails Accessibility and Trail Assessments		X		Or as proposed by Applicant, approved by Government
Convene and coordinate Trails Training Meetings and Workshops			X	Or as proposed by Applicant, approved by Government
State Trail Administrators Training Meeting			X	
Other statewide training program development		X		
Invoices	X			
Quarterly Progress Reports		X		
Annual Budget Review and Program Plan			X	60 days prior to each Agreement year

Attachment No. 2

(The level of effort (LOE) with estimated hours by task and labor category is shown in the following table. The applicant may propose changes with an explanation).

ESTIMATED LEVEL OF EFFORT**National Trails Training****Level of Effort per Labor Category****Person-Hours by Task**

	1	2	3	4	5	6	7	8	TOTALS
	---	---	---	---	---	---	---	---	
Project Manager	120	20	20	20	20	20	20	0	240
Executive Assistant	80	20	20	20	20	20	20	0	200
Communications Coord	120	0	120	100	20	80	20	0	460
Research Coord	120	120	40	40	40	20	10	0	390
Senior Project Coord	120	120	120	80	80	120	20	0	660
Technical Coord	80	20	80	180	20	20	10	0	410
Website Manager	240	0	0	0	0	0	20	0	260
Task Totals	880	300	400	440	200	280	120	0	2,620

Task Titles and Assumptions Used

Task 1 -	Trails Training Website and Information Center
Task 2 -	Identify Trails Training Opportunities
Task 3 -	Coordinate and Enhance Trails Training Opportunities
Task 4 -	Convene and Coordinate Training on Trail Accessibility and Trail Assessments
Task 5 -	Convene and Coordinate Trails Training Meetings and Workshops
Task 6 -	Develop and Assist Statewide Trails Training Programs
Task 7 -	Transition (costs in final year; averaged)