



Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

National Nonprofit Organization Grant Program

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>

A. Program Description

Issued By: Department of Homeland Security (DHS) United States Coast Guard (USCG)

Catalog of Federal Domestic Assistance (CFDA) Number: 97.012

CFDA Title: Boating Safety Financial Assistance

NOFO Title: National Nonprofit Organization Grant Program

NOFO Number: DHS-USCG-2019-001

Authorizing Authority for Program: 46 U.S.C. 131: Recreational Boating Safety

Appropriation Authority for Program: *Fixing America's Surface Transportation Act* (Public Law 114-94). All awards are subject to the availability of funds.

Program Type: New. Applicants may apply for multi-year awards. Please see "Projected Performance Start and End Dates" for specific timeframes.

Program Overview, Objectives, and Priorities: The purpose of the National Recreational Boating Safety Program is to reduce the number of accidents, injuries, and deaths on America's waterways, and provide a safe enjoyable experience for the boating public. The program also encourages greater nonprofit organization participation and uniformity in boating safety efforts.

As stated in the Executive Summary of the National Recreational Boating Safety Program 2017 – 2021 Strategic Plan, the three major priorities are:

- 1) cultivate a boating public that is better prepared to engage in safer boating behaviors;
- 2) make better informed policy decisions by building and using highly-integrated systems to gather and evaluate data from many sources; and
- 3) nurture collaborative efforts among the stakeholders that benefit the boating public within the recreational boating safety community.

More information on the National Recreational Boating Safety Program 2017 – 2021 Strategic Plan can be found at <http://uscgboating.org/content/strategic-plan.php>.

In order to better implement the Strategic Plan, the Coast Guard has established a list of Areas of Interest for which an applicant can propose a project and may receive priority in funding. Please see Appendix A: Areas of Interest for a complete list.

Performance Metrics

Federal programs are required to relate financial data and performance accomplishments to the Office of Management and Budget per [2 CFR 200.301 Performance measurement](#). Applicants are required to develop and submit two performance metrics, specifically tailored to the proposed project, that:

1. measure program-specific outcomes, and
2. identify program performance accomplishments.

Performance metrics should produce reliable data on the effectiveness and efficiency of the program and substantiate the use of federal assistance dollars. The Coast Guard will assess these performance metrics during the application review process (please see **Section E. Application Review Information – Application Selection Criteria** for more information).

Key Changes for the 2019 Competition:

- Inclusion of performance metrics
- Applicants may apply for multi-year awards
- Improved clarity regarding applicant eligibility
- Improved budget guidance
- Technical assistance to be posted on the Coast Guard's website
- Updated list of Areas of Interest which may require proposals for a specific period of performance

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Estimated Available Funding for the NOFO: \$5,326,094

Projected Number of Awards: 30

Period of Performance: 15, 27, or 39 months. Extensions are permitted. Please refer to **Section H. Additional Information – Extensions**.

Projected Period of Performance Start Date(s): 07/01/2019

Projected Period of Performance End Date(s):
15 months: 09/30/2020
27 months: 09/30/2021
39 months: 09/30/2022

Funding Instrument:**Cooperative Agreement**

The Coast Guard is the lead agency in development and maintenance of the Strategic Plan of the National Recreational Boating Safety Program. The Coast Guard conducts joint meetings and conferences, serves on committees with individuals from nonprofit organizations, and conducts many other activities that constitute substantial involvement with the National Recreational Boating Safety Program.

C. Eligibility Information

Eligible Applicants: Nonprofits with 501(c)(3) IRS status, other than institution of higher education

Eligibility Criteria: *Ref: 46 U.S.C. 13104*

46 U.S.C. 13104 authorizes federal financial assistance for "national boating safety activities of national nonprofit public service organizations." The Coast Guard has developed the following eligibility criteria based on federal law and regulations, legal rulings and interpretations, and guidance from other federal agencies. Organizations do not need to be boating related.

1. Applicants must be a nongovernmental organization.
2. Applicants must be designated as a nonprofit organization with tax-exempt status by the Internal Revenue Service (IRS) in accordance with 26 U.S.C. 501(c) (3). Applicants are required to submit a copy of its letter from the IRS specifying the organization's status.
3. Applicants must demonstrate the ability to provide recreational boating safety services that are national-in-scope. National-in-scope means the organization must demonstrate the ability to provide recreational boating safety services in all regions; is currently providing recreational boating services in all regions; or proposes a specific plan and timeline to partner and/or contract with other national, state, and/or local organizations across all regions to provide recreational boating safety services. A national membership base does not suffice. For more information regions, please see Appendix B: Grant Regional Map.
4. Applicants must demonstrate that one of its primary functions is to provide services to the public.

Nonprofit organizations that are associated with profit-making or taxable organizations are eligible for grants if they meet all the eligibility requirements.

Ineligible Organizations

The following organizations are ineligible for funding: (1) colleges and universities; (2) hospitals; (3) governments or governmental organizations (including city, county, state, etc.); (4) churches; (5) municipalities; (6) local units of national organizations; (7) fraternal, lobbying, or religious organizations; and (8) organizations that are unable operate on a national level.

Contracting with Ineligible Organizations

Eligible applicants may contract with ineligible organizations to provide direct services to the proposed project. In the project narrative, the applicant must:

- indicate that it will maintain all project records, serve as the primary point of contact, and maintain funding accountability; and
- explicitly state which activities will be conducted by the contracted entity.

Contracted organizations should be limited to administrative, clerical, and/or technical functions.

Cost Share or Match:

None

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Application Start Date:

11/26/2018

Application Submission Deadline:

01/30/2019 at 11:59:59 PM EST

Applications received after the **January 30, 2019** deadline will **NOT** be considered for funding. Application packages that are not properly completed may not be accepted. Please note that one completed application must be submitted in order to be considered for funding. A list of required documents is located in the **Content and Form of Application Submission** section of this NOFO.

Anticipated Funding Selection Date:

04/30/2019

Anticipated Award Date:

06/30/2019

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Applicants" then "Apply for Grants," read the registration requirements, and register, if necessary (*note: please allow 24 hours for Grants.gov to recognize your information*). In order to obtain the application package select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

For a hardcopy of the full NOFO, please write or email a request to:

Cynthia Dudzinski: (202) 372-1064, Cynthia.M.Dudzinski@uscg.mil

– OR –

CHIEF, GRANTS MANAGEMENT BRANCH (CG-BSX-22)
US COAST GUARD

2703 MARTIN LUTHER KING JR. AVE. SE
WASHINGTON DC 20593-7501

Applications will be processed through the Grants.gov portal.

Content and Form of Application Submission

Required Sections & Page Limits

The following guidance and page limits apply to specific, required components of the application. Text submitted beyond the page limits will not be read or considered by the reviewers.

Executive Summary: One page

The executive summary should include an overview of what the project will accomplish, a statement of merit of the proposed activity(ies), and a statement about the broader impact of the proposed project.

Organization Description: One page

Describe the organization requesting grant funds. Include your capacity and technical experience in completing the proposed project. If applicable, demonstrate the organization's knowledge, participation, and/or experience in Recreational Boating Safety.

Program Narrative: 10 pages

The project narrative should be written with sufficient detail to clearly articulate project objectives and deliverables, and the timeline in which it will be completed: 15, 27, or 39 months. Applicants should review the selection criteria and draft the narrative to address each question.

Budget, Budget Narrative, & Other Required Documents: NO PAGE LIMITS

Budget & Budget Narrative Guidance

Applicants should submit a separate, detailed budget and budget narrative that corresponds to and aligns with the SF-424A Section B. The detailed budget should use the pre-identified categories in Section B as headers and itemize the anticipated costs, as applicable, under each section. The budget narrative should not be used to describe grant activities, but rather to explain the breakdown of project costs and how they may be applied across categories, as needed. Reviewers will use this information to assess the reasonableness and necessity of the proposed expenditures.

Applicants are encouraged to read the guidance written in this section and to refer to **Section H. Additional Information – Technical Assistance** for more information.

SF-424A Section B Categories

- a) **Personnel:** Identify the salaries and wages of direct personnel associated with the project. Include both principal project participants and support staff. Specify the appointment type (full-time or part-time) and the amount or percentage of time each individual will devote to the project.

- b) **Fringe benefits:** Contributions to employee benefits such as social security, pension funds, etc.
- c) **Travel:** Delineate proposed travel and associated costs. Specify if foreign or domestic, mode of transportation, and class of travel. Identify number of trips, places to be visited, the purpose, anticipated dates of travel, number of travelers, etc. Please itemize these costs with justifications. Applicants are advised to use no more than the GSA approved federal per diem rates.
- d) **Equipment:** List any equipment required for the proposed project. Federal regulations define equipment as an item costing more than \$5000 per unit. The anticipated cost per unit (CPU) should be defined, as well as the number of items to be purchased or leased.
- e) **Supplies:** List any supplies required for the proposed project. Federal regulations define supplies as an item costing \$5000 or less per unit. If making bulk purchases, please include both the total cost as well as the anticipated CPU.
- f) **Contractual:** Identify consultant services, subcontracts, and subcontractors (if known) and the service and/or product to be provided. Federal regulations ([2 CFR 200.320 Methods of procurement to be followed](#)) require recipients to obtain price or rate quotations from an adequate number of qualified sources before contracting a service. The bids do not need to be submitted for Coast Guard review, however, recipients must be able to substantiate the bids upon request from their Coast Guard representative.
- g) **Construction:** This is not an allowable cost for the nonprofit program.
- h) **Other:** Any other applicable costs that do not fit into the pre-determined categories.
- i) **Indirect Charges:** If applicable, specify the indirect cost rate, the name of the federal agency that negotiated it, and the date that it was approved. Provide a copy of a Negotiated Indirect Cost Rate Agreement with your application. See **Section D. Application and Submission Information – Indirect (Facilities & Administration) Costs** for more information.

For multi-year awards: Applicants proposing a multi-year project should include **only Year One costs** in the SF-424A. Subsequent years of funding should be included in the detailed budget and budget narrative. Funding will be awarded on a year-by-year basis pending the recipient's performance and the availability of funds. The Coast Guard reserves the right to reduce a multi-year proposal to a 15-month period of performance pending the review and assessment of the application. Reduction in project length would be discussed during grant award negotiations, if the abbreviated project is recommended for funding.

Application Checklist: List of Required Sections

- ☐ Application for Federal Assistance (SF-424)
- ☐ Executive Summary (one page)
- ☐ Organization Description (one page)

- ☐ Project Narrative (10 pages)
- ☐ SF-424A Budget Information – Non-Construction Programs
- ☐ SF-424B Assurances – Non-Construction Programs
- ☐ Detailed Budget & Budget Narrative (NO page limit)
- ☐ 501 (c) (3) letter from the IRS designating the applicant's nonprofit status
- ☐ Verification of a federally approved accounting system
- ☐ A copy of the Negotiated Indirect Cost Rate Agreement, if applicable
- ☐ List of the Board of Directors outlining duties, responsibilities, etc.
- ☐ Resumes of principal participant(s), if applicable: *A principal participant is the primary individual(s) responsible for the preparation, conduct, and administration of the grant, and serves as the constructive lead for the project.*
- ☐ Travel Policy: *Outline the most cost-effective way grant funds are utilized when traveling, including the selection of air travel, rental cars, lodging, meals, etc. The travel policy should also specify who will be traveling, the purpose of traveling, the location, the estimated duration of travel, and the means of transportation. Grantees are advised to use the GSA approved federal per diem rates or less.*

Format: Applications should be formatted in Times New Roman, 12 pt. black font.

Submission Requirements

Application packages **must** be submitted in Grants.gov. If you experience difficulties accessing information or have any questions, please call the Grants.gov customer support hotline at (800) 518-4726.

We recommend that application documents are submitted via two, separate PDF files:

- 1) **Narratives:** Executive Summary, Organization Description, Project Narrative, Detailed Budget, Budget Narrative
- 2) **Additional Documents:** Everything else

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. 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 DHS FAO.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the

requirements by the time DHS is ready to make a federal award. DHS 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.

The Standard Language for Using Grants.gov Apply is provided to aid in fulfilling these requirements:

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

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

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

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

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

3. *Register with SAM:* In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM).

Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

4. *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

5. *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

6. *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

7. *Track Role Status:* To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

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

How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

1. *Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. *Complete a Workspace:* Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.
3. *Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
5. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
6. *Submit a Workspace:* An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
7. *Track a Workspace:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission.

Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant to which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the DHS with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received by **Midnight Eastern Standard Time on January 30, 2019**. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Funding Restrictions

All expenditures under this program must be for allowable recreational boating safety costs.

Management and Administration

Management and administrative costs are allowable, subject to programmatic review.

Indirect (Facilities & Administrative) Costs

Nonprofit organizations that have never received a negotiated indirect cost rate may elect to charge an indirect cost rate of 10% of total direct costs which may be used indefinitely.

Any nonprofit organization that has a federally negotiated indirect cost rate may apply for a one-time extension of a current negotiated indirect cost rate for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted, the nonprofit organization may not request a rate review until the extension period ends. At the end of the four-year extension, the nonprofit organization must re-apply to negotiate a rate.

A nonprofit organization that has not previously established an indirect cost rate with a federal agency and opts to charge a rate different than 10% of total direct costs shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, later than **three months** after the effective date of the award. Organizations that have previously established indirect cost rates and opt not to extend the approved negotiated rate must submit a new indirect cost proposal to the cognizant agency within six months after the close of each fiscal year. During the indirect cost rate review period, the Coast Guard may withhold the indirect cost rate portion of the grant until an agreement is finalized.

E. Application Review Information

All applications received via Grants.gov are reviewed for completeness. Any required missing documents may disqualify applications. Please ensure that you have signed and submitted all required documents from **Section D. Application and Submission Information – Application Checklist: List of Required Sections**, as applicable.

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal awards; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)).

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

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 federal awarding agency review of risk posed by applicants."

Review and Selection Process

Applications are subjected to a Merit Review performed by Subject Matter Experts (reviewers). Reviewers assess the applications for technical merit, personnel qualifications, and the degree to which a proposal offers potential value and measurements to program goals as stated in this NOFO. Any persons who assess and score the nonprofit organization grant applications will be required to complete a DHS Conflict of Interest Form.

Upon completion of the review, BSX-2 staff logs the scores and prepares a ranking list, along with the recommended funding levels from the reviewers, for discussion and consideration. All recommendations are presented to BSX-2 Branch and Division Chiefs. The Office Chief reviews the Divisional recommendation. The Office Chief may present his or her own recommendations and funding levels along with the Divisional recommendation to the Director of Inspections and Compliance for review and ultimate approval. The Director of Inspections and Compliance has the authority to approve the awards.

Once the Director of Inspections and Compliance determines the final funding levels, an approval memo is generated, co-signed, and kept as part of the official program file. BSX-2 staff notifies each applicant of their application(s) status, and, if awarded, also receives the contact information for their assigned Grant Technical Manager.

Application Selection Criteria

This section includes the selection criteria that will be used to assess each application. Applicants should draft the narrative in the order in which the questions appear to ensure each one is addressed. **Please remember that the program narrative cannot exceed 10 pages.** Reviewers will be instructed not to read any text that goes beyond the 10-page limitation. Also note that this section includes the points for each question, indicating its weight.

1. Does the applicant propose a project that addresses an area of interest? –
 - a. **If yes:** Does the applicant effectively demonstrate how it will target an area of interest in its proposed project? **(20 pts)**
 - b. **If no:** Does the applicant identify an area of need for the recreational boating safety community and effectively demonstrate an ability to complete the proposed project? **(20 pts)**

All applications are eligible to receive up to 20 points. "If yes:" Applicants should clearly identify the targeted area of interest, propose relevant activities, and address any specific requirements prescribed in the area of interest description. "If no:" Applicants should clearly identify the overall need it plans to address and substantiate its importance, relevance, and potential contribution to the recreational boating safety community.

2. Does the applicant clearly define a project timeline and milestones? **(10 pts)**

Applicants should demonstrate that the timeline for the proposed project is reasonable and that the milestones are achievable. If applying for a multi-year award, ensure that incremental goals and/or milestones are clearly planned and identified, as well as any projects that may be replicated during the proposed period of performance. It is important to show the progression of the project start to finish.

3. Are the proposed activities measureable and consistent with program requirements? **(10 pts)**
4. Does the applicant effectively plan to measure and assess its deliverables? **(10 pts)**
*Applicants should develop performance metrics using the guidance included in **Section A. Program Description – Performance Metrics**. Applicants should indicate if their measurements are qualitative, quantitative, or both, and demonstrate that these measures are both realistic and achievable.*
5. Does the applicant demonstrate knowledge and experience in Recreational Boating Safety? **(10 pts)**
6. Does the applicant have the organizational capacity and technical experience to complete the proposed project? **(20 pts)**
If the technical experience is not “in-house,” applicants should have a plan in place to acquire it and indicate the associated costs.
7. Does the applicant describe how the proposed project is, or will be, national-in-scope? **(10 pts)**
8. How effective are the applicant’s proposed methods of outreach and/or dissemination for its products and/or deliverables? **(10 pts)**
Applicants should indicate the associated costs.
9. Do the budget and budget narrative align with the proposed project? **(10 pts)**
Please ensure that the budget and budget narrative matches and/or is tailored to the proposed project, especially if your organization is submitting more than one application. Additionally, please use consistent terminology when describing items in the narrative, budget, and budget narrative, preferably aligning the order in which they appear.
10. Are the budget line items necessary and/or reasonable? **(10 pts)**
11. Are the proposed administrative costs reasonable? **(10 pts)**

F. Federal Award Administration Information

Notice of Award

All applicants will be notified of their funding status. Successful applicants will receive a letter indicating the funded proposal(s), award amount(s), and the assigned Grant Technical

Manager(s). The letter will also include important information regarding grant award negotiations and participation in the annual, mandatory webinar.

Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be for the last year specified at that URL, unless the application is for a continuation award. In that event, the terms and conditions in effect for the fiscal year that award was originally made will apply.

Before accepting the award, the Authorized Representative should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Additionally, all successful applicants are required to comply with [2 CFR 200](#).

Grant Award Negotiations

After the successful applicants receive their funding notifications, the assigned Grant Technical Manager(s) will work with the grantee to identify areas of the narrative and/or budget that may require revision. Revisions may be required if:

1. the applicant is not awarded the amount of funding for which it applied;
2. there are activities and/or costs that are not allowable or approved; and/or
3. adjustments need to be made to the project timeline and/or period of performance.

Pending the results of the negotiations, grantees must submit the appropriate revised documents to the Grant Technical Manager and/or Nonprofit Coordinator for review. Coast Guard representatives may provide guidance and/or stipulations that help inform the grantee's revisions. After review and mutual acceptance of the modified document(s), the Award Agreement will be sent to the grantee for signature.

The assigned Grant Technical Manager and Nonprofit Coordinator will remain the grantee's primary points of contact during the life of the project, and should:

1. provide technical assistance as required,
2. review and approve the grantee's progress reports and requests for payments,
3. provide required federal forms and explain how to fill them out, and
4. act as liaison between the grantee and any other Coast Guard staff.

Financial Management

The Automated Standard Application for Payments (ASAP) is a system through which nonprofit organizations receiving federal funds can draw payments preauthorized by the Coast Guard through the U.S. Treasury. ASAP.gov is an internet payment and information system developed jointly by the Financial Management Services and the Federal Reserve Bank of Richmond.

Grantees will request all payments through ASAP. Once a payment request has been made, the Nonprofit Coordinator will review the request and approve it contingent upon up-to-date reporting and there being no programmatic and financial issues.

Recipients are requested to keep a record of all transactions for the project in an accounting system that is agreed upon by both parties and will withstand an external audit. All contracts shall be in accordance with government standards, and records of bids and proposals shall be kept for audit purposes.

PLEASE NOTE: Recipients shall maintain advances of federal funds in interest-bearing accounts, unless the following conditions apply: (1) the recipient receives less than \$120,000 in federal awards per year; (2) the best reasonably available interest-bearing account would not be expected to earn interest in excess of \$250 per year on federal cash balances; or (3) the depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources.

For those entities where the Cash Management Improvement Act (CMIA) (Public Law 101-453) and its implementing regulations do not apply, interest earned on federal advances deposited in interest-bearing accounts shall be remitted annually to Department of Health and Human Services, Payment Management System, P. O. Box 6021, Rockville, MD 20852 with a copy of said payment letter provided to the Coast Guard. Interest amounts up to \$250 per year may be retained by the recipient for administrative expenses. See 49 CFR Part 19 Section 19.22 (k&l).

Federal Financial Reporting Requirements

The Federal Financial Reporting form (SF-425) is available here:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

Quarterly Reports

Recipients are required to submit quarterly financial and progress reports due no later than 30 days after the end of each quarter. Quarterly report submissions should include a narrative report, signed SF-425, and SF-424A Section B for each grant. Grantees should submit their reports simultaneously to their assigned Grant Technical Manager(s) and Nonprofit Coordinator.

The reporting schedule for this program is:

- Quarter 1: Jul 1 – Sept 30th, due Oct 30th
- Quarter 2: Oct 1 – Dec 30th, due Jan 30th
- Quarter 3: Jan 1 – Mar 30th, due Apr 30th
- Quarter 4: Apr 1 – Jun 30th, due Jul 30th
- Quarter 5: Jul 1 – Sept 30th, due Oct 30th
- Quarters 6+: follow the same schedule for the duration of the period of performance

The total number of quarterly reports for each period of performance are:

- 15 months – 5 reports
- 27 months – 9 reports
- 39 months – 13 reports

Final Report & Close-Out Reporting Requirements

Recipients are also required to submit a final SF-425 and progress report due no later than 90 days after the end of the period of performance. The final progress report should detail all accomplishments and provide a qualitative summary of the impact of those accomplishments throughout the period of performance.

After the report has been reviewed and approved by the Program and Grants Branches, the Nonprofit Coordinator will send a notification of close-out to the grantee. The notice will confirm that the period of performance is closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final report.

The recipient is responsible for returning any unliquidated funds that remain on their financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Cynthia Dudzinski: (202) 372-1064, Cynthia.M.Dudzinski@uscg.mil

COMMANDANT (CG-BSX-22)
ATTN: CHIEF, GRANTS MANAGEMENT BRANCH
US COAST GUARD
2703 MARTIN LUTHER KING JR. AVE. SE
WASHINGTON DC 20593-7501

H. Additional Information

Program Income (2 CFR 200.307)

The Coast Guard approves nonprofit grantees to use the “addition” method of program income. This means that recipients are allowed to generate funds, via approved program activities and/or products, that may be added to the overall grant budget, and must be used for the purposes and under the conditions of the federal award.

Extensions (2 CFR 200.308)

One-time extensions are allowed. Recipients must request an extension in writing 10 days prior to the end of the period of performance. The Grant Technical Manager, in consultation with the Nonprofit Coordinator, will review the request, as well as the award’s agreed-upon deliverables, milestones, and timeline, to determine if the request is both appropriate and feasible. The Coast Guard will notify the recipient via email and/or an official notification letter.

Technical Assistance

The Coast Guard is working to provide better technical assistance to current grantees and prospective applicants. Applicants are encouraged to check the Coast Guard’s website for updates and/or guidance that may help during the application process. Future updates may

include best writing practices, a detailed budget template, and a sample executive summary. The website will include a “date of posting” so that applicants know if they have the latest information. While no documents are currently available on the website (as of the date of this competition’s announcement), the Coast Guard anticipates having items posted by the end of December.

Please visit our website at: <http://www.uscgboating.org/grants/nonprofit-grants.php>

Appendix A: Areas of Interest

Appendix B: Grant Regional Map

Appendix A: 2019 Areas of Interest

1. Standards Development

Develop and carry out a program to encourage active participation by members of the public and other qualified persons in the development and maintenance of technically-sound voluntary safety standards for the manufacturing of recreational boats and associated equipment, focusing on extending and/or enhancing federal safety regulations. The standards should be designed to improve the safety of recreational boats and reduce boating accidents where the boat or its associated equipment is the cause or contributing factor. Areas of particular interest include wireless automated control protocols and exterior lighting resulting in glare, navigation confusion and electronics interference.

2. Outreach, Marketing, and Year-Round Safe Boating Campaign Projects

This category includes activities designed to inform the boating public about the inherent risks associated with boating, to persuade the public to adopt safe boating behaviors, and to remind them of these behaviors. Examples of projects include the Importance of Boater Education, Engine Cut-Off Switches, Life Jacket Wear, Cold Weather, Consequences of Irresponsible Behavior on the Water, Navigation Rules, Boating Under the Influence, and Life-Jacket Labels.

3. Outreach and Awareness Symposium

A single national symposium to focus on the support of the National Recreational Boating Safety Program. Symposium organizers must focus on professional development opportunities for participants while making every effort to ensure affordability and gain maximum attendance. The symposium should provide opportunities for grant recipients, as appropriate, to present results of grant projects and hold planning sessions. Three to six months after the symposium, the organizers must survey participants on the long-term impacts of the symposium and include survey results in their final report. Sources and amount of other funding for the symposium must be clearly identified.

4. Standardize State Recreational Boating Safety Statutes and Regulations

This area of interest is to foster measurable standardization and reciprocity among State boating safety statutes, regulations and rules, and how they are administered and enforced with special focus on accident reporting, boating under the influence of alcohol and drugs, boater education and life jacket wear requirements. Hands-on coordination of State efforts and the establishment of cooperative environments, to include workshops and conferences where State officials can discuss issues regarding these topics, are required. This standardization shall endeavor to be compatible with other State boating safety efforts and promote RBS program effectiveness, the use of national education standards, and improved administration of Coast Guard-approved vessel numbering and accident reporting systems. The successful grantee(s) shall provide for a systematic measurement depicting passage of State laws during the performance period that provide for uniformity and reciprocity of boating safety laws. The successful grantee(s) shall also maintain an up-to-date and comprehensive online guide to State recreational boating safety laws and regulations that can be modified upon notification or discovery of change.

5. Boating Accident Investigations Seminars

Develop Coast Guard-approved curriculum and materials necessary for instruction of recreational boating accident investigators in the United States. The curriculum must include at least 40 hours of instruction and must cover the requirements of Title 46 U.S.C. Chapter 61 – Reporting Marine Casualties, Title 33 CFR 173 Subpart C – Casualty and Accident Reporting, 33 CFR 174 Subpart C – Casualty Reporting System Requirements (in particular, the casualty reporting system administration requirements of 33 CFR 174.103), 33 CFR Subpart D – State Reports, and 33 CFR Part 179 – Defect Notification. Proposals for this training are for classroom/on-site settings. The proposal should target geographically diverse locations that have not previously hosted an accident investigation course; focusing on class sizes to best balance the maximum number of total students trained and the maximum number of class locations. The course must cover an overview of recreational boat accident investigations, general shipboard and vessel terminology, navigation rules and regulations, environmental distractions, witness interviews, collision dynamics, evidence collection and preservation, diagramming, and report writing, with an emphasis on adherence to definitions and detail in the accident narrative and with particular focus on human factor causal elements. The award must also include an Instructors Manual or Handbook.

6. Life Jacket Wear Rate Study

This area of interest would provide alternatives to achieving reliable estimates of nationwide recreational boater life jacket wear rates. Plans presented should lay out the advantages and disadvantages and projected costs of an annual, biennial, and triennial study. Plans can include the use of paid or volunteer observers, and must be based on actual observation of a representative sample of boaters on high-use lakes, rivers, and bays, ideally conducted in different locations at different times of the year to accurately capture the impact of the seasonal nature of boating. Methods for developing estimates must be replicable and must be able to collect data by number, type, length, operation, and activity of boats and by boater age and gender.

7. Boating Under the Influence (BUI) of Alcohol and Dangerous Drugs Detection and Enforcement Courses

Develop and conduct train-the-trainer and BUI detection and enforcement training courses for State and local marine patrol officers, Coast Guard boarding officers, and others. The goal of the training would be to provide students with the knowledge and skills they need to detect and deter recreational boater alcohol and drug use and related accidents. Additionally, the area of interest would support the execution of a focused national outreach effort to highlight the dangers of BUI through education and enforcement, as well as specific training on the effective use of the *Seated Battery of Standardized Field Sobriety Tests*.

8. Boatbuilder's Handbook Update

The Boatbuilder's Handbook was last updated over two decades ago. Its over 200 pages require review to validate the accuracy of existing content and to update content with the latest manufacturer compliance requirements with links to supplemental information,

references, and a video library that shows manufacturers how to meet compliance requirements.

9. Current Trends in Remote Fuel Delivery Analysis

Produce a technical report analyzing the current status of 33 CFR 183 Subpart J in relation to current and future trends in remote fuel delivery with recommendations of parameters and thresholds to maintain and enhance the level of safety provided by 33 CFR 183 Subpart J.

10. “A Guide for Multiple Use Waterway Management (Second Edition 2004)”

A Guide for Multiple Use Waterway Management is a tool for resource managers, planners, regulators, and other waterway stakeholders and professionals who are trying to make sense of an evolving body of information about multiple-use waterway issues and conflicts and site-appropriate ways for coming to terms with them. This effort should include any updates to research reports, management plans, process summaries, academic and governmental studies, etc. used in the previous editions, as well as any new and relevant reports, articles, etc., that address emerging issues since the guide was last published. The final guide for electronic publication must be in a format suitable to and in compliance with governmental standards.

11. Advertising Campaign for the 50th Anniversary of the Federal Boat Safety Act (FBSA) of 1971

The FBSA was signed into law in 1970. Since that time, recreational boating has increased from 5.5 million registered boats in 1971 to over 12 million registered boats last year. Additionally, sail and human-powered craft have increased dramatically and now play a significant role as part of the recreational boating community. This area of interest will focus on developing an advertising campaign that captures the remarkable impact the FBSA has played in the prevention of recreational boating casualties, safer construction of boats, enhanced associated equipment including life jacket design and wearability. The campaign will include the development of a slogan, graphics, and a logo that emphasizes the importance of the FBSA, its positive effects on the recreational boating community, and the continuing need of the boating safety program. The successful grantee(s) will gather input from recreational boating partners from the USCG, States, nonprofit entities and other significant stakeholders in the development and rollout of the campaign. *Applicants must submit a proposal for a three-year project. Funding will be awarded on a year-by-year basis pending the recipient's performance and the availability of funds.*

