



Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

National Non-Profit Organization Grant Program

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

A. **Program Description**

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

Catalog of Federal Domestic Assistance (CFDA) Number: 97.012

CFDA Title: Boating Safety Financial Assistance

NOFO Title: National Non-Profit Organization Grant Program

NOFO Number: DHS-USCG-2018-001

Authorizing Authority for Program: 46 U.S.C. 13102

Appropriation Authority for Program: 46 U.S.C. 13107 (*All awards are subject to availability of funds.*)

Program Type: Continuation (*Date of Origin for Program: 10/01/1972*)

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

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

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

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

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

Key Changes from the 2017 Competition:

- Inclusion of page limits for specific, required sections of the application. Please review and follow these requirements carefully.
- Inclusion of the application selection criteria that will be used to assess the applications. Application narratives should be written to address each question.
- Updated list of Areas of Interests.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Estimated Available Funding for the NOFO: \$5,134,493

Projected Number of Awards: 30

Period of Performance: 18 months. Extensions are permitted. Please refer to Section H. Additional Information – Extensions.

Projected Period of Performance Start Date(s): 03/01/2018

Projected Period of Performance End Date(s): 09/30/2019

Funding Instrument: Cooperative Agreement

The Coast Guard is the lead agency in development and maintenance of the Strategic Plan of the National Recreational Boating Safety Program. The Coast Guard will work closely with each non-profit organization grantee to ensure the funded projects adhere to the Strategic Plan. The Coast Guard conducts joint meetings and conferences, serves on committees with individuals from non-profit organizations, and conducts many other activities that constitute substantial involvement with the National Recreational Boating Safety Program.

C. Eligibility Information

Eligible Applicants: Non-Profits with 501(c)(3) IRS Status, other than an institution of higher education

Eligibility Criteria: Ref: 46 U.S.C. 13103

In order to apply for a grant, an organization must be eligible for funding. Title 46 United States Code, section 13103(c) authorizes Federal financial assistance for "support of national boating

safety activities of national non-profit public service organizations." The Coast Guard has developed the following test for eligibility, based on Federal law and regulations, legal rulings and interpretations, and guidance from other Federal agencies.

Organizations do not have to be boating-related. Any organization meeting the following qualifications is eligible to apply:

1. Must be a nongovernmental organization.
2. Must be accorded a non-profit organization tax-exempt status by the Internal Revenue Service (IRS) in accordance with 26 U.S.C. 501(c) (3). You must provide a copy of the IRS letter designating your organization as a non-profit organization (26 CFR 1.501(c) (3) -1 elaborates on the test for exemption).
3. Must demonstrate the ability to provide recreational boating safety benefits in all regions, is currently providing recreational boating activities in all regions, and /or demonstrate the intent to partner with other national and/or State and/or local organizations within all regions and indicate a timeline for this to be done if the grant recipient is not already national in scope. National (or nationwide or national-in-scope) is defined as extending beyond a state or region and specifically address all regions of the country that includes: Atlantic, Pacific, Gulf of Mexico/Western Rivers and Great Lakes (See Appendix B: Grant Regional Map). A national membership base does not suffice.
4. Must be primarily in existence to provide "public service" and serve the general public. Fraternal, lobbying, or religious organizations are ineligible.

Contracts or subcontracts to taxable organizations and/or profit-making businesses, colleges, or universities are allowed. However, the grantee organization is required to maintain all project records, provide the point of contact, and maintain funding accountability. Additionally, all activities conducted by the partner taxable or profit-making entity must be explicitly spelled out in the grant project narrative, and be limited to administrative, clerical, or technical functions. Non-profit organizations that are associated with profit-making or taxable organizations are eligible for grants if they meet all the eligibility requirements above.

EXCLUSIONS

The following organizations are ineligible for funding: (1) colleges and universities; (2) hospitals; (3) governments or governmental organizations (including city, county, state, etc.); (4) churches; (5) municipalities; (6) local units of national organizations; and (7) organizations that do not have an impact at the national level. However, excluded organizations may contract with an eligible recipient organization as specified above.

Cost Share or Match: **None**

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Application Start Date: 10/10/2017

Application Submission Deadline: 01/26/2018 at 11:59:59 PM EST

Applications received after the **January 26, 2018** deadline will **NOT** be considered for funding. Application packages that are not properly completed may not be accepted. Please note that one completed application must be submitted in order to be considered for funding. The checklist must be completed and attached to your grant application package (see Appendix C).

Anticipated Funding Selection Date: 03/2018

Anticipated Award Date: 03/2018

Address to Request Application Package

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

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

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

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

Applications will be processed through the Grants.gov portal.

Content and Form of Application Submission

Required Sections & Page Limits

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

Executive Summary: One page

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

Organization Description: One page

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

Program Narrative: 10 pages

The project narrative should be written with sufficient detail to ensure the project can be weighed against other proposals. Applicants should review the selection criteria and draft the narrative to address each question.

Budget Narrative Guidance

A detailed budget narrative should correspond and align with the SF-424A Section B. It should include, at a minimum, the following:

Direct Costs

1. **Personnel:** Identify the salaries and wages of the personnel associated with the project. Include both principal project participants and support staff. Specify the appointment type (full-time or part-time) and the amount or percentage of time each individual will devote to the project.
2. **Fringe benefits:** Contributions to employee benefits (i.e., social security, pension funds, etc.)
3. **Travel:** Delineate proposed travel and associated costs. Specify whether foreign or domestic, mode of transportation, and class of travel. Identify number of trips, places to be visited, the purpose, anticipated dates of travel, number of travelers, etc. Please itemize these costs with justifications. Applicants are advised to use no more than the GSA approved Federal per diem rates.
4. **Equipment:** List any equipment required for the proposed project and indicate whether it will be purchased or leased.
5. **Supplies:** List materials and supplies as separate line items in the budget.
6. **Contractual:** Identify consultant services, subcontracts, and subcontractors (if known) and the service or product to be provided.
7. **Construction:** Non-applicable for non-profit organization grants.
8. **Other:** Estimate any publication, distributions, or other extraordinary expenses.
9. **Indirect charges:** If applicable, specify the indirect cost rate and what Federal agency negotiated the rate and when. Provide a copy of a negotiated indirect cost rate agreement. See page seven for additional information regarding allowable indirect costs.

The reviewers will assess and score the budgetary information based on a reasonableness of cost.

Page limits do not apply to the budget, budget narrative, or other required sections.

Other required sections include:

- Application for Federal Assistance (SF-424)
- SF-424A Budget Information
- Detailed Budget Narrative (corresponding to SF-424A)
- Reporting Schedule
- Resumes of principal participant(s) (if applicable): *A principal participant is the primary individual(s) responsible for the preparation, conduct, and administration of the grant, and serves as the constructive lead for the project.*
- **Signed Certifications and Assurances**
 - SF-424B Assurances – Non Construction Programs
- 501 (c) (3) letter from the IRS designating the applicant's non-profit status
- Federally approved accounting system
- List of the Board of Directors outlining duties, responsibilities, etc.
- Travel Policy: *Outline the most cost effective way grant funds are utilized when traveling, including the selection of air travel, rental cars, lodging, meals, etc. The travel policy should also specify who will be traveling, the purpose of traveling, the location, the estimated duration of travel, and the means of transportation. Grantees are advised to use the GSA approved federal per diem rates or less.*

For a complete list of required sections, please see Appendix C: Application Checklist.

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

Submission Requirements

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

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

- 1) the program and budget narratives, and
- 2) all other additional information.

Please label each PDF file with your organization name and either “Narratives” or “Additional Materials.”

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

DHS may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a Federal award, DHS may determine that the

applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

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

Electronic Delivery

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

How to Register to Apply through Grants.gov

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

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

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

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

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

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

2) *Register with SAM:* In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

3) *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

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

<https://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

4) *Authorize Grants.gov Roles*: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.

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

<https://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>

5) *Track Role Status*: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

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

How to Submit an Application to DHS via Grants.gov

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

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

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.

a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

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

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

Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by 11:59:59 Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

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

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

Indirect (Facilities & Administrative) Costs. Non-profit organizations that have never received a negotiated indirect cost rate, may elect to charge an indirect cost rate of 10% of total direct costs which may be used indefinitely.

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

A non-profit organization that has not previously established an indirect cost rate with a Federal agency and opts to charge a rate different than 10% of total direct costs shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, later than **three months** after the effective date of the award. Organizations that have previously established indirect cost rates and opt not to extend the approved negotiated rate must submit a new indirect cost proposal to the cognizant agency within six months after the

close of each fiscal year. During the Indirect Cost Rate review period, the Coast Guard may withhold the indirect cost rate portion of the grant until an agreement is finalized.

E. Application Review Information

Criteria

All applications received via Grants.gov are reviewed for completeness. Any required missing documents may disqualify applications. Please ensure that you have signed (if applicable) and submitted all required documents from the checklist (Appendix C). Please refer to the Content and Form of Application Submission for additional requirements, as well as the Review and Selection Process section for the application selection criteria.

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

The Coast Guard has funded a wide variety of projects related to boating safety, ranging from highly technical engineering studies to the development of public service announcements. The sole requirement is that the project must have the potential to benefit recreational boating safety at the national level.

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

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

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

Review and Selection Process

Applications are subjected to a Merit Review performed by Subject Matter Experts (reviewers). Final selection of the reviewers is determined by the Office Chief of Auxiliary and Boating Safety (CG-BSX). Reviewers assess the applications for technical merit, personnel qualifications, and the degree to which a proposal offers potential value and measurements to

program goals as stated in this NOFO. Any persons who assess and score the non-profit organization grant applications will be required to complete a DHS Conflict of Interest Form.

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

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

Application Selection Criteria

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

1. Does the applicant propose a project that addresses an area of interest? **(20 pts)**
 - a. **If yes:** does the applicant effectively demonstrate how it will target an area of interest in its proposed project?
 - b. **If no:** does the applicant demonstrate an ability to complete the proposed project?
2. Does the applicant clearly define a project timeline and milestones? **(10 pts)**
Applicants should demonstrate that the timeline for the proposed project is reasonable and that the milestones are achievable.
3. Are the proposed activities measureable and consistent with program requirements? **(10 pts)**
4. Does the applicant effectively plan to measure and assess its deliverables? **(10 pts)**
Applicants should indicate if their measurements are qualitative, quantitative, or both, and demonstrate that these measures are both realistic and achievable.
5. Does the applicant demonstrate knowledge and experience in Recreational Boating Safety? **(10 pts)**
6. Does the applicant have the organizational capacity and technical experience to complete the proposed project? **(20 pts)**
If the technical experience is not “in-house,” applicants should have a plan in place to acquire it and indicate the associated costs.

7. Does the applicant describe how the proposed project is, or will be, national in scope? **(10 pts)**
8. How effective are the applicant's proposed methods of outreach and/or dissemination for its products and/or deliverables? **(10 pts)**
Applicants should indicate the associated costs.
9. Do the budget and budget narrative align with the proposed project? **(10 pts)**
Please ensure that the budget and budget narrative matches and/or is tailored to the proposed project, especially if your organization is submitting more than one application. Additionally, please use consistent terminology when describing items in the narrative, budget, and budget narrative, preferably aligning the order in which they appear.
10. Are the budget line items necessary and/or reasonable? **(10 pts)**
11. Are the proposed administrative costs reasonable? **(10 pts)**

F. Federal Award Administration Information

Notice of Award

Award notices will be issued upon release of funding. Awarded grantees will receive a letter from the Coast Guard stating which project or projects were funded, the award amount, and the assigned Grant Technical Manager. The letter will also indicate important dates regarding budget negotiations and mandatory webinar participation.

Administrative and National Policy Requirements

All successful applicants and sub-applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: <http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

All successful applicants and sub-applicants for USCG grant and cooperative agreements are required to comply with USCG Terms and Conditions. A sample is available to view online at: <http://www.uscgboating.org/library/grants/FY-2016-Example-%20NonProfit-Award-Agreement.pdf>.

In addition, all successful applicants and sub-applicants for Federal grant and cooperative agreements are required to comply with 2 CFR 200.

Before accepting the award, the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO, as well as any Special Terms and Conditions in the Notice of Award, to receive an award under this program.

Grant Agreement Negotiations

After the Director of Inspections and Compliance approves the grant awards, the organizations

are informed of the decision and negotiations begin. In most cases, the procedure is simple. A grant agreement is prepared and the required parties sign it. However, there are the following exceptions:

- If the organization is a new grantee of the Coast Guard, or has never received Federal funds before, its accounting system must be examined and approved.
- The proposal itself may have to be revised to accommodate Grant Review Team recommendations.
- The project budget may have to be revised.

Additionally, grantees and their assigned Grant Technical Manager(s) will discuss and agree on specific deliverables, grant goals, and objectives requirements.

After mutual acceptance of the revised proposal, budget, and agreed-upon deliverables, a formal award agreement is drafted and signed. Agreements must be signed and funds obligated before April 30, 2018. The assigned Grant Technical Manager will remain the grantee's primary point of contact during the life of the project, and should:

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

Financial Management

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

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

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

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

For those entities where the Cash Management Improvement Act (CMIA) (Public Law 101-453) and its implementing regulations do not apply, interest earned on Federal advances deposited in interest-bearing accounts shall be remitted annually to Department of Health and Human

Services, Payment Management System, P. O. Box 6021, Rockville, MD 20852 with a copy of said payment letter provided to the Coast Guard. Interest amounts up to \$250 per year may be retained by the recipient for administrative expenses. See 49 CFR Part 19 Section 19.22 (k&l).

Planning and Progress Reporting

After the grant is awarded, allow for sufficient time for review of each project. Recipients are to submit a work plan delineating the following:

1. When the various tasks are projected to be completed.
2. When reviews should be conducted. If the grant is for the design, development, production, final edit, duplication and distribution of a program or publication, a review or series of reviews is required prior to production and prior to final edit. These reviews will be conducted by the Coast Guard. A minimum of two weeks should be scheduled for each review.
3. All products should be field-tested to assure quality.
4. When progress reports may be expected. It is suggested that a concise progress report be submitted each quarter outlining the tasks completed and the tasks remaining. The progress reports should convey to the Coast Guard the status of the project and any changes to the schedule outlined in the plan (depending on the scope of the change, an amendment to the award agreement may be initiated).
5. When on-site inspection or review is required. In some cases it may be considered appropriate or necessary to have a Coast Guard Subject Matter Expert on scene to observe a test or filming, for example, or to meet with the project team. This should be noted in the plan submitted so the Grant Technical Manager may plan travel.

The Final Product

The final product of the grant shall include the following:

1. Incorporate all technical changes directed by the review process of the Grant Technical Manager.
2. If applicable, contain final edits of media, artwork and film that adhere to the Coast Guard Guidelines for Media (available from the Grant Technical Manager). For information on Coast Guard Grant Product Guidelines and Copyright, please visit <http://uscgboating.org/library/grants/RBS-Grants-Media-Guidlines-2017.pdf>
3. Have an appropriate statement indicating that the project was done under a Coast Guard Grant (as stated in the USCG award Terms and Conditions). Credits may include other organizations but may NOT be used as a recruiting or advertising mechanism.
4. Include an **executive summary** of the work done to complete the project (i.e., a summary of the literature search, review of past projects, design methodology, and development process). This executive summary should be no more than two pages in length.

5. Include an **abstract** that describes the grant product or products and intended uses that would be suitable for publication in a magazine or newsletter that could serve as an announcement of the completion of the grant project.
6. Include web site links, **master copies or originals** of any printed, film, video or other media materials in a compatible Coast Guard format. This will allow the Coast Guard to have on file materials from which copies or segments can be taken to address other audiences or a specific need.

Federal Financial Reporting Requirements

The Federal Financial Reporting (FFR) form is available here:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Recipients are required to submit quarterly FFR's due no later than 30 days after the end of each quarter. Additionally, a final report is required, due no later than 90 after the end of the fiscal year.

Close Out Reporting Requirements

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by the Program and Grants Branches, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

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

COMMANDANT (CG-BSX-22)

ATTN: CHIEF, GRANTS MANAGEMENT BRANCH

US COAST GUARD

2703 MARTIN LUTHER KING JR. AVE. SE

WASHINGTON DC 20593-7501

H. Additional Information

Extensions

Extensions to this program are allowed. Recipients must request an extension in writing 30 days prior to grant award end date. The Grant Technical Manager will review the request, as well as the award's agreed-upon deliverables, milestones, and timeline, to determine if the request is both appropriate and feasible. The Grant Technical Manager, in consultation with the Non-Profit Organization Grant Coordinator, will approve or deny the extension request in writing.

Appendix A: Areas of Interest

Appendix B: Grant Regional Map

Appendix C: Application Checklist

APPENDIX A: AREAS OF INTEREST

1. Voluntary Safety Standards Development Support. Develop and carry out a program to encourage active participation by members of the public and other qualified persons in the development and maintenance of technically sound, voluntary safety standards for the manufacturing of recreational boats and associated equipment, focusing on extending and/or enhancing Federal safety regulations. The standards should be designed to improve the safety of recreational boats and reduce boating accidents where the boat or its associated equipment is the cause or contributing factor.
2. Conduct Research Study and Develop Action Plan. Develop a study of collision accidents in four specific areas of the country that have high numbers of collision accidents annually: Biscayne Bay, Lake of the Ozarks, Lake Powell, and the stretch of the Colorado River at Bullhead City, AZ. The research would involve the examination of collision accident data in these areas, travel to each site to determine geographic aspects of each body of water to include boating traffic, access points, rental facilities, etc. It would also include interviews with all local, State, Coast Guard, Coast Guard Auxiliary, and Power Squadrons personnel who may patrol these waters as well as local livery personnel and any other parties that may have relevant insights into boating traffic in these areas. Upon completion of the research, all of the information gathered would be compiled and analyzed to recommend interventions designed to reduce the incidence of collision accidents in high-risk collision areas, both at these four locations and other such locations throughout the nation.
3. Outreach, Marketing, and Year-Round Safe Boating Campaign Projects. This category includes activities designed to inform the boating public about the inherent risks associated with boating, to persuade the public to adopt safe boating behaviors, and to remind them of these behaviors. Examples of projects include the Importance of Boater Education, Engine Cut-Off Switches, Life Jacket Wear, Cold Weather, Consequences of Irresponsible Behavior on the Water, Navigation Rules, and Life-Jacket Labels.
4. Outreach and Awareness Symposium. A single national symposium to focus on the support of the National Recreational Boating Safety Program. Symposium organizers must focus on professional development opportunities for participants while making every effort to ensure affordability to gain maximum attendance. The symposium should provide opportunities for grant recipients, as appropriate, to present results of grant projects and hold planning sessions. Three to six months after the symposium, the organizers must survey participants on the long term impacts of the symposium and include survey results in their final report. Sources and amount of other funding for the symposium must be clearly identified.
5. Standardize State Recreational Boating Safety Statutes and Regulations. This area of interest is to foster measurable standardization and reciprocity among State boating safety statutes, regulations and rules, and how they are administered and enforced with special focus on accident reporting, boating under the influence of alcohol and drugs, boater education and life jacket wear requirements. Hands-on coordination of State efforts and the establishment of cooperative environments, to include workshops and conferences where state officials can discuss issues regarding these topics, are required. This standardization shall endeavor to be compatible with other State boating safety efforts and promote RBS program effectiveness, the

use of national education standards, and improved administration of Coast Guard-approved vessel numbering and accident reporting systems. The successful grantee(s) shall provide for a systematic measurement depicting passage of State laws during the performance period that provide for uniformity and reciprocity of boating safety laws. The successful grantee(s) shall also maintain an up-to-date and comprehensive online guide to State recreational boating safety laws and regulations that can be modified upon notification or discovery of change.

6. Accident Investigations Seminars. Develop Coast Guard-approved curriculum and materials necessary for instruction of recreational boating accident investigators in the United States. The curriculum must cover the requirements of 46 U.S.C. 6102 and 33 CFR parts 173 subpart C, part 174 subparts C & D (in particular the accident reporting system administration requirements of 33 CFR 174.103), and part 179. Proposals for this training can be for either a classroom or online setting. Proposals for classroom instruction should be limited to no more than 60 students per class with a maximum of four classes per grant year. All classroom instruction sessions are to be held at locations designed to garner maximum participation at the lowest cost that is agreed to by the Coast Guard. The course must cover an overview of recreational boat accident investigations, witness interviews, collision dynamics, evidence collection and preservation, diagramming, and report writing, with an emphasis on adherence to definitions and detail in the accident narrative and with particular focus on human factor causal elements. Online instruction must be readily available and address the same topics outlined for classroom instruction. Online instruction must also provide an available "Instructor" to address any questions from students within a two to three business day period.

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

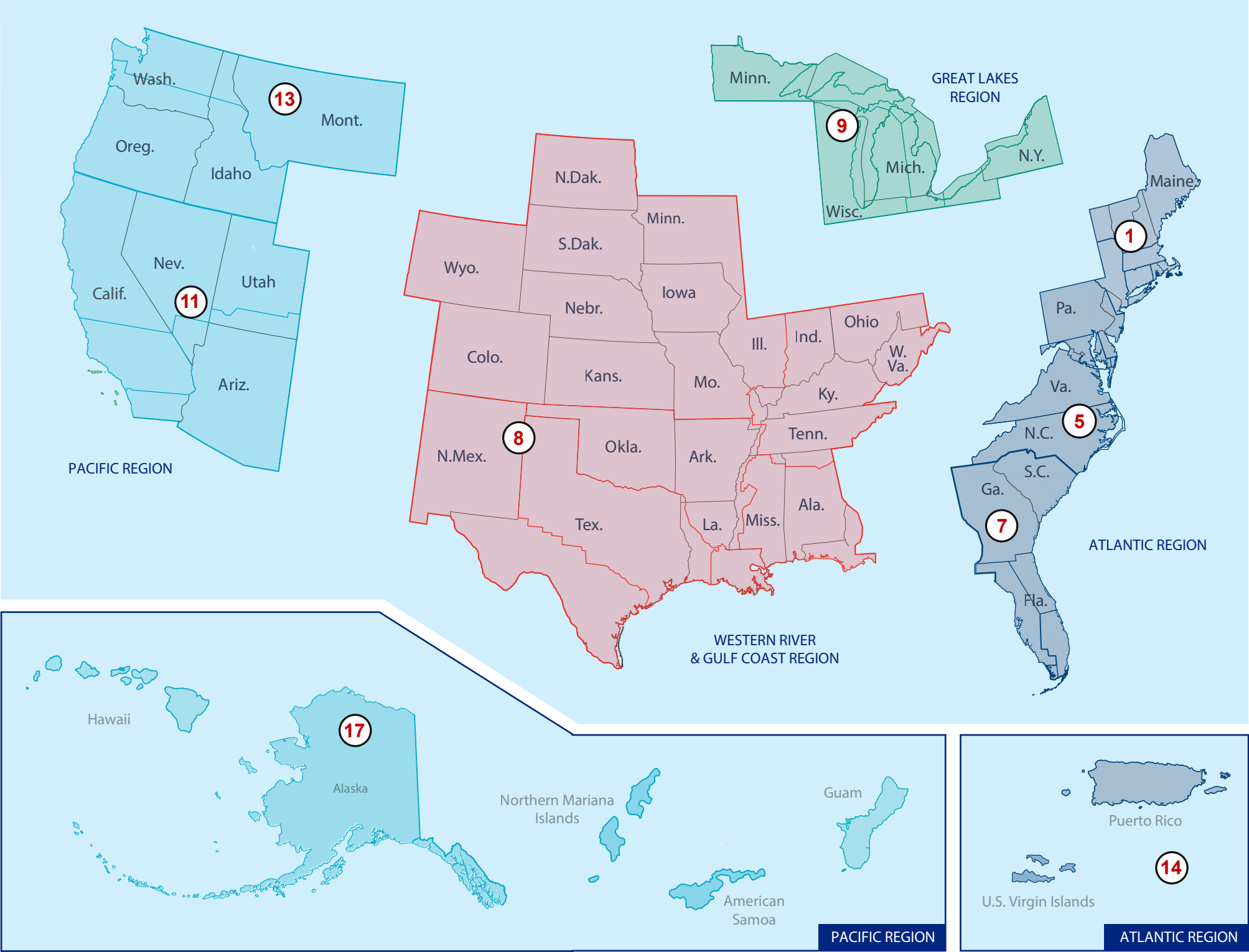
8. Boating Under the Influence (BUI) of Alcohol and Dangerous Drugs Detection and Enforcement Courses. Develop and conduct train-the-trainer and BUI detection and enforcement training courses for State and local marine patrol officers, Coast Guard boarding officers, and others. The goal of the training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

9. Report summarizing what is known about prevalence of alcohol and/or drug use while boating. The purpose of this document is to focus on alcohol and/or drug use as a cause or contributing factor to boating accidents, and would include an assessment of strategies to reduce alcohol use; to provide a common knowledge base for the development of intervention strategies

to reduce the frequency of alcohol related boating accidents.

10. Report summarizing what is known about human-powered craft, relevant statistics about accidents, accident types, casualties, and the demographics of users. The purpose of this document is to provide a common knowledge base for the development of strategies to reduce the frequency of accidents involving human-powered craft.

Appendix B: Grant Regional Map



APPENDIX C: APPLICATION CHECKLIST

APPLICANT NAME _____

PROPOSAL TITLE _____

Please complete the following and attach to your application:

- Application for Federal Assistance (SF-424) ☐
- SF-424A Budget Information ☐
- Narrative: Proposed Project, Objectives, Methods, Expected Results and Benefits ☐
- Detailed Budget Narrative (corresponding to SF-424A) ☐
- Reporting Schedule ☐
- Resumes of principal participants (if applicable) ☐
- **Signed Certifications and Assurances**
 - SF-424B Assurances – Non Construction Programs ☐
- 501 (c) (3) letter regarding non-profit status ☐
- Federally approved accounting system ☐
- List of Board Directors ☐
- Travel Policy ☐