

**FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT**



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

**ENGAGING YOUTH WITH COMMUNITY-BASED
CONSERVATION AND RECREATION OPPORTUNITIES**

Funding Opportunity Announcement Number:

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TABLE OF CONTENTS

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

- A. Legislative Authority
- B. Project Background Information
- C. Project Objectives
- D. Program Objectives (Joint, National Park Service & Recipient)
- E. Term of the Agreement

SECTION II – AWARD INFORMATION

- A. Expected Number of Awards
- B. Estimated Total Program Funding
- C. Award Ceiling (Annual)
- D. Award Instrument

SECTION III – ELIGIBILITY INFORMATION

- A. Eligible Applicants
- B. Cost Sharing or Matching Requirements
- C. Other

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

- A. Address to Request Application Package
- B. Content and Form of Application Submission
- C. Submissions from Successful Applicants
- D. Submission Dates and Times
- E. Intergovernmental Review
- F. Submission and Registration Requirements
- G. Award Documents
- H. Funding Restrictions

SECTION V – APPLICATION REVIEW INFORMATION

- A. Review Criteria
- B. Review and Selection Process

SECTION VI – AWARD ADMINISTRATION INFORMATION

- A. Award Notices
- B. Administrative and National Policy Requirements
- C. Reporting

SECTION VII – AGENCY CONTACT

- A. Contact

SECTION VIII – QUESTIONS

- A. Questions

SECTION IX – OTHER INFORMATION

- A. Modifications or Changes to the Announcement**
- B. Government Right to Reject or Negotiate**
- C. Evaluation and Administration by Non-Federal Personnel**
- D. Notice of Right to Conduct a Review of Financial Capability**
- E. Notice of Potential Disclosure under Freedom of Information Act**

APPENDICES/REFERENCE MATERIAL

Appendix A - Definitions

Appendix B - Personally Identifiable Information (PII)

**Appendix C - Application Package – Form SF 424 (Application for Financial Assistance),
Form SF 424A (Budget Information), Form SF 424B (Assurances), Form SF LLL
(Lobbying)**

NATIONAL PARK SERVICE
**ENGAGING YOUTH WITH COMMUNITY-BASED
CONSERVATION AND RECREATION OPPORTUNITIES**

SECTION I: FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

- *16 U.S.C. 1g* authorizes the National Park Service (NPS) to enter into cooperative agreements that involve the transfer of NPS appropriated funds to funds to State, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out National Park Service programs pursuant to *31 U.S.C. 6305*.
- *16U.S.C. 1f*, Challenge Cost Share Authority, authorizes the NPS to enter into agreements with cooperators for the purpose of sharing costs or services in carrying out authorized functions and responsibilities of the Secretary with respect to any unit or program if the national park system, and affiliated areas, or any designated National Scenic or Historic Trail. This authority allows the agency to negotiate and enter into cooperative agreements with any State of local government, organization, institution, individual or other entity. A cooperative agreement may be utilized if there is substantial involvement in the project on the part of the NPS.

B. Project Background Information

The principal purpose of this agreement is to help deepen the connections between younger generations and America's parks. One way in which the National Park Service seeks to achieve this is by engaging young adults in community-based work and offering internships and training, all of which provide exposure to the importance of parks and conservation and to potential career opportunities therein. In the process, participants will add value to NPS by helping our staff and partners cultivate strong relationships with the youth and "emerging adult" demographics as project participants in our community-based projects.

The primary program model for this cooperative agreement will be a program of service opportunities in which young adults support the NPS education and youth-related outreach mission. NPS seeks a partner(s) to administer and facilitate a program to include long-term fellowships for young adults aged approximately 18-30, shorter community-based service-learning experiences for those aged approximately 18-22, and development and delivery of training, tools, and media that further the purpose of the agreement.

A cooperative agreement spanning five years is envisioned. As an ongoing and long-term project spanning multiple Fiscal Years, incremental funding is anticipated and separate annual Task Agreements will be employed subject to funding availability. Subsequent requests for additional time or funding must receive prior approval of the Awarding Officer and will be authorized by modifications.

This youth engagement program has the goal of engaging more young people in community-based conservation through the efforts and examples set by peers. Recruitment of program participants who reflect the ethnic, racial and cultural diversity of the communities served will, therefore, be imperative to the success of this program. We seek a partner(s) with proven experience in working with community-based organizations to identify strong talent from a wide range of sources.

C. Project Objectives

COR seeks one or more partners who will:

- (1) Administer a program of up to 1-year-long fellowship positions** in youth engagement for those aged approximately 18 to 30, to include performance of all associated recruitment, training, payment, oversight, and record keeping functions. The selected partner(s) will need to recruit, appoint, place and maintain qualified individuals for these positions who are acceptable to the supervising NPS staff. (The variety of duties to be performed through the fellowships may include: resource inventory and analysis; preparation of maps, resource inventories, and other project visuals by hand or utilizing computerized information systems; information exchange with public and professional audiences; assistance with organization and logistical support of planning workshops and public meetings; and preparation of conceptual designs related to site management and conservation alternatives, under the direction and support of COR staff. The program will welcome candidates who have strong interest and potential to contribute to the project even if they have not yet attained all of the qualifications or experiences that would allow full performance in the near term.)

The partner(s) will provide a stipend for subsistence to each individual selected for these fellowships, an allowance to defray daily commuting expenses, a travel allowance to provide funds for duty-related travel for training and project work, and a housing stipend appropriate to the cost of local housing, and injury and liability insurance coverage.

The partner(s) will manage and carry out all necessary administrative functions and record-keeping, with the exception of instruction and supervision related to the conduct of the experiential/work assignments given by the NPS staff serving as mentors/supervisors.

- (2) Administer an ongoing program of 2 - 16-week educational internship positions** for participants aged approximately 18-22, focusing on a range of potential experiential education activities and outdoor recreation participation. The partner will recruit, appoint, place and maintain qualified individuals for these positions who are

acceptable to the supervising NPS staff. (The variety of duties to be performed through the internships fellowships may include: physical labor to construct or maintain trails or perform other conservation work in community settings; supervision of other young people in small work crews; and youth engagement work that encourages teens and young adults to participate in local projects being assisted by COR programs.)

The partner(s) will provide a stipend for subsistence to each individual selected for these internships, a travel allowance to provide funds for participation in training and opportunities for off-site conservation and recreation activity exposure, and injury and liability insurance coverage.

The partner(s) will manage and carry out all necessary administrative functions and record-keeping, with the exception of instruction and supervision related to the conduct of the experiential/work assignments given by the NPS staff serving as mentors/supervisors.

- (3) Cooperatively develop and deliver supportive services and tools** which may include: providing necessary training to interns and fellows as well as to COR staff; developing tools and resources for use in attracting and retaining involvement by youth and young adults to participate in community projects in ways other than the direct internship program in (2) above; and production of print, online, and other media that furthers the purpose of this agreement.

The selected partner(s) must be capable of recruiting and supporting the performance of qualified persons who can successfully use social media and events to reach out to new audiences to engage them in the mission of COR programs and teach outdoor recreation skills.

The scale of the fellowship program will be determined by budgetary limitations; minimal scale for operability will be six (6) Fellows annually in year-long service learning positions, up to a maximum of ten (10). Likewise, the annual number of short-term internship positions will depend upon budget availability, but will involve at least 40 positions. Supportive services and tools that are needed will be determined based on the number of fellowships and internships supported as well as other variables.

D. Program Objectives

The NPS will:

- Provide experienced and seasoned COR staff in a variety of office locations nationwide to serve as mentors to the Fellows, and provide all needed guidance, identify tasks to be performed, manage and prioritize work, review all documents, and give daily supervision.
- Identify recreation and conservation projects and sponsoring organizations outside of NPS that will focus the work of interns.

- NPS staff will provide connection and points of contact for experiences in a variety of NPS sites with suitable programs, resources, staff, and job opportunities to learn about, suitable for Fellows and interns.
- Provide funding to stimulate and support these activities

The Recipient will:

- Administer the three components described above (the Fellowship program, the educational internships, and the supportive services and tools).
- In addition, the recipient(s) will develop and deliver an annual work plan and budget to accomplish the specific task(s) outlined in a separate task agreement(s), and an annual performance report documenting the impacts of work performed by the program participants fielded through these programs. The annual performance report should include a web-based reporting mechanism that documents and celebrates accomplishments through narrative and graphic communication.

E. Term of the Agreement

This agreement will become effective upon the date of last signature and shall expire **five** years from the effective date, unless terminated earlier in accordance with OMB Circular A-110 and 43 CFR 12.

Prior to the expiration of this agreement, modifications may be proposed by either party and will become effective upon written approval of both parties.

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

Projects will be funded by issuance of task agreements, subject to the availability of funds, placed against the (NPS/recipient) master cooperative agreement. Each task agreement will identify the amount of funding provided by the NPS.

SECTION II: AWARD INFORMATION

NPS anticipates awarding a cooperative agreement under this program announcement. The NPS will be substantially involved in directing the work performed under the resulting award. The level of involvement will be negotiated with each Recipient prior to award of individual task agreement(s). Substantial involvement consists of collaboration in the project. As part of its standard project management responsibilities, NPS will also conduct periodic reviews and ongoing evaluation of key performance parameters.

A. Expected Number of Awards

NPS anticipates making one (1) award under this announcement.

B. Estimated Total Program Funding (annual)

Subject to the availability of funds, estimated funding is approximately \$120,000.00 – \$500,000.00. The actual level of funding is dependent upon the appropriations allocated for this program.

C. Award Ceiling (annual) \$500,000

D. Assistance Instrument Cooperative Agreement (5-year)

SECTION III: ELIGIBILITY INFORMATION

A. Eligible Applicants

Non-Profit Organizations Section 501(c)(3) of the IRS code exempts payment of federal income taxes for charitable, religious, scientific, literary and educational organizations. It is the most commonly used section in the IRS code granting tax exemption. Unless a non-profit corporation files a 501(c)(3) application with the IRS, it will not be exempt from paying federal income taxes.

B. Cost-Sharing or Matching Requirement

A cost match for each agreement is not required for the award generated from this Funding Opportunity Announcement.

Section IV: APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

PLEASE NOTE: APPLICATIONS FOR THIS ANNOUNCEMENT WILL BE SUBMITTED ELECTRONICALLY THROUGH GRANTS.GOV. SUBMISSION INFORMATION IS POSTED IN PART B OF SECTION IV BELOW.

An **Application Package** has been included within this Funding Opportunity Announcement for your convenience, found in **Appendix C**. The **Application Package** contains three mandatory forms, which must be submitted with your proposal, forms include: form **SF-424** (Application for Financial Assistance), form **SF-424A** (Budget Information), and form **SF-424B** (Assurances). The Application Package can also be accessed and downloaded from the Synopsis page of this announcement in Grants.gov.

B. Contents and Form of Application Submission

You must complete the mandatory forms and any applicable optional forms, in accordance with the instructions on the forms and the additional instructions below, as

required by this Funding Opportunity Announcement. **Do not include any proprietary or personally identifiable information as defined in Appendix B.**

Standard Form 424 (SF 424) - Application for Federal Assistance

Complete this form as much as possible with all applicable information.

Standard Form 424A (SF 424A) - Budget Information

You must provide an estimated cumulative budget for the total project in your proposal. A detailed budget will be required per individual task agreements generated under the Cooperative Agreement during the term of the agreement.

Standard Form 424B (SF 424B) – Assurances

This form must be signed and submitted with you application.

Indirect Charges

Most states, Universities and larger non-profits have a negotiated indirect cost rate with Federal Government. This agreement must be submitted with any proposed project. Smaller organizations may not have an agreement with the Federal Government. In these cases, the indirect cost rate must be accompanied by a determination from an independent auditing firm. This determination will include the indirect cost rate, the calculations of the indirect cost rate including the base and indirect costs pools and the associated dollar figures for both. Proposals that fail to document their indirect costs will have those costs disallowed.

Project Narrative - Proposal Submission Format

The proposal is a narrative description that should specifically address each of the review criteria (see Section V). The proposal text must be no longer than 20 pages, no smaller than font size 11, and have 1-inch margins. The 20-page limit includes all text, figures, references, and resumes. Forms SF-424, SF-424A, SF-424B, and the statement of indirect charges are not counted as part of the 20 page limit. Additionally, only information that is pertinent to the proposal should be included.

Complete Application Package should include:

- Completed SF 424 – Application for Financial Assistance
- Completed SF 424 A – Budget Information
- Project Narrative
- Indirect Cost Rate
- Signed SF 424B - Assurances

C. Submission From Successful Applicants

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

- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)

D. Submission Dates and Times

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by **Friday, May 31, 2013 1200/PM Mountain Time**. You are encouraged to submit your application well before the deadline. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.** If it is determined that a proposal will not be considered due to lateness, the applicant will be notified. **Application preparation time may take several weeks, so please start the application process as soon as possible.**

WHERE TO SUBMIT

APPLICATIONS MUST BE SUBMITTED TO THE NATIONAL PARK SERVICE BY THE DUE DATE BY GRANTS.GOV.

Funding Opportunity Announcement – **P13AS00043**

E. Intergovernmental Review

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

<http://www.whitehouse.gov/omb/grants/spoc.html>

F. Submission and Registration Requirements

STEP 1. Registration Process Requirements

There are several one-time actions you **must** complete in order to submit an application with the Federal Government. Each applicant must register with the **Central Contractor Registry (CCR)**. You are required to have a **DUNS number** (Dun and Bradstreet Data Universal Numbering System) in order to register with CCR. Use the Grants.gov Organization Registration Checklist to guide you through this process at:

<http://www.grants.gov/section3/OrganizationRegCheck.pdf>

IMPORTANT: During the CCR registration process, you will be asked to designate an EBusiness Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called “Marketing Partner identification Number” (MPIN). **Applicants, who are not registered with CCR, should allow at least 21 days to complete these requirements.**

START THIS PROCESS EARLY DON'T DELAY!

STEP 2. Questions

SECTION VIII of this announcement explains how to submit other questions to the Department of Interior, relative to the content and requirements of this announcement VIA E-MAIL TO Andrew_Lubner@nps.gov. Answers to all applicant questions will be posted as modifications to the Funding Opportunity Announcement weekly every Friday, by close of business, until the end date of the announcement.

G. Award Documents

Projects will be funded, subject to the availability of funds, by issuance of task agreements placed against the (NPS/recipient) master cooperative agreement. Each task agreement will identify the amount of funding provided by the NPS, provide a detailed Statement of Work (SOW) for the project, project plan, and project budget.

A task agreement issued by the NPS and signed by the NPS Awarding Officer obligates NPS funds. Notification of a successful proposal does not constitute authority to incur costs. Costs incurred prior to receipt of a signed cooperative and subsequent task agreement will not be reimbursed. Once the cooperative agreement and subsequent task agreement for a successful proposal has been signed by the NPS Awarding Officer, the recipient may incur costs as specified in the approved budget submittal.

H. Funding Restrictions

Funding. All funding is contingent upon the availability and appropriation of funds by the United States Congress.

Cost Principles. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 2 CFR Part 230 (OMB circular A-122 – “Cost Principles for Non-Profit Organizations”).

Pre-award Costs. Pre-award costs will not be reimbursed for any Task Agreements under any awards concluded from this Funding Opportunity Announcement.

Section V: Application Review Information

A. REVIEW CRITERIA

NPS WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT SEPARATELY ADDRESS EACH OF THE MERIT REVIEW CRITERION. Each applicant is required to provide a detailed narrative of the following criteria elements. It is HIGHLY recommended that the Project Narrative have sections labeled as follows:

Criterion 1		
Organizational Scope		Weight 15%
National perspective, local collaboration	This program needs to be national in scope in order to provide coordinated services in nationwide locations to be determined, and the partner(s) should have a national perspective and exposure. At the same time, the partner(s) should be supportive of collaborative approaches and capable of identifying, engaging, and collaborating with successful established local groups to carry out these and activities efficiently effectively.	
Public Land Corps qualification	Ability to provide program participants with the benefits of the <u>Public Land Corps</u> will be of added value in the selection process. If the partner is not a qualified PLC participant, it can seek to become qualified or may collaborate with organizations that are qualified.	

Criterion 2		
Working with Young Adults		Weight 25%
Experience in youth development and service learning	Demonstrated experience with resource stewardship as well as management of people. Experience working with youth and young adults: Direct participants will be ages 18-30, and the participants will in turn engage with their peers as well as youth 15-18 years of age.	

Criterion 3		
Funding Creativity		Weight 30%
Leveraging funding and compounding opportunities	Partner(s) has demonstrated eagerness and ability to leverage additional resources. (The funds made available in Task Agreements under this cooperative agreement are seen as stimulus, and the ability of partner(s) to leverage additional funding and other resources from other non-Federal sources will be a key consideration in selecting among proposals.) Partner has demonstrated creativity in considering ways to use partnerships, resource sharing, and other means to accomplish the purpose of this agreement.	
Creativity and resiliency	Partner(s) shows ability to plan for possible fluctuations in funding available for the project from year to year, and to maintain resiliency in the event of sudden growth or cut-backs in available NPS resources from year to year.	

Criterion 4		
Broad Community Engagement		Weight 30%
Experience in urban, diverse, under-served communities:	Partner(s) has repeatedly shown success in reaching underserved populations and diverse participants. Partner(s) has extensive experience partnering with community groups in urban and underserved areas. Partner can give evidence of ability to successfully recruit and support the workplace needs of racially and ethnically diverse participants.	

B. REVIEW AND SELECTION PROCESS

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

1. Merit Review

Each criteria element will be scored on a 0-10 point scale:

10:	Superior	(100 % of weighted average)
8:	Good	(80 % of weighted average)
6:	Satisfactory	(60 % of weighted average)
4:	Marginal	(40 % of weighted average)
2:	Poor	(20 % of weighted average)
0:	Not Acceptable	(No score)

The following numerical rating values may be assigned: 10, 8, 6, 4, 2, and 0. The scoring of each criterion must be based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following will be used as a guideline:

<u>Rating</u>	<u>Descriptive Statement</u>
10	Superior: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates no weaknesses.
8	Good: Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.

- | | |
|---|---|
| 6 | Satisfactory: Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains weaknesses and/or a number of minor weaknesses. |
| 4 | Marginal: Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or significant minor weaknesses. |
| 2 | Poor: Significant weaknesses are demonstrated and clearly outweigh any strength presented. |
| 0 | Not Acceptable: Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements. |

2. Selection

The Selection Official may consider the merit review recommendation, program policy factors and the amount of funds available.

3. Discussions and Award

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

Section VI: Award Administration Information

A. Award Notices

After an applicant's proposal is selected for award, a cooperative agreement will be sent for signature. Work cannot begin before the recipient receives a fully executed copy of the cooperative agreement and subsequent task agreements.

Notice of Selection

NPS will notify the applicant selected for award by June 28, 2013. This notice of selection is **not** an authorization to begin performance. (Pre-award expenses will not be reimbursed).

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

B. Administrative and National Policy Requirements

1. Office of Management and Budget (OMB) Circulars

By accepting Federal financial assistance, your organization agrees to abide by the applicable OMB circulars and federal regulations in the expenditure of federal funds and performance under this program.
<http://www.whitehouse.gov/omb/circulars>

2 CFR Part 215 (OMB Circular A-110) "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations."

2 CFR Part 220 (OMB Circular A-21) "Cost Principles for Educational Institutions."

2 CFR Part 225 (OMB Circular A-87) "Cost Principles for State, Local and Indian Tribal Governments."

2 CFR Part 230 (OMB Circular A-122) "Cost Principles for Non-Profit Organizations."

OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

43 CFR Part 12, Subpart E, "Buy American Requirements for Assistance Programs." FAR Clause 52.203-12, Paragraphs (a) and (b), "Limitation on Payments to Influence Certain Federal Transactions."

2. Standard Award Terms and Conditions

This agreement incorporates the Standard Award Terms and Conditions found at the following Dept. of Interior website as if they were given here:
<http://www..gov/pam/TermsandConditions.html>

Acceptance of a Federal Financial Assistance award from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation\regulation.
- Special terms and conditions.

- Code of Federal Regulations/Regulatory Requirements, as applicable (Contact your program officer with any questions regarding the applicability of the following):

2 CFR Part 175 Trafficking Victims Protection Act of 2000

43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs

43 CFR 12(E) Buy American Requirements for Assistance Programs

43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local

43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations

43 CFR 43 Government-wide Requirements for a Drug-Free Workplace

43 CFR 42 Government-wide Debarment and Suspension (Non-procurement)

43 CFR 18 New Restrictions on Lobbying

3. Endorsements

Recipient shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."

Recipients must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

A recipient further agrees to include this provision in a sub-award to and sub-recipient, except for a sub-award to a State government, a local government, or to a federally recognized Indian tribal government.

4. Special Terms and Conditions

- a. Order of Precedence. Any inconsistency in the agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 43 CFR Part 12; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; and (e) all agreement sections, documents, exhibits, and attachments; (f) and the recipient's project proposal.
- b. Modifications. The agreement may be modified by written agreement signed by both the recipient's Authorized Representative and the NPS Awarding Officer. Administrative changes (i.e. Awarding Officer name change, etc.) which do not change the statement of work, agreement amount, etc. or otherwise affect the recipient may be signed unilaterally by the Awarding Officer. Additionally, a unilateral modification may be utilized if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR, Subpart C, Section 12.83 for State, Local and Indian Tribal Governments or Subpart F, Section 12.961 for institutions of higher education, hospitals, other non-profit and all other organizations.

All other changes shall be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the NPS Awarding Officer shall be allowed in any manner or degree to modify or otherwise effect the terms of the agreement.

All requests for modification of the agreement shall be made in writing, provide a full description of the reason for the request and be sent to the attention of the NPS Awarding Officer. Any request for project extension shall be made at least 30 days prior to the expiration date of the agreement or the expiration date of any extension period that may have been previously granted. Any determination to extend the period of performance or to provide follow-on funding for continuation is solely at the discretion of the NPS.

5. Payments

- A. The commitment of funds in furtherance of this Agreement will be authorized by individual Task Agreements issued against this Cooperative Agreement identifying each project or group of projects, amount of financial assistance and any other special term or condition applicable to that project.

- B. Payments shall be requested in accordance with the following:
1. **Method of Payment.** Payment will be made by advance and/or reimbursement through the Department of Treasury's ASAP system.
 2. **Requesting Advances.** Requests for advances must be made submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the FA recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.
 3. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.
 4. **Adjusting payment requests for available cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
 5. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the FA recipient.
- B. **Supporting Documents and Agency Approval of Payments.** Additional supporting documentation and prior Agency (NPS) approval of payments may be required when/if a FA recipient is determined to be "high risk" or has performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the FA recipient when they submit a request for payment. The Recipient must then notify the NPS Awarding Officer identified on the Assistance Agreement that a payment request has been submitted. The NPS Awarding Officer may request additional information from the recipient to support the payment request prior to approving the release of funds, as deemed necessary. The FA recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.
- C. In order to ensure proper payment, it is required that recipients register with the System for Award Management (SAM), accessed at <http://www.sam.gov>. Failure to register can impact payments under this Agreement and/or any other financial assistance or procurements documents recipients may have with the Federal government.

- D. Any award beyond the current fiscal year is subject to availability of funds; funds may be provided in subsequent fiscal years if project work is satisfactory and funding is available.
- E. Allowable and Eligible Costs: Expenses charged against awards under the Agreement may not be incurred prior to the beginning of the agreement, and may be incurred only as necessary to carry out the approved objectives, scope of work and budget with prior approval from the NPS Awarding Officer. The recipient shall not incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities beyond the expiration date stipulated in the award.
- F. Travel costs: For travel costs charged against awards under the Agreement, the recipients and its contractors shall follow the travel policies in the Federal Travel Regulation, and may not be reimbursed for travel costs that exceed the standard rates. All charges for travel must conform to the applicable cost principles.
- G. Indirect Costs: Indirect costs will not be allowable charges against the award unless specifically included as a line item in the approved budget incorporated into the award.
- H. Recipient Cost Share or Match: The non-Federal share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal share. Exceptions to this requirement may be granted by the Awarding Officer based on sufficient documentation demonstrating previously determined plans for or later commitment of cash or in-kind contributions. In any case, the recipient must meet their cost share commitment over the life of the award.

6. Liability

The recipient agrees:

- a. To indemnify, save and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any act or omission of the City, its officers, employees, or (members, participants, agents, representatives, agents as appropriate) arising out of or in any way connected to activities authorized pursuant to this Agreement. This obligation shall survive the termination of this Agreement.
- b. To purchase public and employee's liability insurance at its own expense from a responsible company or companies with a minimum limitation of One Million Dollars (\$1,000,000) per person for any one claim, and an aggregate limitation of Three Million Dollars (\$3,000,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no

right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Prior to beginning the work authorized herein, the recipient shall provide the NPS with confirmation of such insurance coverage.

- c. To pay the United States the full value for all damage to the lands or other property of the United States caused by the recipient, its officers, employees, or representatives [as in Paragraph 1].
- d. To provide workers' compensation protection to recipient officers, employees, and representatives.
- e. To cooperate with the NPS in the investigation and defense of any claims that may be filed with the NPS arising out of the activities of the recipient, its agents, and employees.
- f. In the event of damage to or destruction of the buildings and facilities assigned for the use of the recipient in whole or in part by any cause whatsoever, nothing herein contained shall be deemed to require the NPS to replace or repair the buildings or facilities. If the NPS determines in writing, after consultation with the recipient, that damage to the buildings or portions thereof renders such buildings unsuitable for continued use by the recipient, the NPS shall assume sole control over such buildings or portions thereof. If the buildings or facilities rendered unsuitable for use are essential for conducting operations authorized under this Agreement, then failure to substitute and assign other facilities acceptable to recipient will constitute termination of this Agreement by the NPS.

C. Reporting

Financial Status Reports

Report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The financial information will be reported by completing and submitting the Federal Financial Report (FFR). Reports may be required quarterly, semi-annually or annually. The reporting requirements will be determined by the Awarding Officer and defined in the individual Task Agreements.

Reports shall be submitted no more than 30 calendar days after the end of the reporting period. The final FFR is no more than 90 calendar days after the end date of the agreement. The recipient shall submit a completed original Federal Financial Report (FFR).

The FFR can be downloaded at:

http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf

The NPS Awarding Officer will review the report for patterns of cash expenditures and assess whether performance or financial management problems exist. Before submitting the FFR to the NPS Awarding Officer, recipients must ensure that the information submitted is accurate, complete, and consistent with the recipient's accounting system. The recipient's Authorized Certifying Official's signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in the agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

Performance Reports

Recipients shall submit an annual performance report to the NPS Awarding Officer and the Agreement Technical Representative at the end of each year of the agreement detailing project activity and participant profile information.

Non-Compliance

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards.

Section VII: Agency Contacts

Awarding Officer

Andrew E. Lubner
Awarding Officer
National Park Service
Washington Contracting and Procurement Office
PO Box 25287, MS WCP
Denver, CO 80225
P: 303-969-2378
F: 303-969-2402
Andrew_Lubner@nps.gov

Section VIII: Questions

A. Questions

Questions regarding the content of the announcement must be submitted by e-mail to:

Andrew_Lubner@nps.gov

Section IX: Other Information

A. Modification or Changes to the Announcement

Notices of any modifications to this announcement will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

B. Government Right to Reject or Negotiate

NPS reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. Evaluation and Administration by Non-Federal Personnel

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

D. Notice of Right to Conduct a Review of Financial Capability

NPS reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

E. Notice of Potential Disclosure Under Freedom of Information Act

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

Appendix A - Definitions

"Applicant" means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a Funding Opportunity Announcement.

"Application" means the documentation submitted in response to a Funding Opportunity Announcement.

"Authorized Organization Representative (AOR)" is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization's E-Business Point of Contact designated in the CCR.

"Award" means the written documentation executed by a NPS Awarding Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

"Awarding Officer" means the NPS official authorized to execute Awards on behalf of NPS and who is responsible for the business management and non-program aspects of the Financial Assistance process.

"Budget" means the cost expenditure plan submitted in the Application, including both the contribution and the Applicant Cost Share.

"Consortium (plural consortia)" means the group of organizations or individuals that have chosen to submit a single Application in response to a Funding Opportunity Announcement.

"Cooperative Agreement" means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between NPS and the Applicant during the performance of the contemplated activity.

"Cost Matching" or "Cost Sharing" means the respective share of Total Project Costs to be contributed by the Applicant and by NPS. The percentage of Applicant Cost Share is to be applied to the Total Project Cost (i.e., the sum of Applicant plus NPS Cost Shares) rather than to the NPS contribution alone.

"Central Contractor Registry (CCR)" is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements, which require application submission through Grants.gov, require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

“Credential Provider” is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at

<https://apply.grants.gov/OrcRegister>.

“Data Universal Numbering System (DUNS) Number” is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge.

http://www.grants.gov/applicants/request_duns_number.jsp

“E-Business Point of Contact (POC)” is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov.

“E-Find” is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants <http://www.grants.gov/search/searchHome.do>

“Financial Assistance” means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For NPS, it NPSs not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

“Funding Opportunity Announcement (FOA)” is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

“Grant” means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between NPS and the Applicant during the performance of the contemplated activity.

“Grants.gov” is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

“Key Personnel” mean the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants.

“Marketing Partner Identification Number (MPIN)” is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to login to Grants.gov to assign privileges to the individual(s) authorized to submit

applications on behalf of your organization. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

"Modification" means a revision to a Funding Opportunity Announcement.

"Participant" for purposes of this Funding Opportunity Announcement only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Funding Opportunity Announcement.

"Project" means the set of activities described in an Application, State plan, or other document that is approved by NPS for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

"Proposal" is the term used for the documentation submitted in response to a Funding Opportunity Announcement. Also see Application.

"Recipient" means the organization, individual, or other entity that receives a Financial Assistance Award from NPS, is financially accountable for the use of any NPS funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

"Selection" means the determination by the NPS Selection Official that negotiations take place or certain Projects with the intent of awarding a Financial Assistance instrument.

"Selection Official" means the NPS official designated to select Applications for negotiation toward Award under a subject Funding Opportunity Announcement.

"Substantial Involvement" means significant involvement on the part of the Government. NPS's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

"Total Project Cost" means all the funds to complete the effort proposed by the Applicant, including NPS funds plus all other funds that will be committed by the Applicant as Cost Sharing.

Appendix B – Personally Identifiable Information

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

1. **Public PII:** PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.
2. **Protected PII:** PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in the files listed above to be evaluated by the Merit Review Committee.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual.
- Ratings
- Disciplinary actions
- Performance elements, standards, or work expectations are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers

- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

Listed below are examples of Public PII that Applicants may include in the files listed above to be evaluated by the Merit Review Committee:

- Phone numbers (work, home, cell)
- Street addresses (work and personal)
- Email addresses (work and personal)
- Digital pictures
- Birthday cards
- Birthday emails
- Medical information pertaining to work status (i.e. individual A is out sick today)
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include a Social Security Number
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work email address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (e.g. to be used in a program describing a speaker)
- Academic credentials
- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop unless it contains a Social Security Number

Appendix C - Application Package

Forms SF 424, SF 424A, SF 424B

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☐ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. Organizational DUNS:**

d. Address:

*** Street1:**

Street2:

*** City:**

County/Parish:

*** State:**

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

Fax Number:

*** Email:**

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐

a. This application was made available to the State under the Executive Order 12372 Process for review on

☐

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes

☐ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	0
2.						0
3.						0
4.						0
5. Totals		\$ 0	\$ 0	\$ 0	\$ 0	0
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	Total (5)	
a. Personnel	\$	\$	\$	\$	\$ 0	
b. Fringe Benefits					0	
c. Travel					0	
d. Equipment					0	
e. Supplies					0	
f. Contractual					0	
g. Construction					0	
h. Other					0	
i. Total Direct Charges (sum of 6a-6h)	0	0	0	0	0	
j. Indirect Charges					0	
k. TOTALS (sum of 6i and 6j)	\$	0	\$ 0	\$ 0	\$ 0	
7. Program Income	\$	\$	\$	\$	\$	

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0
9.					0
10.					0
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	0 \$	0
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	0 \$	\$	\$	\$
13. Federal					
14. Non-Federal	0				
15. TOTAL (sum of lines 13 and 14)	\$ 0 \$	0 \$	0 \$	0 \$	0
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0 \$	0 \$	0 \$	0
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	