

NOTICE OF FUNDING OPPORTUNITY



DEPARTMENT OF DEFENSE

OFFICE OF THE SECRETARY OF DEFENSE (OSD) MANTech PROGRAM, MANUFACTURING EDUCATION AND WORKFORCE DEVELOPMENT (M-EWD)

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CONTENTS

I.	PROGRAM DESCRIPTION.....	3
A.	OVERVIEW OF FUNDING PRIORITIES.....	3
B.	BACKGROUND.....	4
C.	FUNDING PRIORITIES.....	5
D.	AUTHORIZATION.....	10
II.	FEDERAL AWARD INFORMATION.....	10
III.	ELIGIBILITY INFORMATION.....	11
A.	ELIGIBLE APPLICANTS.....	11
B.	COST SHARING OR MATCHING.....	11
C.	CONFLICT OF INTEREST.....	11
IV.	APPLICATION AND SUBMISSION INFORMATION.....	12
A.	SUBMISSION DATE AND TIME.....	12
B.	APPLICATION PROCEDURES AND REQUIREMENTS.....	12
C.	APPLICATION WITHDRAWAL.....	14
D.	APPLICATION FORMS.....	14
E.	PROJECT NARRATIVE CONTENT.....	15
V.	APPLICATION REVIEW INFORMATION.....	21
A.	SELECTION CRITERIA.....	21
B.	REVIEW AND SELECTION PROCESS.....	23
VI.	FEDERAL AWARD ADMINISTRATION INFORMATION.....	24
A.	FEDERAL AWARD NOTICES.....	24
B.	NATIONAL POLICY (NP) REQUIREMENTS.....	24
VII.	REPORTING REQUIREMENTS.....	31
A.	PERFORMANCE REPORTING.....	31
B.	FINANCIAL REPORTING.....	31
C.	AUDIT REPORTS.....	31
D.	PROPERTY REPORTS.....	31
E.	DOCUMENT SUBMISSION.....	31
VIII.	OTHER ADMINISTRATIVE REQUIREMENTS.....	32
IX.	FEDERAL CONTACTS.....	32
X.	OTHER INFORMATION.....	32
A.	SECURITY AND SAFEGUARDING INFORMATION.....	32
XI.	APPENDIX: INITIAL WORK PLAN REQUIREMENTS.....	32

I. PROGRAM DESCRIPTION

The Department of Defense (DoD) Office of the Under Secretary of Defense for Research and Engineering (OUSD(R&E)) Manufacturing Technology (ManTech) Program (hereinafter referred to as “OSD ManTech”) furthers national security objectives through the development and application of advanced manufacturing technologies and processes. OSD ManTech is one effective mechanism for maintaining the technological edge of the United States by promoting innovative manufacturing capabilities and an industrial base that can deliver them. To ensure technological advantage over our adversaries, OSD ManTech provides an innovative, agile, resilient, responsive, and affordable industrial base by:

- Serving as the Department’s investment mechanism for identifying, developing, and maturing manufacturing processes that enable affordable production and repair of defense systems and equipment;
- Disseminating results to the defense industrial base (DIB);
- Striving to enhance the resilience of the supply chain; and
- Promoting education and training of the domestic manufacturing workforce.

OSD ManTech carries out this mission by focusing on a diverse set of identified joint, defense-critical, and sometimes high-risk manufacturing technology areas. In coordination with the branches of the military services and the nine Department of Defense Manufacturing Innovation Institutes (MIIs), OSD ManTech works on cross-cutting national security manufacturing needs to stimulate the early development of manufacturing processes concurrent with technology development and workforce training.

The DoD has a responsibility to maintain a strong and capable military to protect the nation. A highly skilled and educated defense manufacturing workforce is critical to the development and maintenance of advanced defense technologies and systems that ensure that national security. The Defense Industrial Base is also an important contributor to both the national and numerous regional economies, in terms of creating jobs and driving innovation. By promoting education and training of the defense manufacturing workforce, the DoD can help ensure a steady supply of skilled workers who can contribute to the growth of the industry and maintenance of the U.S. technological edge.

The M-EWD Program proactively addresses issues limiting the affordability and availability of education and workforce training capabilities and infrastructure associated with advanced manufacturing technology in the Defense Industrial Base. Its activities focus around three broad areas:

- Building regional and state ecosystems for defense manufacturing;
- Upscaling solutions developed by the MIIs across networks; and
- Leveraging interagency relationships to support education and workforce development efforts

A. OVERVIEW OF FUNDING PRIORITIES

The purpose of this NFO is to facilitate the OSD ManTech mission broadly and specifically to deliver the public benefit inherent in the promotion of education and training of the defense manufacturing workforce. OSD ManTech seeks applications from organizations regarding mechanisms and organizational structures needed to identify and

categorize the advanced manufacturing workforce, implement and research the effectiveness of advanced manufacturing education and training programs and/or methods, Science, Technology, Engineering, and Mathematics (STEM) education, outreach, and/or workforce development initiatives specific to defense advanced manufacturing. These activities may include, but are not limited to:

- Activities aligned to the DOD ManTech Strategic Plan¹
- Research related to the state of the U.S. defense manufacturing workforce
- Education and workforce development activities aligned to the DoD Critical Technology Areas (CTAs)
- Alignment of existing or planned Regional Initiatives to DoD Manufacturing Priorities
- Strategic Partnerships
- Program Evaluations and Assessments
- Data Analytics and Visualizations
- Manufacturing Education and Outreach
- Other Congressional Initiatives and Programs

Initial Stand-up Phase (from date of award through 6-months of performance): OSD ManTech envisions establishing a collaborative relationship for the award and administration of a cooperative agreement (2 CFR § 200.24). The policies will include but are not limited to administering activities including the ideation, selection, and execution of projects that support DoD manufacturing educational workforce technology objectives.

The award made under this announcement will be governed by the general terms and conditions in effect at the time of the award that conform to DoD's implementation of OMB guidance applicable to financial assistance in 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Additionally, the requirements of the DoD Grant and Agreement Regulations at 32 CFR Subchapter C are applicable to this award. These terms and conditions are incorporated by reference in this announcement.

B. BACKGROUND

OSD ManTech is a vital component of the Under Secretary of Defense for Research and Engineering's (OUSD(RE)) efforts to ensure that the United States maintains its technological edge in defense manufacturing. OSD ManTech is focused on advancing the state-of-the-art in defense manufacturing processes, equipment, and materials, and supporting the development of a robust, resilient, and responsive defense industrial base.

OSD ManTech works in close collaboration with industry, academia, and government partners to identify dual-use technologies and critical manufacturing technology needs, and develop solutions to address them. The program focuses on a wide range of technology areas, including but not limited to: advanced materials, digital manufacturing, robotics and automation, advanced tooling, and additive manufacturing.

¹ https://www.dodmantech.mil/Portals/107/DoDManTech_StratPlan_2022_FINAL.pdf

OSD ManTech also supports the development and deployment of advanced manufacturing technologies across the defense industrial base through a variety of initiatives, including but not limited to: technology demonstrations, technology transition programs, and collaborative research and development efforts. OSD ManTech facilitates the needs for DoD and works closely with other non-DoD customers/agencies, such as the Department of Energy (DOE) and the National Institute of Standards and Technology (NIST), to leverage existing capabilities and resources and to ensure that defense manufacturing technology development efforts are aligned with broader national priorities.

These national priorities were most recently refined in *The National Strategy for Advanced Manufacturing*. The document notes that, “It is...imperative for the United States to develop and implement strategies to regain American leadership through investments in advanced manufacturing. Furthermore, the nation's manufacturing and industrial base underpins the U.S. military capabilities using advanced technologies to secure our democracy.”² Globally, the pace of innovation is accelerating and with it the competition for scientific and technical talent. Securing, training, and employing this talent is a critical national security imperative. The National Defense Strategy has also called for the Department of Defense to make significant investments in critical technology areas to meet key capability and capacity needs, and a broad, deep, and diverse technical talent pool is essential in completing this mission.³ It is anticipated that new initiatives and technologies will be considered, as the OSD ManTech portfolio of programs expands, which may include the creation and establishment of additional MIIs.

C. FUNDING PRIORITIES

In accordance with 10 USC §4841, *Manufacturing Technology Program*, OUSD(R&E), OSD ManTech is seeking a broad range of programs to support its manufacturing education and workforce development mission to, “to sustain and enhance the skills and capabilities of the manufacturing work force; promote high-performance work systems (with development and dissemination of production technologies that build upon the skills and capabilities of the work force), high levels of worker education and training, and to ensure appropriate coordination between the manufacturing technology programs and industrial preparedness programs of the Department of Defense and similar programs undertaken by other departments and agencies of the Federal Government or by the private sector.”

OSD ManTech seeks to complement its portfolio of programs (<https://www.dodmantech.mil>) while maintaining and/or increasing its focus on advancing the adoption of advanced manufacturing technologies in the defense industrial base and organic industrial base. This announcement explicitly encourages projects that improve the capacity of education and training systems, communities and regional

² *The National Strategy for Advanced Manufacturing*, <https://www.whitehouse.gov/wp-content/uploads/2022/10/National-Strategy-for-Advanced-Manufacturing-10072022.pdf>

³ <https://media.defense.gov/2022/Oct/27/2003103845/-1/-1/1/2022-NATIONAL-DEFENSE-STRATEGY-NPR-MDR.PDF>

economies to create needed training, curricula, support, and implementation activities to prepare the 21st century technical workforce. These activities may be carried out by, but not limited to, states and communities, community colleges, universities, research institutes, military depots, arsenals, and shipyards, or in the private sector. Funding will ultimately be targeted towards programs or projects that are most directly aligned with the ManTech Strategic Plan, the USD(R&E) Strategic Vision and Critical Technology Areas⁴, and The National Strategy for Advanced Manufacturing.

Specific initiatives to be supported through this NFO may include, but are not limited to, topics outlined below:

1. *Activities Aligned to the DOD ManTech Strategic Plan*⁵

As the primary technology office for OUSD(R&E) ManTech has established a distinct strategy, vision, and mission for the OSD ManTech Program. The strategy is implemented through four thrust areas that support the joint ManTech enterprise. Any activities proposed under this NFO should focus on Thrust Areas 3 (Expand Outreach and Communication) and 4 (Educate and Develop Manufacturing Workforce).

Under Thrust Area 3 ManTech will foster alignment with external stakeholders to address manufacturing gaps and bolster supply chain resiliency (Goal 3.1); and disseminate program results throughout the industrial base to enable transition (Goal 3.2). Under Thrust Area 4 ManTech intends to identify current and future education and workforce requirements for the DoD organic and industrial base (Goal 4.1); and strengthen the educational pipeline and develop a next-generation manufacturing workforce (Goal 4.2).

Given the broad scope of these thrust areas, ManTech expects resulting proposed scopes of effort to vary greatly in size and complexity. Projects may have a national reach or be regionally focused, limited to one technology area or offer overarching solutions sets common to all manufacturing sectors and/or technologies.

2. *Research related to state of the U.S. defense manufacturing workforce*

Defense manufacturing is a critical component of the U.S. economy, with a significant impact on national security. It is imperative that ManTech have a strong understanding of the current state of this workforce, its size, composition, available skills, location, and density, to be able to identify and develop workforce development initiatives in advance of need. Research on the current and likely future states of the defense manufacturing workforce will provide valuable insights into areas where skills training and development are necessary to maintain a national security advantage.

Of special interest is identifying systemic challenges which could affect the nation's ability to meet future defense manufacturing needs. This includes examining the

⁴ https://www.cto.mil/wp-content/uploads/2022/02/usdre_strategic_vision_critical_tech_areas.pdf

⁵ https://www.dodmantech.mil/Portals/107/DoDManTech_StratPlan_2022_FINAL.pdf

availability of skilled workers and identifying potential workforce gaps and shortages on a weapons system, technology, process, or on a regional basis.

OSD ManTech also seeks programs that emphasize areas that support the future mission of the broader-DoD and other federal agencies. These include, but are not limited to, DoD critical technology areas, such as biotechnology, cyber, microelectronics, and autonomy, from the research and development phase through advanced manufacturing⁶ (see also paragraph 6 in this section).

3. *Strategic Partnerships*

OSD ManTech seeks to fund programs and initiatives that support strategic partnerships with state, regional, and/or non-profit organizations, awardees, collaborators, and stakeholders across academia, the defense industrial base, the organic industrial base, non-profit entities, the Federal Government, and others, in alignment with the ManTech strategic vision and mission. ManTech seeks to foster partnerships which hold the potential to address skill shortages in advanced manufacturing, support national security objectives, realize cost savings in training and education programs, and expand the talent pipeline for defense manufacturing careers.

These strategic partnerships may also be developed and fostered through regional manufacturing ecosystems. Through engaging with and leveraging strategic partnerships, the DoD aims to create more effective and efficient workforce development interventions, and to amplify awareness of advanced manufacturing education and career opportunities. Benefits of collaborating through strategic partnerships and manufacturing ecosystems includes, but are not limited to, common articulation of manufacturing workforce shortfalls, common approach to collecting metrics and evaluating programs, sharing of best practices, and communicating opportunities to engage both students and incumbent workers in pathways to emerging or high need defense manufacturing careers.

4. *Program Evaluations and Assessments*

Program evaluation results may be used to assess a program's effectiveness, identify how to improve performance, or guide resource allocation. All evaluation efforts should complement and add to current evaluation efforts, both at the portfolio and individual program level. Evaluations may be commissioned to improve outcomes of the workforce development programs of the DoD-aligned Manufacturing Innovation Institutes (MII), or local efforts which hold promise of developing into national models.

Evaluation efforts of interest may include, but are not limited to, those programs which seek to improve efficiency in defense manufacturing processes in order to identify training or re-training requirements for new or incumbent workers; those projects or programs which can help identify skills gaps more quickly; those programs which propose to address workforce shortages directly; those programs

⁶ <https://www.cto.mil/modernization-priorities/>

which may contribute to the readiness of the defense manufacturing workforce; and those project which will monitor progress of existing or newly funded efforts. And/or regional-level evaluations on the health, efficiency, and effectiveness of manufacturing workforce ecosystems.

5. *Data Analytics and Visualizations*

OSD ManTech seeks to fund data analytic and visualization efforts and initiatives. These efforts may increase effective monitoring and reporting on progress towards program objectives, provide resources that show the availability of manufacturing education, training, and outreach programs and resources throughout the nation, and/or communicate and demonstrate the value of manufacturing and advanced manufacturing programs. Through data analytics and visualizations, OSD ManTech internal and external stakeholders may gain a better understanding of the breadth, depth, and reach of collaborative efforts across DoD manufacturing education, training, and workforce development programs, and OSD ManTech may be better positioned at the forefront of public dissemination efforts for program performance and outcome data.

6. *Education and Workforce Development Aligned to the DoD Critical Technology Areas*

To ensure enduring US leadership in science and technology, it is critical to support education and training in DoD critical technology areas to develop a robust technical workforce. OSD ManTech is focusing on activities aligned to critical technology areas by explicitly encouraging proposals that improve capability of workforce development and education systems and communities to create impactful educational experiences for students and teachers and prepare the 21st century technical workforce. Current critical technology areas include:⁷

- Human-Machine Interfaces
- Advanced Computing and Software
- Integrated Network Systems-of-Systems
- Microelectronics
- Space Technology
- Renewable Energy Generation and Storage
- Trusted AI and Autonomy
- Directed Energy
- Hypersonics
- Integrated Sensing and Cyber

Funding efforts will be targeted primarily towards programs which most directly contribute to the needs of the defense manufacturing workforce in these critical interest areas. These efforts may be directed at governmental or non-profit organizations near or associated with military shipyards, depots, and arsenals, and/or DoD-affiliated Manufacturing Innovation Institutes. Organizations which work to develop the workforce in these technology areas, should address how any proposed

⁷ <https://www.cto.mil/ct/>

workforce development efforts most directly connect to the technologies in this section.

7. *Manufacturing Education and Outreach*

Manufacturing is a crucial driver of economic development, job creation, and innovation. As manufacturing, and especially defense manufacturing, continues to evolve with technological advancements, the industry requires a highly skilled workforce that can adapt to these changes. Education and outreach initiatives help create a pipeline of skilled workers by inspiring and preparing students for manufacturing careers.

However, much of the public still has outdated perceptions of manufacturing as dirty, dangerous, and low-skilled work. Education and outreach programs help change these misconceptions and demonstrate the exciting and innovative opportunities available in modern manufacturing. For DoD such outreach is a critical component of loading the talent pipeline in order to create a workforce that is agile, innovative, skilled, and security clearance eligible.

DoD may fund some education and outreach efforts for the following populations:

- Incumbent defense manufacturing workers
- Incumbent manufacturing workers
- Underserved or underrepresented populations
- Transitioning veterans
- 2-Year College students
- K-12 (focus on secondary education)

Proposals may consider how to create and deliver full spectrum communications efforts, (e.g. web, social media, video, e-mail, etc.) and messaging specific to each targeted group.

8. *Alignment of regional Initiatives to DoD Manufacturing Priorities*

The DoD may seek to fund activities in regional economies or ecosystems aligned to the OSD ManTech's strategic vision and mission, and/or support the strategic goals of the USD(R&E). This strategic vision, mission, and goals are subject to change as USD(R&E) guidance is updated and the ManTech Strategic Plan is revised.

The vision and mission of the ManTech Strategic Plan (November 2022) is below:
ManTech Vision: A responsive, world-class manufacturing capability to affordably and rapidly meet warfighter needs throughout the defense system life cycle, within the Defense Industrial and Organic Base; and

ManTech Mission: Anticipate and close gaps in manufacturing capabilities for affordable, timely, and low-risk development, production, and sustainment of defense systems through technology development and adoption and training.

The corresponding goals outlined in the ManTech Vision and Mission are⁸:

- Advance Manufacturing technology
- Strengthen Joint Planning and Coordination
- Expand Outreach and Communication
- Educate and Develop the Manufacturing Workforce

9. *Other Congressional Initiatives and Programs*

From time-to-time Congress may fund programs or projects within ManTech's statutory authority or direct the execution of programs or projects related to manufacturing technology or the defense manufacturing workforce. These programs or projects may or may not occur during normal program and budget cycles.

Additionally, the DoD may seek to fund OSD ManTech educational initiatives, programs, and activities in addition to any M-EWD designated annually appropriated amount(s).

D. AUTHORIZATION

The authorization to make awards under this NFO may be found via the Assistance Listing (formerly, the Catalog of Federal Domestic Assistance [CFDA] Number) 12.333 at <https://sam.gov/fal/fa9e4b8702ff4ddd9559032b60488523/view>.

II. FEDERAL AWARD INFORMATION

TYPE OF INSTRUMENT

The Government intends to award a cooperative agreement. The anticipated substantial government involvement includes collaboration, participation, or intervention in the program or activity to be performed under the award. The Government reserves the right to award other assistance instruments, if deemed in the best interests of the Government.

ESTIMATED PROGRAM FUNDING

The Federal Government (DoD) anticipates funding \$18,000,000.00 towards the agreement, distributed across two fiscal years (basic award) and three, 1-year options (if exercised). The anticipated federal program funding, broken out by Fiscal Year (FY), is:

Fiscal Year	FY24	FY25	FY26 (Option 1)	FY27 (Option 2)	FY28 (Option 3)	Total Estimated Amount
Federal Contribution/ Funding	\$2M	\$4M	\$4M	\$4M	\$4M	\$18M

Subject to the availability of funds, the total value of this effort may also be augmented by Congress or by other federal government agencies.

ANTICIPATED NUMBER OF AWARDS

The Government reserves the right to make a single or no award as a result of this NFO. Only one (1) award is anticipated.

⁸ https://www.dodmantech.mil/Portals/107/DoDManTech_StratPlan_2022_FINAL.pdf

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible offerors include non-profit institutions, institutions of higher education, state and/or local educational agencies, or consortia of such institutions and/or industry. Must have *national reach* capabilities that enable engagement across and in support of the U.S. domestic manufacturing base. Foreign entities will not be considered.

Defense laboratories, military universities, and warfare centers, as well as other DoD and civilian agency laboratories, are not eligible to receive awards under this NFO. If any such organization is interested in the program described herein, the organization may contact the ManTech Deputy Director at: keith.a.devries2.civ@mail.mil to discuss potential projects. The subject line of the email shall read “OSD M-EWD NFO Project Proposal (Insert Name of Entity).”

Federally Funded Research & Development Centers (FFRDCs), including Department of Energy National Laboratories, are not eligible to receive awards under this NFO. However, teaming arrangements between FFRDCs and eligible principal offerors are allowed so long as they are permitted under the sponsoring agreement between the Government and the specific FFRDC.

University Affiliated Research Centers (UARC) are eligible to submit applications under this NFO, unless precluded from doing so by their Department of Defense UARC contract.

Religious organizations are entitled to compete on equal footing with secular organizations for Federal financial assistance as described in Executive Order (EO) 13798, “Promoting Free Speech and Religious Liberty.” ADAP Form 209.506-1. Silence on this topic in an application will be understood to mean there is no OCI with the Offeror.

B. COST SHARING OR MATCHING

Per 10 USC 4841, the Government will evaluate:

the extent to which that proposed transaction provides for the proposed recipient to share in the cost of the project. For a project for which the Government receives an offer from only one offeror, the contracting officer shall negotiate the ratio of contract recipient cost to Government cost that represents the best value to the Government.

C. CONFLICT OF INTEREST

The organization must disclose any potential or actual scientific or nonscientific conflict of interest(s) and must also disclose any potential or actual conflict(s) of interest for any identified sub recipient included in the application. The Government may follow-up with questions.

Depending on the circumstances, the Government may request a conflict of interest mitigation plan. The plan must be approved by the Government. Conflicts of interest which are unable to be mitigated will deem the applicant ineligible for award.

IV. APPLICATION AND SUBMISSION INFORMATION

Proposals submitted shall be in accordance with this announcement. Offerors may submit only one proposal. Proposed sub-recipients or formal collaborators may, however, team on multiple proposals. The proposal must be valid for at least 180 days. All proposals must reference this announcement number. Offerors should be alert for any amendments to this NFO that may adjust submission dates or other submission requirements. All submissions must be unclassified. The Government will not reimburse any cost associated with participation in the proposal process.

The Government reminds offerors that only warranted Grants Officers could bind or otherwise commit contractually the Government. The cost of preparing proposals in response to this announcement is not an allowable direct charge to any resulting agreement (or any other federal award/contract).

A. SUBMISSION DATE AND TIME

The DoD will only accept applications submitted on or before the date specified in this NFO announcement. Read the instructions in <https://www.grants.gov/web/grants/grantors/grantor-standard-language.html> about registering to apply for DoD funds. If the offeror experiences difficulties with their submission, Grants.gov provides support via the toll-free number 1-800-518-4726 and email at support@grants.gov. This ticket number will allow the DoD to verify the issue if it cannot be resolved by the application date.

The application package for this NFO is available on Grants.gov. Amendments to this NFO will be posted to the above website if and when they occur. Interested parties are encouraged to periodically check the above website for updates and amendments.

B. APPLICATION PROCEDURES AND REQUIREMENTS

This NFO competition is implemented in a single stage. The Government only seeks proposals that are relevant and responsive to the Topics of Interest listed above. Applications that fail to address the areas listed in the Topics of Interest may be rejected and not considered further.

Applications will be submitted through Grants.gov. The narrative portion of the application will be submitted in .pdf format. NOTE: If using Excel for any portion of the application, ensure the document is converted to .pdf format prior to uploading to Grants.gov.

DO NOT SEND: Hardcopies (including facsimiles)

DO NOT SEND: ZIP files

DO NOT SEND: Adobe Acrobat files in portfolio mode

DO NOT SEND: Password protected files.

Applications received after the due date and time specified in this NFO, or any amendments thereto will not be considered under any circumstance. Time of receipt will be determined by the date and time the email is by Grants.gov. Early submission is encouraged.

UNIQUE ENTITY IDENTIFIER (UEI), ACTIVE SYSTEM FOR AWARD MANAGEMENT (SAM)

Applications will only be accepted if submitted through Grants.gov. Organizations must have a Unique Entity Identifier (UEI), active System for Award Management (SAM) registration, and Grants.gov account to apply for grants and cooperative agreements. Please see “Attachment A - Registration and Submission Instructions” for details on how to go through this process.

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

The Federal Assistance Certifications Report is an attestation that the entity will abide by the requirements of the various laws and regulations; therefore, as applicable, you are still required to submit any documentation, including the SF-LLL Disclosure of Lobbying Activities (if applicable), and informing DoD of unpaid delinquent tax liability or a felony conviction under any Federal law.

Any attachment containing additional certifications should be prefaced by the following statement: “By checking “I Agree” on the SF-424 Block 21 you agree to abide by the following statement: “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)”

Offerors are responsible for submitting their applications in sufficient time to allow them to reach Grants.gov by the date and time specified in this announcement. It is strongly recommended that applications be uploaded at least two days before the closing date and time. This will help avoid problems caused by high system usage or any potential technical and/or input problems involving the offeror’s own equipment. It will also allow any application errors detected by Grants.gov to be corrected in time for the application to be resubmitted. If the application is received by Grants.gov after the exact time and date specified as the deadline for receipt, it will be considered “late” and may not be considered for review.

C. APPLICATION WITHDRAWAL

An offeror may withdraw an application at any time before award by written notice or by email. Notice of withdrawal shall be sent to the grants officer identified in this announcement. Withdrawals are effective upon receipt of notice by the grants officer.

D. APPLICATION FORMS

The below chart specifies which forms and attachments are required and specifies the maximum page lengths for attachments to be submitted along with the completed form.

Required Forms
SF424 Mandatory Form (V3.0)
Assurances for Non-construction Programs (SF-424B) (V1.1)
Budget Information for Non-construction Programs (SF-424A) (V1.0)
Disclosure of Lobbying Activities (SF-LLL) (V2.0) (Optional)
Project Abstract Summary (V2.0) (Suggested length no more than two pages)
Project Narrative Attachment Form (V1.2) (No more than 25 pages)

The application consists of a narrative with supporting documentation, and required forms. Both are explained below.

The Narrative is a twenty-five (25) page document consisting of the following items:

Written Application Breakout	Section	Page Limit	Counts Against Page Limit
Project Narrative Content	Cover Page	1	NO
	Table of Contents	1	NO
	Executive Summary	1	YES
	Technical Approach and Justification	12	YES
	Management Approach	2	YES
	Metrics and Evaluation	2	YES
	Project Schedule and Milestones	1	YES
	Budget Justification	3	YES
	Qualifications/Past Performance	1	YES
	Responsibility	2	YES
	Reports	.5-1	YES
Letters of Support	Letters of Support	10	NO
Required Content	Data Management Plan	As Needed	NO
	Principal Investigator Qualifications/CV	2	NO
	Initial Work Plan	6	NO
	Current and Pending Project and Application	None	NO

Technical Applications exceeding the overall 25-page limit may not be evaluated.

EXCLUDED from the Project Narrative page limit are resumes, curricula vitae (limited to two pages each), references, Initial Work Plan, letters of support (limited

to 10 pages), current and pending projects, and data management plan. These may be included in the same document as appendices, after the page limit.

**** Current and Pending Support (required; no page restrictions; not counted in the project scope restrictions):**

- A list of all current projects the individual is working on, in addition to any future support the individual has applied to receive, regardless of the source.
- Title and objectives of the other research projects.
- The percentage per year to be devoted to the other projects.
- The total amount of support the individual is receiving in connection to each of the other research projects or will receive if other applications are awarded.
- Name and address of the agencies and/or other parties supporting the other research projects.
- Period of performance for the other research projects.
- This section should be completed for the PI and any partnership, sub-awardees, or consortium members which may have current or pending federal awards.

The electronic file name for all documents submitted under this NFO must not exceed 68 characters in length, including the file name extension.

FORMATTING REQUIREMENTS

- Line spacing: 1.5 or double-spaced lines are acceptable. Single-spacing is unacceptable.
- Font: Minimum font size is 12 points. Preferred font is Times New Roman, but other fonts are acceptable.
- Tables/Figures: 10 point fonts are acceptable for table/figures and captions.

E. PROJECT NARRATIVE CONTENT

A complete application must include **all** components in the following section which will be the criteria for how the application will be evaluated (Section V). The application must describe the effort by the following:

Cover Page – This must include the words “Cooperative Agreement Application.” Using the format below, the following information must be included:

1. Funding Opportunity Number;
2. Title of Application;
3. Identity of Lead Organization and complete list of sub-awardees / Consortium Members;
4. Technical contact (name, address, phone/fax, electronic mail address);
5. Administrative/business contact (name, address, phone/fax, electronic mail address);
6. Principal Investigator (name, address, phone/fax, electronic mail address);
7. Proposed period of performance (identify both the base period and any options, if included); and
8. Total proposed budget.

Table of Contents – A listing of the sections within the application, including corresponding page numbers.

Executive Summary – An Executive Summary is requested, and may be constructed in any manner in which the applicant feels summarizes the entire application.

Technical Approach and Justification – The application must consist of a clear description of the approach being proposed. The potential M-EWD relevance and the focus and impact on the Topic(s) of Interest (Section I.C) must be clearly identified and explained. The application should expound on the technical concept and in particular:

1. Describe how you will carry out activities under each Topic of Interest area noted above
2. Discuss merits of the approach you will use for each Interest Area.
3. Discuss the potential to achieve the objectives of the M-EWD program, including the extent to which the proposed effort would augment or enhance current capabilities;
4. Propose (if appropriate) new approaches or projects under each interest area;
5. Discuss increased or enhanced opportunities to disseminate information on advanced manufacturing programs, workforce development efforts and careers;
6. Describe a strategy for program sustainability, such that following the completion of ManTech's award under this funding opportunity, the effort might have a clear financial path for scalability or program sustainment and leave enduring organization capability.

Note: Because *Other Congressional Initiatives and Programs* (Topic of Interest item 9 above) are not immediately known, and because they will usually relate to other ManTech portfolio areas, a separate discussion of this item is not necessary.

Management Approach – Describe the overall management approach and provide rationale for participation of key team members. Describe the planned relationships with any sub- awardees or collaborators. Discuss how the program and budget will be executed according to schedule, and how the recipient will monitor the progress of program and budget execution.

Metrics and Evaluation – Discuss how the program will be evaluated, specifically what metrics will be collected, and evaluation method(s) used. Metrics and evaluation components must include but not be limited to:

- Logic models or learning agenda, and program operating guidelines;
- Anticipated data collection and results; and
- Data instruments as feasible.

Project Schedule and Milestones – A summary of the schedule of events and milestones.

Financial Breakdown – The application must include a narrative cost proposal detailing direct labor, administrative and clerical labor, fringe benefits and indirect costs, travel, sub-awards, subcontracts, consultants, materials and supplies, recipient acquired equipment of facilities, and other direct costs.

The cost proposal, which is a *narrative* explaining and justifying budget figures in enough detail so the government can determine reasonableness. It must include *all figures, calculations, and supporting documentation for determining cost allowability, allocability, and reasonableness*. Justifications for costs must be explicitly stated.

Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates. A Negotiated Indirect Cost Rate Agreement (NICRA) may be required in order for an awardee to invoice for indirect costs. If the Offeror does not currently hold a NICRA, describe the current status of the organization's request for such an agreement with its cognizant agency.

IAW 2 CFR §200.414(f), any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to 2 CFR §200, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

If subject to Federal Single Audit coverage requirements, the offeror must submit the latest Single Audit with the application.

NOTE: *Failure to adequately provide detailed cost data will require the Grants Officer to contact the proposing organization for the requisite information. All Offerors are required to submit a thoroughly detailed cost breakdown. The Grants Officer **must** be able to determine that all proposed costs are allowable and reasonable. A detailed budget will facilitate this cost analysis.*

Letter(s) of Support – There is no specified format or content required for the letter(s) of support other than being authored by the appropriate representative on organizational letterhead, and supporting commitment to the offeror and his or her project. Commitment may include (but is not limited to) funding, related materials and/or computer investments, technical advisement, and organizational or infrastructure support. The letter(s) can include any and all commitments and investments made by the representative towards the offeror and the overall statement about the relevance of the project to DoD ManTech and/or DoD Manufacturing Innovation Institute goals.

Current and Pending Project and Application Submissions (as needed) – Offerors are required to provide information on all current and pending support for ongoing projects and applications, including subsequent funding in the case of continuing contracts, grants, and other assistance agreements. Concurrent submission

of an application to other organizations will not prejudice its review by the DoD. Offerors shall provide the following information of any related or complementary application submissions from whatever sources (e.g., DoD, Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations):

1. Title of Application and Summary;
2. Source and amount of funding (annual direct costs; provide contract and/or grant or assistance agreement numbers for current contracts and/ or grants/assistance agreements);
3. Percentage effort devoted to each project;
4. Identity of prime Offerors and complete list of sub-awards, if applicable;
5. Technical contact (name, address, phone/fax, electronic mail address);
6. Administrative/business contact (name, address, phone/fax, electronic mail address);
7. Period of performance;
8. The proposed project and all other projects or activities requiring a portion of time of the Project Director/Principal Investigator and other senior personnel must be included, even if they receive no salary support from the project(s);
9. The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months or labor hours per year to be devoted to the project, regardless of source of support; and
10. State how projects are related to the proposed effort and indicate degree of overlap.

Principal Investigator Qualifications – A discussion of the qualifications of the proposed Project Director/Principal Investigator and any other key personnel. Include resumes or curricula vitae for the Project Director/Principal Investigator and other key personnel. The resumes/curricula vitae shall be attached to the application and must be limited to two (2) pages each.

Responsibility – Offerors must provide the following information to the DoD in order to assist in the DoD's evaluation of the offeror's responsibility:

1. Describe how you have adequate resources or the ability to obtain such capability as required to complete the activities proposed;
2. Describe how you have the ability to comply with the agreement conditions, taking into account all existing and currently prospective commitments of the offeror, nongovernmental and governmental;
3. Describe your performance history; specifically, your record in managing Federal awards and the extent to which any previously awarded amounts will be expended prior to future awards;
4. Describe your record of integrity and business ethics;
5. Describe qualifications and eligibility to receive an award under applicable laws and regulations; and

6. Describe your organization, experience, accounting, and operational controls and technical skills, or the ability to obtain them (including as appropriate such elements as property control systems, quality assurance measures, and safety programs applicable to the services to be performed).

Facilities & Equipment – Describe facilities available for performing the proposed effort and any additional facilities or equipment the organization proposes to acquire at its own expense. Indicate government-owned facilities or equipment already possessed that will be used. Justify the need for each equipment item. (Additional facilities and equipment will not be provided unless the proposed effort cannot be completed by any other practical means.) If the applicant does not intend to use, provide, or charge for facilities and equipment, then this information is not required.

Initial Work Plan – Offerors must submit an Initial Work Plan. The Work Plan will become part of the resulting award if the application is selected to be funded. Please review Section XI Appendix for further guidance regarding the work plan. A completed Work Plan is required for selected application to receive funding.

Budget Justification – A separate document (PDF format) should be included in the application that provides appropriate justification and/or supporting documentation for each element of cost proposed. This document shall be attached under Section K. “Budget Justification” of the Research and Related Budget form. Click “Add Attachment” to attach. This document may be prepared in Excel, but must be converted to Adobe .pdf format when submitted.

The itemized budget should include direct and indirect costs, including rates and quantities. This may include the following:

1. Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide escalation rates for out years.
 - a. Administrative and Clerical Labor – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed.
 - b. Fringe Benefits and Indirect Costs (F&A, Overhead, G&A, etc.) – The application should show the rates and calculation of the costs for each rate category. If the rates have been approved/negotiated by a government agency, provide a copy of the memorandum/agreement. If the rates have not been approved/negotiated, provide sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If

composite rates are used, provide the calculations used in deriving the composite rates.

- c. Travel – The proposed travel costs must include the following for each trip: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principals.
 - d. Sub-awards/Subcontracts – Provide a description of the work to be performed by the subrecipient/subcontractor. For each sub-award, a detailed budget is required to be submitted by the subrecipient(s). An application and any supporting documentation must be received and reviewed before the Government can complete its cost analysis of the application. The DoD's preferred method of receiving subcontract information is for this information to be included with the Prime's application. The email should identify the application title, the prime Offeror and that the attached application is a subcontract.
2. Consultants – Provide a breakdown of the consultant's hours, the hourly rate proposed, any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work if it is not already separately identified in the prime contractor's application.
 3. Materials & Supplies – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
 4. Recipient Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists). Allowable items normally are limited to research equipment not already available for the project. General purpose equipment (i.e., equipment not used exclusively for research, scientific or other technical activities, such as personal computers, laptops, office equipment) should not be requested unless they will be used primarily or exclusively for the project. For computer/laptop purchases and other general purpose equipment, if proposed, include a statement indicating how each item of equipment will be integrated into the program or used as an integral part of the research effort.
 5. Other Direct Costs – Provide an itemized list of all other proposed other direct costs such as Graduate Assistant tuition, laboratory fees, report and publication

costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

6. **Fee/Profit** – Fee/profit is unallowable under assistance agreements at either the prime or sub-award level but may be permitted on subcontracts issued by the prime awardee.

Qualifications/Past Performance – Applicants may provide past performance information here, should the applicant feel the need to highlight previous efforts. As part of its application evaluation and review process, the Government will consult the past performance information available in systems such as the Federal Awardee Performance and Integrity Information System (FAPIIS), the Contractor Performance Assessment Reporting System (CPARS), and the System for Award Management (SAM)’s Responsibility and Qualification database.

Reports – Refers to any mandatory disclosures that may be required under 2 CFR 200. This may or may not apply to all applicants. If there are none, then applicants are free to use that space for another part of the application (e.g. budget justification, management approach, etc.).

Per 2 CFR § 200.216, funds may not be used to procure telecommunications equipment or video surveillance services or equipment produced by:

- **Huawei Technologies Company,**
- **ZTE Corporation Hytera Communications Corporation,**
- **Hangzhou Hikvision Digital Technology Company,**
- **Dahua Technology Company,**
- **any subsidiary or affiliate of such entities**

Data Management Plan – The Data Management Plan will describe the data that is collected through the course of the proposed research and information on how the data will be shared, organized, and preserved. In instances where this is not possible, The Data Management Plan must explain why it is not possible or scientifically appropriate. The Data Management Plan should not exceed two pages and included under the generic “Other Attachments”. Information on the Data Management Plan can be found in DoDI 3200.12, Section 3.c. of Enclosure 3.

(<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/320012p.pdf?ver=2019-04-30-073122-220>).

V. APPLICATION REVIEW INFORMATION

A. SELECTION CRITERIA

All information necessary for the review and evaluation of an application must be contained in the application itself. No other material will be provided to the panel. Applications should contain sufficient technical detail to allow for in-depth technical assessment.

An initial review of the applications will be conducted to ensure compliance with the requirements of this NFO. Failure to comply with the requirements of the NFO may result in an application receiving no further consideration for award.

An award under this NFO will be made on the basis of the evaluation criteria listed below.

Per the Department of Defense Grant and Agreement Regulations (DoDGARs), all competitive research and development awards must use, at a minimum, the following principal selection criteria:

- Technical merits of the proposed research and development;
- Potential relationship of the proposed research and development to Department of Defense missions;
- The extent to which the recipient proposes to share in the cost of the project.

The Review Panel will consider each of the following ranking criteria, with relative weights (the more responsive the proposal is to a need in these areas, the higher the score) as a basis to confer an award under this NFO:

a. Technical Merit

The extent to which the strategy and activities proposed enhance OSD ManTech's ability to narrow gaps and address build upon Topic Interest areas identified in the NFO, ultimately amplifying the development of key technologies and the workforce to deploy them which are critical to national security. **(0-35 points)**

b. Completeness of Approach/Logic Model

The extent to which the offeror demonstrates experience and familiarity with the entirety of the public and private workforce development enterprise, and how to best leverage those assets to the benefit of the public. This may include, but is not limited to, considerations of high value program/project efforts, identification of the workforce by locality, skill sets and resulting gaps, the use of data to validate that any proposed project work area ranks high in the nation for the use of technologies/supply chains/workforce identified, the extent of the level of need in building out a regional defense innovation ecosystem, and/or assets and strategies available to reduce risk to regional economies and the Department. **(0-25 points)**

c. Capacity

The extent to which the offeror displays strong leadership capacity and commitment to the M-EWD mission. This is evidenced by: the strength of the offeror's leadership, administrative and operational capacity, overall commitment of the offeror, and its ability to leverage external partners as well as organic capacities or programs, to execute the proposed activities. The soundness of offeror's governance structure, management plan, project schedule and milestones, and comprehensiveness of any proposed partnership arrangements will be evaluated under this criteria. Cost share will be evaluated under this criteria. **(0-15 points)**

d. Complementarity/Integration

The extent to which offeror's proposal directly supports the broader DoD and OSD ManTech missions and the extent to which the proposed activities complement and/or leverage DoD MIIs, industry-led, workforce-led, and association-led initiatives, and the entirety of available resources to amplify the execution of its proposed activities. **(0-25 points)**

WHS/AD reserves the right to remove Offerors from award consideration if the parties fail to reach agreement on award terms, conditions, or cost/price within a reasonable time; or if the Offerors fail to provide requested or required additional information in a timely manner.

B. REVIEW AND SELECTION PROCESS

Each application will be reviewed using merit-based selection criteria rather than against other applications submitted under this Announcement.

Offerors are advised that employees of commercial firms under contract to the government may be used to administratively process applications. By submitting an application, an offeror consents to allowing access to its application(s) by support contractors. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by offerors.

In addition to the technical/program review, the DoD does a budget review and a risk review as directed by 2 CFR 200.206, including a review of the Federal Awardee Performance and Integrity Information System (FAPIS). Offerors may review information in FAPIS and comment on any information entered into that system. Comments made by offerors will be taken into account in addition to other information in considering offerors' integrity, business ethics, and record of performance.

Note: At the time of application, there is no additional material to be submitted for this review. However, there may be additional requests for clarification as these reviews progress.

Options: The agreement allows for the exercise of options via a modification to the agreement and may allow for award and concurrent execution of the exercised option-effort alongside ongoing efforts.

Evaluation Panel: Technical details and budgets submitted under this NFO will be protected from unauthorized disclosure. The cognizant Government Program Officer and other Government subject matter experts will perform the evaluation of technical applications. Restrictive notices notwithstanding, one or more OSD covered support contractors may be utilized as subject matter experts providing technical support, but will not participate in the evaluation of proposals. Each support contractor employee that has access to technical and cost applications submitted in response to this NFO

will be required to sign a nondisclosure statement prior to receipt of any application submissions.

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

A. FEDERAL AWARD NOTICES

The government will notify the recipient of the award via email. The notification e-mail regarding a selection is not authorization to commit or expend DoD funds. A DoD grants officer is the only person authorized to obligate and approve the use of Federal funds. This authorization is in the form of a signed Notice of Award. After selection but prior to award, the government may request additional information. This may include representations and certifications, revised budgets or budget explanations, or other information as applicable to the proposed award. The award start date will be determined after successfully coordinating all pre-award requirements.

B. NATIONAL POLICY (NP) REQUIREMENTS

NP Article I. Nondiscrimination National Policy Requirements. (December 2014)

Section A. Cross-cutting nondiscrimination requirements. By signing this award or accepting funds under this award, you assure that you will comply with applicable provisions of the national policies prohibiting discrimination:

1. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as implemented by Department of Defense (DoD) regulations at 32 CFR part 195.
2. On the basis of gender, blindness, or visual impairment, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as implemented by DoD regulations at 32 CFR part 196.
3. On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
4. On the basis of disability, in the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR part 56.
5. On the basis of disability in the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) related to physically handicapped persons' ready access to, and use of, buildings and facilities for which Federal funds are used in design, construction, or alteration.

Section B. [Reserved]

NP Article II. Environmental National Policy Requirements. (December 2014)

Section A. Cross-cutting environmental requirements. You must:

1. Comply with all applicable Federal environmental laws and regulations. The laws and regulations identified in this section are not intended to be a complete list.
2. Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et seq.) and Clean Water Act (33 U.S.C. 1251, et seq.).

3. Comply with applicable provisions of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), as implemented by the Department of Housing and Urban Development at 24 CFR part 35. The requirements concern lead-based paint in buildings owned by the Federal Government or housing receiving Federal assistance.
4. Immediately identify to us, as the Federal awarding agency, any potential impact that you find this award may have on:
 - a. The quality of the “human environment”, as defined in 40 CFR 1508.14, including wetlands; and provide any help we may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321 et seq.), the regulations at 40 CFR 1500-1508, and E.O. 12114, if applicable; and assist us to prepare Environmental Impact Statements or other environmental documentation. In such cases, you may take no action that will have an environmental impact (e.g., physical disturbance of a site such as breaking of ground) or limit the choice of reasonable alternatives to the proposed action until we provide written notification of Federal compliance with NEPA or E.O. 12114.
 - b. Flood-prone areas and provide any help we may need to comply with the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et seq.), which require flood insurance, when available, for federally assisted construction or acquisition in flood-prone areas.
 - c. A land or water use or natural resource of a coastal zone that is part of a federally approved State coastal zone management plan and provide any help we may need to comply with the Coastal Zone Management Act of 1972 (16 U.S.C. 1451, et seq.) including preparation of a Federal agency Coastal Consistency Determination.
 - d. Coastal barriers along the Atlantic and Gulf coasts and Great Lakes' shores and provide help we may need to comply with the Coastal Barrier Resources Act (16 U.S.C. 3501 et seq.), concerning preservation of barrier resources.
 - e. Any existing or proposed component of the National Wild and Scenic Rivers system and provide any help we may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.).
 - f. Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source and in wellhead protection areas, and provide any help we may need to comply with the Safe Drinking Water Act (42 U.S.C. 300f et seq.).
5. Comply fully with the Endangered Species Act of 1973, as amended (ESA, at 16 U.S.C. 1531 et seq.), and implementing regulations of the Departments of the Interior (50 CFR parts 10-24) and Commerce (50 CFR parts 217-227). You also must provide any help we may need in complying with the consultation requirements of ESA section 7 (16 U.S.C. 1536) applicable to Federal agencies or any regulatory authorization we may need based on the award of this grant. This is not in lieu of responsibilities you have to comply with provisions of the Act that apply directly to you as a U.S. entity, independent of receiving this award.

6. Must fully comply with the Marine Mammal Protection Act of 1972, as amended (MMPA, at 16 U.S.C. 1361 et seq.) and provide any assistance we may need in obtaining any required MMPA permit based on an award of this grant.

Section B. [Reserved]

NP Article III. National Policy Requirements Concerning Live Organisms.
(December 2014)

Section A. Cross-cutting requirements concerning live organisms.

1. *Human subjects.*

- a. You must protect the rights and welfare of individuals who participate as human subjects in research under this award and comply with the requirements at 32 CFR part 219, DoD Instruction (DoDI) 3216.02, 10 U.S.C. 980, and when applicable, Food and Drug Administration (FDA) regulations.
- b. You must not begin performance of research involving human subjects, also known as human subjects research (HSR), that is covered under 32 CFR part 219, or that meets exemption criteria under 32 CFR 219.101(b), until you receive a formal notification of approval from a DoD Human Research Protection Official (HRPO). Approval to perform HSR under this award is received after the HRPO has performed a review of your documentation of planned HSR activities and has officially furnished a concurrence with your determination as presented in the documentation.
- c. In order for the HRPO to accomplish this concurrence review, you must provide sufficient documentation to enable his or her assessment as follows:
 - i. If the HSR meets an exemption criterion under 32 CFR 219.101(b), the documentation must include a citation of the exemption category under 32 CFR 219.101(b) and a rationale statement.
 - ii. If your activity is determined as “non-exempt research involving human subjects”, the documentation must include:
 - (A) Assurance of Compliance (i.e., Department of Health and Human Services Office for Human Research Protections (OHRP) Federalwide Assurance (FWA)) appropriate for the scope of work or program plan; and
 - (B) Institutional Review Board (IRB) approval, as well as all documentation reviewed by the IRB to make their determination.
- d. The HRPO retains final judgment on what activities constitute HSR, whether an exempt category applies, whether the risk determination is appropriate, and whether the planned HSR activities comply with the requirements in paragraph 1.a of this section.
- e. You must notify the HRPO immediately of any suspensions or terminations of the Assurance of Compliance.
- f. DoD staff, consultants, and advisory groups may independently review and inspect your research and research procedures involving human subjects and, based on such findings, DoD may prohibit research that presents unacceptable hazards or otherwise fails to comply with DoD requirements.

- g. Definitions for terms used in paragraph 1 of this article are found in DoDI 3216.02.
- 2. *Animals*
 - a. Prior to initiating any animal work under the award, you must:
 - i. Register your research, development, test, and evaluation or training facility with the Secretary of Agriculture in accordance with 7 U.S.C. 2136 and 9 CFR 2.30, unless otherwise exempt from this requirement by meeting the conditions in 7 U.S.C. 2136 and 9 CFR parts 1–4 for the duration of the activity.
 - ii. Have your proposed animal use approved in accordance with Department of Defense Instruction (DoDI) 3216.01, Use of Animals in DoD Programs by a DoD Component Headquarters Oversight Office.
 - iii. Furnish evidence of such registration and approval to the grants officer.
 - b. You must make the animals on which the research is being conducted, and all premises, facilities, vehicles, equipment, and records that support animal care and use available during business hours and at other times mutually agreeable to you, the United States Department of Agriculture Office of Animal and Plant Health Inspection Service (USDA/APHIS) representative, personnel representing the DoD component oversight offices, as well as the grants officer, to ascertain that you are compliant with 7 U.S.C. 2131 et seq., 9 CFR parts 1–4, and DoDI 3216.01.
 - c. Your care and use of animals must conform with the pertinent laws of the United States, regulations of the Department of Agriculture, and regulations, policies, and procedures of the Department of Defense (see 7 U.S.C. 2131 et seq., 9 CFR parts 1–4, and DoDI 3216.01).
 - d. You must acquire animals in accordance with DoDI 3216.01.
- 3. *Use of Remedies*. Failure to comply with the applicable requirements in paragraphs 1–2 of this section may result in the DoD Component's use of remedies, e.g., wholly or partially terminating or suspending the award, temporarily withholding payment under the award pending correction of the deficiency, or disallowing all or part of the cost of the activity or action (including the federal share and any required cost sharing or matching) that is not in compliance. See OAR Article III.

Section B. [Reserved]

NP Article IV. Other National Policy Requirements. (December 2014)

Section A. Cross-cutting requirements.

- 1. *Debarment and suspension*. You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by DoD at 2 CFR part 1125. This includes requirements concerning your principals under this award, as well as requirements concerning your procurement transactions and subawards that are implemented in PROC Articles I through III and SUB Article II.

2. *Drug-free workplace.* You must comply with drug-free workplace requirements in Subpart B of 2 CFR part 26, which is the DoD implementation of 41 U.S.C. chapter 81, “Drug-Free Workplace.”
3. *Lobbying.*
 - a. You must comply with the restrictions on lobbying in 31 U.S.C. 1352, as implemented by DoD at 32 CFR part 28, and submit all disclosures required by that statute and regulation.
 - b. You must comply with the prohibition in 18 U.S.C. 1913 on the use of Federal funds, absent express Congressional authorization, to pay directly or indirectly for any service, advertisement or other written matter, telephone communication, or other device intended to influence at any time a Member of Congress or official of any government concerning any legislation, law, policy, appropriation, or ratification.
 - c. If you are a nonprofit organization described in section 501(c)(4) of title 26, United States Code (the Internal Revenue Code of 1968), you may not engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 (2 U.S.C., chapter 26). If we determine that you have engaged in lobbying activities, we will cease all payments to you under this and other awards and terminate the awards unilaterally for material failure to comply with the award terms and conditions.
4. *Officials not to benefit.* You must comply with the requirement that no member of Congress shall be admitted to any share or part of this award, or to any benefit arising from it, in accordance with 41 U.S.C. 6306.
5. *Hatch Act.* If applicable, you must comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508) concerning political activities of certain State and local government employees, as implemented by the Office of Personnel Management at 5 CFR part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.
6. *Native American graves protection and repatriation.* If you control or possess Native American remains and associated funerary objects, you must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C., chapter 32).
7. *Fly America Act.* You must comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), commonly referred to as the “Fly America Act,” and implementing regulations at 41 CFR 301-10.131 through 301-10.143. The law and regulations require that U.S. Government financed international air travel of passengers and transportation of personal effects or property must use a U.S. Flag air carrier or be performed under a cost sharing arrangement with a U.S. carrier, if such service is available.
8. *Use of United States-flag vessels.* You must comply with the following requirements of the Department of Transportation at 46 CFR 381.7, in regulations implementing the Cargo Preference Act of 1954:
 - a. Pursuant to Public Law 83-664 (46 U.S.C. 55305), at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise

obtained with funds under this award, and which may be transported by ocean vessel, must be transported on privately owned United States-flag commercial vessels, if available.

- b. Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, “on-board” commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph 8.a of this section must be furnished to both our award administrator (through you in the case of your contractor's bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
9. *Research misconduct.* You must comply with requirements concerning research misconduct in Enclosure 4 to DoD Instruction 3210.7, “Research Integrity and Misconduct.” The Instruction implements the Governmentwide research misconduct policy that the Office of Science and Technology Policy published in the FEDERAL REGISTER (65 FR 76260, December 6, 2000, available through the U.S. Government Printing Office website: <https://www.federalregister.gov/documents/2000/12/06/00-30852/executive-office-of-the-president-federal-policy-on-research-misconduct-preamble-for-research>).
10. *Requirements for an Institution of Higher Education Concerning Military Recruiters and Reserve Officers Training Corps (ROTC).*
- a. As a condition for receiving funds available to the DoD under this award, you agree that you are not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:
 - i. The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps (ROTC) - in accordance with 10 U.S.C. 654 and other applicable Federal laws - at that institution (or any subelement of that institution);
 - ii. Any student at that institution (or any subelement of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education.
 - iii. The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer; or
 - iv. Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any subelement of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.

- b. If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this award, we:
 - i. Will cease all payments to you of DoD funds under this award and all other DoD grants and cooperative agreements; and
 - ii. May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.
- 11. *Historic preservation.* You must identify to us any:
 - a. Property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and provide any help we may need, with respect to this award, to comply with Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. 306108), as implemented by the Advisory Council on Historic Preservation regulations at 36 CFR part 800 and Executive Order 11593, "Identification and Protection of Historic Properties," [3 CFR, 1971-1975 Comp., p. 559]. Impacts to historical properties are included in the definition of "human environment" that require impact assessment under NEPA (See NP Article II, Section A).
 - b. Potential under this award for irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data, and provide any help we may need, with respect to this award, to comply with the Archaeological and Historic Preservation Act of 1974 (54 U.S.C. chapter 3125).
- 12. *Relocation and real property acquisition.* You must comply with applicable provisions of 49 CFR part 24, which implements the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601, et seq.) and provides for fair and equitable treatment of persons displaced by federally assisted programs or persons whose property is acquired as a result of such programs.
- 13. *Confidentiality of patient records.* You must keep confidential any records that you maintain of the identity, diagnosis, prognosis, or treatment of any patient in connection with any program or activity relating to substance abuse education, prevention, training, treatment, or rehabilitation that is assisted directly or indirectly under this award, in accordance with 42 U.S.C. 290dd-2.
- 14. *Pro-Children Act.* You must comply with applicable restrictions in the Pro-Children Act of 1994 (Title 20, Chapter 68, subchapter X, Part B of the U.S. Code) on smoking in any indoor facility:
 - a. Constructed, operated, or maintained under this award and used for routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18.
 - b. Owned, leased, or contracted for and used under this award for the routine provision of federally funded health care, day care, or early childhood development (Head Start) services to children under the age of 18.
- 15. *Constitution Day.* You must comply with Public Law 108-447, Div. J, Title I, Sec. 111 (36 U.S.C. 106 note), which requires each educational institution receiving Federal funds in a Federal fiscal year to hold an educational program on the United States Constitution on September 17th during that year for the students served by the educational institution.

16. *Trafficking in persons.* You must comply with requirements concerning trafficking in persons specified in the award term at 2 CFR 175.15(b), as applicable.
17. *Whistleblower protections.* You must comply with 10 U.S.C. 2409, including the:
 - a. Prohibition on reprisals against employees disclosing certain types of information to specified persons or bodies; and
 - b. Requirement to notify your employees in writing, in the predominant native language of the workforce, of their rights and protections under that statute.

Section B. [Reserved]

VII. REPORTING REQUIREMENTS

A. PERFORMANCE REPORTING

This will be negotiated with the Government based on the project circumstances.

B. FINANCIAL REPORTING

1. Interim Federal Financial Report (SF 425). A quarterly Federal Financial Report (SF 425) is required within 30 calendar days after the end of reported quarter period: 3/31, 6/30, 9/30, and 12/31 and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this agreement.
2. Final Federal Financial Report (SF 425) is required within 90 calendar days of the completion date for the term of this Assistance Award and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this agreement.
3. Federal Financial Report (SF 425) is required if receiving advance payments; the awardee shall submit a Report of Federal Cash Transactions (SF 425) within 15 calendar days following the end of each quarter. The Recipient shall provide forecasts of Federal cash requirements in the "Remarks" section of the report.

C. AUDIT REPORTS

The Recipient shall ensure that if an independent auditor is used for this award, copies of any audits conducted shall be provided to the Government. At a minimum, the following should be provided a certified statement from the independent auditor evidencing that Recipient has complied with all requirements of this agreement. Upon completion or termination of this Grant, the Recipient shall provide a list of all audits conducted which reviewed expenditures under this Assistance Award.

D. PROPERTY REPORTS

The recipient shall submit annual inventory listing to all equipment in excess of \$5,000 acquired under this Assistance Award.

E. DOCUMENT SUBMISSION

All reporting requirements above shall be sent via email to the Government Technical Program Point of Contact.

The terms and conditions of the award will provide the specifics on how to submit the reports and any required sections for those reports.

VIII. OTHER ADMINISTRATIVE REQUIREMENTS

Not applicable.

IX. FEDERAL CONTACTS

For technical subject matter questions, please contact Keith Devries at keith.a.devries2.civ@mail.mil.

For all other questions on this NFO, please contact Jonathan Bertsch at jonathan.e.bertsch.civ@mail.mil.

X. OTHER INFORMATION

A. SECURITY AND SAFEGUARDING INFORMATION

1. Federal Information Security Management Act

All information systems, electronic or hard copy which contain Federal data need to be protected from unauthorized access. This also applies to information associated with DoD grants and contracts. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), 44 U.S.C. 3541 et seq. The applicability of FISMA to NIH recipients applies only when recipients collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. The recipient retains the original data and intellectual property, and is responsible for the security of this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a recipient is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA.

XI. APPENDIX: INITIAL WORK PLAN REQUIREMENTS

Applicants may use the format they feel best depicts their project (for example, but not required, Gantt Charts with short supporting narratives). The work plan should only cover the fiscal years that are supported by the budget included in the application.

In addition to the above, applicants must include the Reporting Requirements (see Section VII) in their work plan, as well as the following:

Acknowledgment of Support

The Recipient is responsible for assuring that an acknowledgment of OSD ManTech support is made in any publication (including World Wide Web pages) of any material based on or developed under this project, in the following terms: "This material is based

upon work supported by the Office of the Secretary of Defense (OSD) ManTech Program, Manufacturing Education and Workforce Development (M-EWD) program under Grant No. <Insert Grant No.>. The views expressed in written materials or publications, and/or made by speakers, moderators, and presenters, do not necessarily reflect the official policies of the Department of Defense nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.”

Review for Sensitive Information

Prior to the public release of these materials, the Recipient is responsible for assuring that the Technical Representative is provided access to an electronic version of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, so that the content can be assessed for proper release of sensitive information.

Copies for OSD ManTech

Promptly after publication, the Recipient will provide the Technical Representative access to an electronic version of every publication of material based on or developed under this award, clearly labeled with the award number and acknowledgement of support (see above).