U.S. Department of the Interior
OFFICE OF INSULAR AFFAIRS

ENERGIZING INSULAR COMMUNITIES PROGRAM (EIC)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

FISCAL YEAR 2024 APPLICATION INSTRUCTIONS

I. Program Description

The Office of Insular Affairs (OIA) is requesting proposals for its Energizing Insular Communities (EIC) Program which provides grant funding for sustainable energy strategies that mitigate climate change, reduce reliance and expenditures on imported fuels, develop and utilize domestic energy sources, and improve the performance of energy infrastructure and overall energy efficiency in the territories. All proposals must be directly and explicitly tied to updated and in-use strategic energy plans, energy action plans, or integrated resource plans. The Office of Insular Affairs will use the following criteria in evaluating proposals:

- whether the proposal is identified and supported in the strategic energy plan, energy action plan, or integrated resource plan;
- the projected energy cost savings.

Multiple project proposals may be submitted. Satisfactory Energizing Insular Communities funding proposals will:

- provide a title, detailed narrative description, and budget for each proposed project (inclusive of required NEPA compliance);
- provide a complete timeline with milestones that demonstrates the project can be accomplished within 36 months (inclusive of required NEPA compliance);
- provide a copy of the territory's current energy plan, and describe the connection to the plan, impact on foreign fuel imports, and to the extent practicable, electricity costs;
- include the applicable SF-424 grant application forms; and
- include a project abstract.

EIC grant funds are not intended to supplant local funding for routine operating expenses of an insular government or organization. EIC grant funds are not intended to fund the salaries of local, existing employees though they may be utilized to provide temporary, short-term expertise from contractors or consultants to help carry out the project if approved in the proposed budget.

Eligible technologies for energy supply and energy efficiency projects should incorporate commercially available technology. This may include but is not limited to energy from solar, wind, geothermal, geothermal heat pumps, waste to energy, and biogas. Energy storage, transportation and grid feasibility studies are also eligible.

Examples of projects that were awarded in previous years include: distributed solar, utility-scale solar, integrated resource planning, wind turbines, energy efficiency improvements (lighting, air conditioning, cool rooftop, etc.), plug-in hybrid and electric vehicles and supply equipment, net metering policies, debit meters, backup battery systems, microgrids, grid stability and integration studies.

Project proposals for **power generation, thermal and/or energy storage systems, or studies to support the integration of those systems to the grid** should include the following items to the extent applicable:

1. Location of proposed system.
2. Estimated power/energy rating(s) of the proposed system (both DC and AC as appropriate).
3. Physical footprint of the proposed system.
4. Estimated energy production of the proposed system. (Annual, seasonal/monthly). For wind and solar projects, the estimated energy delivery shall be based on long-term climate data for the proposed project site.
5. Estimated reduction in fossil fuel usage for current generation or offsetting load increase (show calculations) (if applicable).
6. Description of the energy load to be served (annual consumption, seasonal/monthly/diurnal consumption [if important]).
7. Demonstration of site control
8. Demonstration that the project will be designed and constructed to withstand extreme, but reasonably likely weather events such as typhoons/hurricanes.
9. Demonstration that the chosen technology is commercially proven (tested and demonstrated, carries a warranty, has service and parts readily available), is ready for immediate deployment, and is financeable, i.e. commercially proven.
10. Demonstration that the proposed project, if interconnecting to the utility grid, is consistent with utility interconnection requirements. This includes describing consultations with utility, design reviews, and participating in any needed interaction between utility and the proposed project. Describe plan of required steps to complete interconnection approval if project is approved.
11. Evidence/Affirmation that the system will be insured to the full cost for system damage and third party liability Per 2 CFR 200.447, insurance costs are eligible under this grant.
12. A description of the territory's procurement rules and regulations applicable to the proposed project.
13. Anticipated commissioning plan, which describes the commissioning process, sequence of operations, equipment run times and schedules, energy metering, and other requirements to ensure sustained energy performance.

14. Description of anticipated operation & maintenance (O&M) plan and how the project will be financially sustained after OIA funding. Description should designate the responsible party (i.e., who has the expertise and will perform the required maintenance) and estimated O&M costs. (Note: annual O&M costs over the life of the project are not allowable costs under the grant award and must be covered by the grantee)
15. Quantification of non-energy benefits, such as reduction in water consumption, avoided infrastructure improvements, jobs created, GHG and/or other emissions reductions, etc.
16. Address whether and how the project improves the territory's disaster resilience.
17. Estimated total price for proposed system. Show a breakout of estimated costs for significant project line items and major components.
18. Description of what entity is the offtaker/beneficiary of the system. Estimate of expected energy cost savings (show calculations)..

Project proposals for **energy efficiency and conservation** should incorporate the following items to the extent applicable:

1. Project location(s).
2. Description of project scope including, for buildings: the number of buildings, square footage, and systems (HVAC, lighting, mechanical, building envelope, plug loads, water heating, etc.).
3. Projected annual and lifetime reduction in energy consumption (for both electrical and thermal energy as appropriate) as demonstrated by proposed energy consumption of the project as compared to an energy baseline taken from energy bill data, and who will benefit from these savings.
4. Energy conservation measures with a favorable payback period identified through an energy audit. Identify the level of audit already performed or to be performed: ASHRAE Level 1: walkthrough assessment, Level 2: energy survey and analysis, or Level 3: detailed analysis/modeling.
5. Demonstrate that equipment/devices/processes/controls to be installed are commercially available, able to be installed within 36 months, with proven success in similar applications, warrantied, with readily available service and parts, and available training/support to ensure successful operation & maintenance.
6. Demonstrate that an adequate level of energy metering/sub-metering will be installed to measure and verify ongoing project performance and energy savings.
7. Quantification of impacts on the electricity grid, such as the extent of peak load reduction or system congestion relief.
8. Description of anticipated commissioning plan, which describes the commissioning process, sequence of operations, equipment run times and schedules, energy metering, proposed set points, and other requirements to ensure energy efficient operations.
9. Description of anticipated operation & maintenance (O&M) plan and how the project will be financially sustained after OIA funding. Description should designate the responsible party (i.e., who has the expertise and will perform the required maintenance) and estimated O&M costs. (Note: annual O&M costs over the life of the project are not

allowable costs under the grant award and must be covered by the grantee.) Estimated total capital cost for the proposed system. Show a breakout of estimated costs for significant project line items and major components.
10. Estimated annual and lifetime cost savings due to the project (Show calculations.)

Note that not all energy efficiency or conservation projects are expected to meet all of the criteria above. An auditing project proposal will not be expected to quantify energy savings, for example.

II. <u>Eligible Applicants</u>

Eligible applicants are non-federal entities including local government entities, utilities, semi-autonomous agencies, and institutions of higher education located in the U.S. territories of Guam, American Samoa, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

III. <u>Award Information</u>

A. Review and Selection Process

The review committee will review and evaluate all eligible applications, then provide recommendations to the Assistant Secretary and/or designated official. The Assistant Secretary and/or designated official will consider the merit review, as well as the amount of funds available and geographic distribution of funding when making recommendations for funding. The Assistant Secretary and/or designated official will select the successful proposals.

All applications for funding will be considered using the criteria outlined below. In order to comply with the new financial assistance regulations, 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," past performance information will be recognized during the selection process. Scores will be provided to the applicant if requested.

B. Review Criteria

Initial Review Criteria: Prior to a comprehensive merit evaluation, OIA will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement. If an application fails to meet these requirements, it may be deemed non-responsive and eliminated from full Merit Review.

Merit Review Criteria: The following factors will be used in the comprehensive valuation of applications. The sub-criteria under each criterion are of equal weight.

Criterion 1: Goals and Objectives **Weight: 25%**
Applies to all applications.

- Whether or not the proposed project is identified and supported in the territory's Strategic Energy Plan and/or Energy Action Plan.
- Clarity and completeness of the discussion of the project goals and objectives.
- Extent to which the proposed project provides economic, environmental, cultural, or social benefits to the territory.
- Potential for future replicability or expansion beyond the currently proposed project.
- Soundness of the discussion that justifies the need for OIA funding.
- Clarity and completeness of the discussion of how the project will be financially sustained after OIA funding.

Criterion 2: Project Description and Implementation Plan **Weight: 40%**

Only the criteria under one of the following topic areas will be applied, subject to the focus of the application: grid feasibility study; development (pre-construction) of renewable energy and power generation projects and/or deployment (construction) of renewable energy and power generation projects; deployment of energy efficiency and conservation projects.

Topic Area 1: Grid/Feasibility Studies, Deployment of Renewable Energy and Power Generation Projects, Thermal and Energy Storage Systems
Applies only to related proposed projects.

- Overall clarity and completeness of the discussion of the proposed project.
- Location of the proposed system.
- Estimated power/energy rating(s) of the proposed system.
- Physical footprint of the proposed system
- Estimated energy production of the proposed system. (Annual, seasonal/monthly). For wind and solar projects, the estimated energy delivery shall be based on long-term climate data for the proposed project site.
- Description of the energy load to be served (annual consumption, seasonal/monthly/diurnal consumption [if important]).
- Demonstration of site control
- Evidence that the project will be designed and constructed to withstand extreme but reasonably likely weather events such as typhoons/hurricanes.
- Demonstrate that the chosen technology is commercially proven (tested and demonstrated, carries a warranty, has service and parts readily available), is ready for immediate deployment, and has financing available from private sector organizations.
- Demonstrate that the project complies with utility interconnection policies and will be able to interconnect to the grid. This includes providing a summary of applicable interconnection policies and summaries of meetings with utility representatives, design reviews, and any other interactions with the utility regarding the proposed project.
- Evidence/affirmation that the applicant will procure insurance that includes coverage for system damage and third-party liability.

- A description of the territory's procurement rules and regulations applicable to the proposed project is provided.
- Credibility and clarity of the anticipated operation & maintenance (O&M) plan and how the project will be financially sustained after OIA funding. Description should designate the Annual system operations and maintenance (O&M) cost and responsible party (i.e., who has the expertise and will perform the required maintenance) and estimated O&M costs. (Note: annual O&M costs over the life of the project are not allowable costs under the grant award and must be covered by the grantee)
- Quantification of non-energy benefits, such as reduction in water consumption, avoided infrastructure improvements, jobs created, etc.
- Extent to which the project improves the territory's disaster resilience.
- Estimated total capital cost for the proposed system. Show a breakout of estimated costs for significant project line items and major components.
- Estimated annual and lifetime cost savings due to the project (Show calculations.)

Topic Area 2: Energy Efficiency and Conservation
Applies only to related proposed projects:

- Overall clarity and completeness of the discussion of the proposed project.
- Location(s) of the proposed project.
- Description of project scope including, for buildings: the number of buildings, square footage, and systems (HVAC, lighting, mechanical, building envelope, plug loads, water heating, etc.).
- Projected annual and lifetime reduction in energy consumption (for both electrical and thermal energy as appropriate) as demonstrated by proposed energy consumption of the project as compared to an energy baseline taken from energy bill data. Anticipated annual energy savings must be at least 15% for the project to be considered. Supporting calculations should be provided.
- Energy conservation measures with a favorable payback period identified through an energy audit. Identify the level of audit already performed or to be performed: ASHRAE Level 1: walkthrough assessment, Level 2: energy survey and analysis, or Level 3: detailed analysis/modeling.
- Demonstration that equipment/devices/processes/controls to be installed are commercially available, able to be installed within 24 months, with proven success in similar applications, warrantied, with readily available service and parts, and available training/support to ensure successful operation & maintenance.
- An adequate level of energy metering/sub-metering to measure and verify ongoing project performance and energy savings.
- Quantification of impacts on the electricity grid, such as the extent of peak load reduction or system congestion relief.
- Anticipated commissioning plan, which describes the commissioning process, sequence of operations, equipment run times and schedules, energy metering, proposed set points, and other requirements to ensure energy efficient operations.

- Anticipated operation and maintenance plan, which describes the sequence of operations, equipment run times and schedules, energy metering, proposed set points, and other requirements to ensure energy efficient operations.
- Credibility and clarity of the anticipated operation & maintenance (O&M) plan and how the project will be financially sustained after OIA funding. Description should designate the Annual system operations and maintenance (O&M) cost and responsible party (i.e., who has the expertise and will perform the required maintenance) and estimated O&M costs. (Note: annual O&M costs over the life of the project are not allowable costs under the grant award and must be covered by the grantee)
- Estimated total capital cost for the proposed system. Show a breakout of estimated costs for significant project line items and major components.
- Estimated annual and lifetime cost savings due to the project (Show calculations.)

Criterion 3: Environmental Considerations Weight: 15%
Applies to **all** applications.

- Clarity and completeness of the discussion of the environmental benefits and impacts of the proposed project.
- Clarity of the discussion of environmental analyses conducted and quality of the environmental analyses provided.
- Quality of the description of land for deployment projects only and evidence of a commitment of the use of that land.
- Thoroughness of the discussion of Federal, State, or local permitting, National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), or other approvals as required for the proposed project.
- Likelihood of obtaining the required permits, approvals, **and NEPA decisions** within the 1–3-year timeframe allotted. Please refer to the included NEPA Screening Template for guidance on what level of NEPA compliance potential projects may require. As a reminder, all Federally funded projects are required to comply with NEPA, regardless of the project involving infrastructure or not.
- If applicable, the soundness of the plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed project.

Criterion 4: Roles, Responsibilities, Resources, and Capabilities Weight: 10%
Applies to all applications.

- Soundness of the project management concept with respect to proposed tasks and organizational structure to achieve project objectives.
- Capabilities of the applicant and participants to comprehensively address all aspects of the proposed project or reasonableness of the plan to obtain qualified suppliers, subcontractors, or consultants.
- Level of commitment of the applicant and each participating organization as evidenced by level of involvement, contributions, and cost sharing (if any) identified in declarations and letters of commitment.

- Reasonableness of the business agreements between each of the parties to implement the project, if any.
- Soundness of the project co-financing and evidence of the capability of the applicant and participating organizations to meet cost sharing requirements (if any) of the proposed project.

Criterion 5: Project Support **Weight: 10%**
Applies to all applications.

- Level of support from stakeholders, the public, Congress, and local government, as evidenced by letters of support, historical support by Congress/the Administration, or signature on grant documents by the Governor of the insular area.
- In order to obtain a score of 10, the proposal must include one of the following:
  - The proposal is submitted by the Governor or has a letter of support from the Governor.
  - The proposal includes at least three letters of support from key partners and supporters <u>outside</u> of its own organization or agency and/or has known Congressional or Administration support (including such things as historical support by Congress and/or Administration).
- In order to obtain a score of 5, at least one letter of support has been submitted from a key partner or supporter <u>outside</u> of its own organization or agency.

The Assistant Secretary and/or designated official will consider the merit review, as well as the amount of funds available and geographic distribution of funding when making recommendations for funding.

C. Discussions and Award

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

IV. <u>Application Information</u>

EIC applications must be submitted via GrantSolutions (www.grantsolutions.gov) or Grants.gov (www.grants.gov). If you have access to GrantSolutions, it is recommended that you apply there. Log in and search for the announcement using Funding Opportunity Number **<u>OIAOIA-XXXXXX</u>**, or search using the CFDA number (15.875) or grant program name, then follow the instructions to download required forms and complete and submit your application. To access the application package in Grants.gov, in the "Search Grants" tab, enter CFDA number (15.875). Downloading and saving the application package to your computer makes the required forms fillable and printable. Submit applications downloaded via Grants.gov in

Grants.gov.

You will receive automatic confirmation of your application in GrantSolutions or Grants.gov. OIA will also receive system notifications that document you have submitted your application by the deadline. Applications received after the deadline will be rejected, unless you can demonstrate that a technical problem with GrantSolutions or Grants.gov resulted in late or incomplete submission of your application.

Although it is not a requirement, we encourage you to submit a PDF copy of your entire application, via e-mail, to the grant manager listed in Section X of this announcement.

Submission Deadline: Applications will be accepted via Grants.gov and GrantSolutions.gov until **June 15, 2024**. Applications received later than **June 15th** may not receive consideration.

Review Timeframe: OIA will act on applications in as timely a manner as possible. Generally, OIA reviews and awards take place during the summer.

Decisions: OIA anticipates that grant recipients and projects will be selected in the summer of 2024. Applicants will be notified of the final determination on their applications, generally via email, once a decision is reached. It is suggested that applicants create a GrantSolutions.gov account if they do not already have one, as an account is necessary to process awards.

Application Preparation: Applications should be prepared and submitted by the entity who would receive the grant award. Applications submitted and prepared by a third party, such as an existing contractor or a potential contractor who may benefit from the grant, are not considered allowable. Please note that grant recipients must follow the applicable procurement procedures contained in 2 CFR 200, as well as all current Buy American Build American requirements (please see www.doi.gov/grants/buyamerica) when procuring services and goods under OIA grants. In addition, please note that OIA is responsible for ensuring that **all** Federally funded projects (regardless of whether or not it involves infrastructure) are in compliance with the National Environmental Policy Act and other applicable environmental laws and regulations. **Therefore, please factor the cost of compliance into the formulation of your budget request and project timeline.**

Application Format: OIA does not require a standard format; however, your proposal should include all of the following elements in order to receive full consideration:

A. Signed and Dated Cover Letter: The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to the Assistant Secretary for Insular and International Affairs:

Carmen G. Cantor
Assistant Secretary, Insular and International Affairs
U.S. Department of the Interior
1849 C Street NW
Mail Stop 3117

Washington, D.C. 20240

B. Project Narrative:

1. **Detailed Project Description(s):** Describe the project(s) and activities being proposed, in as much detail as possible.

2. **Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s) and activities. A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as “OTHER”, in full. **Also provide a description of external contracts that will be required to complete the project.** State the basis for the budget cost estimates, whether it is based on research by government technical staff, a recently completed similar project, information provided by quotes or an outside source, etc.

   If charging indirect costs, please include or attach a copy of the negotiated indirect cost rate document. Please note that all activities and costs to be charged to the grant must be in full compliance with the applicable cost principle found in OMB Uniform Guidance for Federal Awards (2 CFR 200).

3. **Detailed Project Timeline(s):** Provide a detailed project timeline for completion of each proposed project with project milestones, inclusive of time estimated to complete all environmental documentation and any required permits to obtain NEPA clearance.

4. **Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work. Explain how this project is tied to/reference where it is in the territory’s updated strategic energy plan, energy action plan, or integrated resource plan.

5. **Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project’s period of performance).

   Performance Goals

   All applications must include at least one performance measure (output & outcome) that corresponds to the proposed project objective. If the grant is chosen for award, the applicant will need to report on the performance measure in narrative project reports that are submitted.

   The narrative portion of the application must:
   - Describe the expected outputs and the potential outcomes to communities, the economy, and the environment.
   - Describe how the project supports the Agency’s priorities described in Section A2.

- Describe how progress toward achieving the expected outputs and social, economic, and environmental outcomes will be tracked and measured.

Please note that the performance measures need to be reported on in every Performance Progress Report submitted. If performance goals are not being met, a detailed explanation of why they are not being met should be included in the report.

6. **Environmental Permitting:** *All* Federally-funded projects are required to comply with the National Environmental Policy Act (NEPA). Please describe what will be required to comply with NEPA and how long it will take to acquire the necessary permits. Please refer to the included Environmental Review Instructions for guidance on what level of NEPA compliance potential projects may require.

7. **Priority Listing for Multiple Projects:** If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

SUMMARY PRIORITY PROJECTS

Priority Project (list in priority order)		*Requested Amount*
1.	*Priority 1 - Project [Name]*	*$*
2.	*Priority 2 - Project [Name]*	*$*
3.	*Priority 3 - Project [Name]*	*$*
Total Request for Fiscal Year 2024		*$*

8. **Grant Recipient:** Please provide the name, title, and address of person to who the grant award, if made, should be addressed. This is normally, the head of the local government or head of the entity applying for the project. **Please ensure that the recipient organization matches the entity designated on the SF-424 forms.**

9. **Recipient Grant Manager:** Please provide the name, title, and contact information for the person who will be the day-to-day grant manager if the proposal is funded. Contact information should include the mailing address, phone number, fax number and email address (as applicable).

10. **Automated Standard Application for Payments (ASAP) Identification Number:** Organizations already enrolled in ASAP under Agency Location Code 14010001 should list their ASAP identification number on their application. Please see *Section VI. Fund Disbursement* below for additional information.

C. Required SF-424 Application for Federal Assistance Forms

Applicants must complete and submit the appropriate SF-424 forms when applying for OIA grants. In addition to the core SF-424 Application for Federal Assistance form, applicants must complete two additional forms: either the SF-424A Budget Information – Non Construction Programs **or** the SF-424C Budget Information – Construction Program, as appropriate to the proposed project(s); and the SF-424B Assurances – Non-Construction Programs **or** the SF-424D Assurances – Construction Programs, as appropriate to the proposed project(s).

In total, **three** SF-424 forms must be submitted as part of the application. The forms can be found on the Grants.Gov website at the following link:

https://www.grants.gov/web/grants/forms/sf-424-family.html

Please note that the entity designated on the SF-424 forms will be the entity receiving the grant award funds/who the funds will flow through. This cannot be changed after award. On your SF-424, you must include the UEI for the office that the funding flows through. For example, if your office is part of a larger local government, and the funding flows through the Department of Treasury/Administration/Finance/etc., you must use that office's UEI, not your office's UEI. The same applies for the reverse; if your past grant funding previously flowed through your office, but a different office is submitting your application for you, be sure they use your office's UEI. This may mean you have to submit your proposal from your own office moving forward.

D. Project Abstract Summary

This should only be one page and should include the following information:

- Award Purpose
- Activities to be performed
- Expected deliverables or outcomes
- Intended Beneficiaries
- Subrecipient activities

E. Application Restrictions

Applications should not include requests to fund force accounts:

Force Accounts: A force account refers to a grantee's own (existing) personnel being charged to the grant. In general, OIA is opposed to funding force accounts with its grants, however, outside expertise and consultant services will be considered if detailed in the project narrative and budget.

OIA Budget and Grants personnel cannot review proposals before they are submitted for any reason. We can provide technical assistance with Grants.gov but cannot provide any other assistance with writing or reviewing your proposal before submission due to the competitive nature of the process and prohibitions on providing unfair advantage to one applicant over another.

Financial Capabilities
All applicants must answer the following questions:

- Does your organization have independent financial capabilities that can comply with the financial management and accounting requirements detailed in 2 CFR 200, including, but not limited to, policies and procedures in place that meet the financial management standards in 2 CFR §200.302 (yes/no)?
- Does your organization have a financial unit? If so, please describe the staffing and structure (such as the number of CPAs, utilization of accounting software etc.)
- Has your organization received and managed federal grant funding before?
- Does your organization undergo an independent financial audit? Please specify the last audit year that was completed and include a copy of this audit. Did your organization receive an unqualified opinion on their independent audit (Yes/No)? If no, did your organization receive a qualified, adverse, or disclaimer of opinion on the independent audit (yes/no)? Did your organization receive a qualified, adverse, or disclaimer of opinion on the independent audit (yes/no)?
- Has your organization ever completed a single audit? Was this audit uploaded on the single audit clearinghouse? If so, please provide the EIN number for the audit. If it was not uploaded, please provide a copy.
- Does your organization have a FAPIIS record, or any adverse performance information (yes/no)?

F. Application Package Checklist

A complete application package must include:

- Core SF-424 Application for Federal Assistance form
- SF-424A Budget Information – Non-Construction Programs (or SF-424C for projects involving construction)
- SF-424B Assurances – Non-Construction Programs (or SF-424D for projects involving construction)
- Signed and Dated Cover Letter
- Complete Project Narrative (detailed project description, detailed budget, detailed timeline with milestones, statement of need, project goals and objectives, priority listing (if applicable), grant recipient, grant manager, first time applicant responses & ASAP Identification.
- Performance Measures - at least one performance measure (output & outcome) that corresponds to the proposed project objective
- Project Abstract Summary
- Negotiated indirect cost rate agreement, and detailed calculations spreadsheet showing how final indirect costs were calculated including notations of any variations from the established rates and showing itemized list of costs excluded from the calculations.
- Responses to Financial capability questions in section D.6.
- Letters of Support - **Letters of support should be addressed to Jonathan Dunn, Director of Budget and Grants Management, and they should be transmitted**

electronically on Grants.gov/GrantSolutions.gov with the other proposal documents. Letters of support are not mandatory but do contribute to the scoring of the proposal.

- Statement indicating if there is any overlap between this federal application and any other federal application, or funded project. If no such overlap exists, please state in the proposal: "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel." Please see the Overlap or Duplication of Effort Statement section of this announcement on page 10 for further guidance, if needed.
- SF-LLL Disclosure of Lobby Activities, if applicable.
- Conflict of Interest statement, if applicable.

V. Award Administration Information

A. Award Instrument Information

- Projects will be funded, subject to availability of funds, by issuance of a grant agreement.
- Agreements will include a cover letter signed by an Office of Insular Affairs Official and a grant award document issued by the grant manager.
- The recipient shall obtain prior approval for any budget or program revisions.

B. Term of the Agreement

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

C. Funding Restrictions

- All funding is contingent upon the availability and appropriation of funds by the United States Congress.
- Costs must be allowable in accordance with the applicable Federal cost principles referenced in 2 CFR 200, Subpart E – Cost Principles.
- All projects must receive an Authorization to Proceed (ATP) before beginning any work except work related to compliance with the National Environmental Policy Act (NEPA).

D. Submission from Successful Applicants

- If selected for possible award, the Office of Insular Affairs reserves the right the request additional or clarifying information for any reason deemed necessary.
- OIA will notify the applicant if only a portion of the application is selected for funding and if any special terms and conditions are required for their grant.

E. Award Notices

- After an applicant's proposal is selected for award, the applicant will receive a letter from the Office of Insular Affairs. This letter will detail the next steps in the awarding process.
- OIA anticipates that the grant recipients and projects will be chosen during summer 2024 and announced during September 2024.

F. GrantSolutions.gov

- All awards will be administered through GrantSolutions.gov. It is suggested that applicants without an account, create one in order to be able to access their award documents.

G. Administration and National Policy Requirements

- Code of Federal Regulations – By accepting financial assistance, your organization agrees to abide by the applicable Federal regulations in the expenditure of Federal funds and performance under this program: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

VI. Grant Reporting

Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

The standard grant reporting requirements are listed below:

- An SF-425 Federal Financial Report will be due semi-annually for the periods beginning January 1 and ending June 30 and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period (i.e. January 31 and July 31). Final reports are due 120 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Terms and Conditions section of the award. Additional requirements are assigned on a case-by-case basis and may also be found in the Terms and Conditions section of the award.

Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

The standard grant reporting requirements are listed below:

- A narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30 and beginning July 1 and ending December 31.

- Reports are due within 30 days of the end of the period (i.e. January 31 and July 31). Final reports are due 120 days after the expiration or termination of the award.
- **If applicable to the project scope, Performance Progress Reports should reflect all impacts upon fuel/electricity bills and pricing.**
- Please note that the performance measures need to be reported on in every Performance Progress Report submitted. If performance goals are not being met, a detailed explanation of why they are not being met should be included in the report.
- Even if no progress has been made during a report period, a Performance Progress Report must still be submitted.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Terms and Conditions section of the award. Additional requirements are assigned on a case-by-case basis and may also be found in the Terms and Conditions section of the award.

Significant Development Reports Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify OIA in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Real Property Reports Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

Conflict of Interest Disclosures
Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award.
Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

VII. Fund Disbursement

Grant recipients located in the U.S. Territories or in the United States will be required to enroll with, and utilize, the U.S. Treasury's Automated Standard Application for Payments (ASAP) system to request payments under a grant. All payments are made via Electronic Funds Transfer (EFT) or Automatic Clearing House (ACH).

Please note that a grantee must be enrolled in ASAP under Agency Location Code 14010001 to have access to OIA grant funds. A grantee may already be enrolled in ASAP for another grant program, such as through the U.S. Fish and Wildlife Service, but if the grantee is not specifically enrolled under ALC 14010001 it will not have access to the OIA grant.

Organizations already enrolled in ASAP under ALC 14010001 should list their ASAP ID on their applications as noted above in *Section IV(B)(9)*.

The ASAP enrollment forms can be found on the OIA website:

https://www.doi.gov/oia/fiscal-payments

VIII. Audits

In accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, non-Federal entities that expend financial assistance of $750,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Non-Federal entities that expend less than $750,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503. In addition, grantees are subject to site visits and audits by the Department of Interior (DOI) and other Federal officials.

IX. Other Information

A. Modification or Changes to the Announcement

Notices of any modifications to this announcement will be posted on Grants.gov. When you download the application materials at Grants.gov, you can also register to receive notifications by email of any changes or modifications to this announcement.

B. Government Right to Reject or Negotiate

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

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

OIA reserves the right to conduct an independent third-party review of financial capability for applicants that are selected for negotiation of award.

D. Notice of Potential Disclosure under Freedom of Information Act

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

E. Personally Identifiable Information

In responding to this Announcement, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the Application Package. These documents will be used by the Technical Assistance Grant Program Review Panel in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as: Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

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

F. Conflicts of Interest

1. Applicability.
   a. This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with

respect to Federal financial assistance agreements
   b. In the procurement of supplies, equipment, construction, and services by recipients and by sub-recipients, the conflict of interest provisions in 2 CFR 200.318 apply.
2. Requirements.
   a. Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.
   b. In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or sub-recipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or sub-recipient or in development of the requirement leading to the funding announcement.
   c. No actual or prospective recipient or sub-recipient may solicit, obtain, or use nonpublic information regarding the evaluation, award, or administration of an award to that recipient or sub-recipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or sub-recipients.
3. Notification.
   a. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or passthrough entity in accordance with 2 CFR 200.112, Conflicts of interest.
   b. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub-recipients.
4. Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.
5. Review Procedures. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.
6. Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

G. Data Availability

1. Applicability. The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.
2. Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal

award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

3. Availability of Data. The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:
   a. The scientific data relied upon;
   b. The analysis relied upon; and
   c. The methodology, including models, used to gather and analyze data.

X. Agency Contacts

Jonathan Dunn
Director, Budget and Grants Management Division
Office of Insular Affairs
U.S. Department of the Interior
1849 C Street NW
Mail Stop 3117
Washington, DC 20240
(202) 219-0614
jonathan_dunn@ios.doi.gov

Krystina Alfano EIC Grant Manager
Office of Insular Affairs
U.S. Department of the Interior
1849 C Street NW
Mail Stop 3117
Washington, DC 20240
(202) 219-8536
krystina_alfano@ios.doi.gov

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