

Building Capacity for Environmental Literacy

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NOTICE OF FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

Federal Agency Name(s): Office of the Under Secretary (USEC), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Funding Opportunity Title: Building Capacity for Environmental Literacy

Announcement Type: Initial

Funding Opportunity Number: NOAA-SEC-OED-2023-2007805

Federal Assistance Listings Number: 11.008, NOAA Mission-Related Education Awards

Dates: The deadline for applications is 11:59 pm EDT on April 3, 2023. Note that NOAA's Office of Education staff will only be available to answer questions until 5 PM EDT.

Applications must be submitted online through Grants.gov; no hard copy or email applications will be accepted. Grants.gov requires applicants to register with the system and with SAM.gov prior to submitting an application. These registration processes can take several weeks and involve multiple steps. In order to allow sufficient time for this process, applicants should register as soon as they decide they intend to apply, even if they are not yet ready to submit their applications. Applications submitted through Grants.gov are automatically date/time stamped when they are validated and submitted to the agency. PLEASE NOTE: When submitting through Grants.gov, you will receive 3 emails. An initial email will be sent to confirm your attempt to submit an application. This is NOT a confirmation of acceptance of your application. It may take Grants.gov up to two business days to validate or reject the application. Please keep this in mind in developing your submission timeline.

In addition, potential applicants must notify NOAA of their intent to submit an application by March 3, 2023. Failure to submit a notification of intent will result in an application not being reviewed. Potential applicants must email oed.grants@noaa.gov with a statement confirming their intent to apply, with the subject line "Intent to submit: Building Capacity for Environmental Literacy".

PLEASE ALSO NOTE: For a list of software applications that allow you to successfully navigate the Grants.gov pages and complete your application visit <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

Funding Opportunity Description: The purpose of this Notice of Funding Opportunity (NOFO) is to build capacity for environmental literacy in support of National Oceanic and Atmospheric Administration (NOAA) mission goals through a cooperative agreement with a non-profit

organization. In order to further the efforts of the external community that supports NOAA's environmental literacy-related priorities, NOAA is seeking a partnership with a nonprofit organization with a mission of environmental education and/or conservation to work with NOAA to implement formal and informal education efforts, outreach, and professional development in support of environmental literacy and STEM education aligned with NOAA's mission. The successful applicant will be supported through a 5-year cooperative agreement with NOAA and should have significant experience supporting environmental literacy, as well as capacity to convene meetings and workshops, manage small scale grants, and support program evaluation. Experience facilitating partnerships, developing education and outreach materials, and implementing educator professional development is also preferred.

Specific activities will be determined collaboratively with NOAA and will further the efforts of the external community to build environmental literacy through informal and formal education. The funded award will support NOAA's mission in the areas of ocean, coastal, Great Lakes, weather, and climate sciences and stewardship as defined by the goals of the NOAA Education Strategic Plan 2021-2040 (<https://www.noaa.gov/office-education/noaa-education-council/strategic-planning>). NOAA's education website (<http://www.noaa.gov/education>) provides more information about NOAA education activities and existing partnerships. Activities must be implemented within the United States and its territories.

Eligible applicants are nonprofit organizations. For-profit organizations, individuals, state, local and Indian tribal governments in the United States, foreign institutions, foreign organizations and foreign government agencies, and institutions of higher education are not eligible to apply, but may be partners. Federal agencies are not eligible to receive federal assistance under this announcement, but may be non-funded partners.

All projects must be 5 years in duration and the total federal amount requested from NOAA must be no less than \$4,000,000 and no more than \$7,000,000 for all years of the project, including direct and indirect costs. NOAA anticipates making one award in the form of a multi-year cooperative agreement in this fiscal year (FY) by September 30, 2023 with a start date no earlier than October 1, 2023. Note: Links to helpful information for applying to this opportunity are available at www.noaa.gov/office-education/2023-coop.

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Program Objective

1. Overview

The purpose of this Notice of Funding Opportunity (NOFO) is to build capacity for environmental literacy in support of National Oceanic and Atmospheric Administration (NOAA) mission goals through a cooperative agreement with a non-profit organization. The NOAA mission is: “to understand and predict changes in climate, weather, the ocean, and coasts; to share that knowledge and information with others; and to conserve and manage coastal and marine ecosystems and resources” (<https://www.noaa.gov/our-mission-and-vision>). Education plays a significant role in supporting NOAA’s mission. The NOAA Office of Education (<https://www.noaa.gov/office-education>) coordinates activities across NOAA and with external partners to help ensure that NOAA's education programs and activities are based on NOAA science and support the agency's cross-cutting priority of promoting environmental literacy. To further the efforts of the external community that supports NOAA’s environmental literacy-related priorities, NOAA is seeking a partnership with a nonprofit organization with a mission of environmental education and/or conservation to work with NOAA to implement the Building Capacity for Environmental Literacy effort.

2. Description of Proposed Activities

The successful applicant should have significant experience supporting environmental literacy within formal and informal education in the United States, as well as capacity to convene meetings and workshops, manage grants programs, and assess program impacts. Experience facilitating partnerships, building networks, developing education and outreach materials, and implementing educator professional development is also preferred.

Activities will support NOAA's mission in the areas of ocean, coastal, Great Lakes, weather, and climate sciences and stewardship as defined by the goals of the NOAA Education Strategic Plan 2021-2040 (<https://www.noaa.gov/office-education/noaa-education-council/strategic-planning>). NOAA's education website (<http://www.noaa.gov/education>) provides more information about NOAA education activities and existing partnerships. Proposed activities must be implemented within the United States and its territories.

Activities include (but are not limited to) the following categories. Note: more specifics about activities will be determined collaboratively with NOAA to further the efforts of the external community to build environmental literacy through informal and formal education.

A. Facilitating partnerships and supporting networks

The successful applicant will facilitate partnerships, and support and build capacity of existing and emerging education networks. Under this activity, the successful applicant will support, co-host, and/or facilitate conferences, workshops, and/or events that build environmental literacy among external NOAA partners and other stakeholders. These activities may include sponsoring up to two professional society conferences annually and co-hosting up to three workshops annually for networks and other NOAA partners, such as the Science On a Sphere (SOS) Collaborative Users Network and the Coastal Ecosystem Learning Centers (CELC) network. This support may also include other forms of collaboration, such as building a Community of Practice for enhancing seafood literacy by addressing gaps in education, outreach, and communications offerings that enhance public understanding of sustainable seafood production. Additionally, applicants should propose strategic activities that will build capacity for regional, national, statewide, or multi-state networks that support the policies and structures necessary to advance environmental literacy and STEM education aligned with NOAA's mission. These activities should include approaches to build capacity in both formal and informal education, such as: identifying gaps and opportunities to make connections among individuals and organizations; building the capacity of environmental education leaders to develop partnerships and programming to support systemic, equitable, and sustainable environmental literacy programs; and seeking input from these networks about their needs to further inform NOAA's education programs. Applicants should provide examples of past success in planning events and convening groups and show how they have facilitated strategic partnerships and engaged stakeholders in support of common goals.

B. Managing and supporting STEM-focused competitions, such as science fairs and grants

The successful applicant will support competitions that encourage science, seafood, and environmental literacy, including but not limited to, science fairs, art competitions, and small-scale grant funding competitions (awards under \$100,000). This activity may include working collaboratively with the NOAA Office of Education and the U.S. Department of Education to support integration of NOAA resources into the activities of the 21st Century Community Learning Centers program (contingent on receipt of funds from the U.S. Department of Education) or working collaboratively with NOAA, informal learning institutions, and the seafood industry to support the co-development of innovative educational experiences to increase the public's seafood literacy. Applicants should have the organizational capacity to effectively and simultaneously manage contracts or subawards to support the proposed work and at least 40 mini-grants at a time to recipients across the United States. Applicants should describe their experience with developing and distributing an announcement of funding, accepting and reviewing applications, organizing expert reviewers, selecting and notifying awardees, and monitoring grantee work through periodic

reports and in-person site visits. Applicants should also demonstrate the ability to support two student-based art and/or science competitions annually.

C. Evaluating NOAA-supported programs' impacts on the communities served.

The intent behind this activity is to support the evaluation of NOAA-supported programs' impacts for the purpose of informing members of the broader science education and/or environmental education communities on lessons learned and best practices related to their fields, as well as informing NOAA and its partners. For example, an applicant could identify staff or a consultant to assess how the approaches of the NOAA's Community Resilience Education Theory of Change (Bey et al., 2020) have affected the field of community resilience education and the environmental education community or to evaluate the Educational Partnership Program with Minority Serving Institutions to produce a summary of best practices and recommendations to share with the higher education STEM community. The applicant should describe how they would implement this activity annually, including how they would identify and acquire the appropriate tools, technologies, and expertise to conduct data collection, perform analysis, and disseminate results.

D. Developing professional development opportunities for educators

The successful applicant will collaborate with appropriate partners to support professional development opportunities for formal education teachers, informal educators, and other educational providers. For example, under this activity the successful applicant may identify and recruit educational experts to lead in-person or virtual professional development workshops. Applicants should provide examples of professional development they have provided or supported for educators including recruiting participants, implementing, and evaluating these opportunities.

E. Developing opportunities for youth

The successful applicant will develop opportunities for in-depth, meaningful engagement of young people who can bring diverse and unique perspectives to science and policy related to NOAA's mission. This activity may include offering youth summits to engage high school student volunteers at aquariums who are part of the CELC network or offering fellowship opportunities for high school students to work on climate-related projects. Additional activities may include supporting undergraduate and/or community college students to gain hands-on experience that aims to prepare young people for climate-related careers. Applicants should provide examples of how they supported or implemented youth engagement activities in the past, including professional development, mentoring, and recruiting diverse youth participants, and evaluating their activities.

F. Developing education and outreach materials

Under this activity the selected organization will work with NOAA to design, develop, and disseminate educational materials (digital, printed, or for conference exhibit displays) that highlight NOAA's education mission. Materials may need to be developed in multiple languages, including developing it in the original language, rather than translating from English. Materials to be shared on the NOAA website need to be compatible with NOAA and other federal requirements, such as section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)). An example of this activity is the development of lesson plans and educational materials to distribute to educators and other target audiences. To be successful at this activity, applicants should provide examples of how they have designed and developed educational materials for digital, print, and/or exhibit displays and describe their capacity to disseminate those materials to target audiences.

3. Target Audiences

The target audiences for activities supported through this funding opportunity are: the broader public, youth, students of all ages, informal educators (including interpreters and docents) and formal K-12 and higher academic education educators (pre- or in-service, including school administrators), environmental education leaders, and other key partners and education professionals.

4. Award Dates

NOAA anticipates that an award funded under this announcement during this fiscal year will be made by September 30, 2023 and that the award funded under this announcement will have a start date no earlier than October 1, 2023. Note: Links to helpful information for applying to this announcement is available at www.noaa.gov/office-education/2023-coop.

5. References

Bey, G., C. McDougall, & S. Schoedinger. 2020. Report on the NOAA Office of Education Environmental Literacy Program Community Resilience Education Theory of Change. National Oceanic and Atmospheric Administration, Washington, DC. doi:10.25923/mh0g-5q69. URL: <http://www.noaa.gov/elp-resilience-TOC>

National Oceanic and Atmospheric Administration. (2021). NOAA Education Strategic Plan 2021-2040. URL: <https://www.noaa.gov/office-education/noaa-education-council/strategic-planning>.

NOAA Education website. URL: <http://www.noaa.gov/education>

NOAA Office of Education website. URL: <https://www.noaa.gov/office-education>

B. Program Priorities

Refer to I.A., Program Objective. There are no other program priorities.

C. Program Authority

Authority for this program is provided by the following: 33 USC §893a, the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science Reauthorization Act of 2010 ("America COMPETES Reauthorization Act of 2010"); and 15 USC §1540.

II. Award Information

A. Funding Availability

NOAA anticipates making one award in the form of a multi-year cooperative agreement in FY 2023. NOAA anticipates the availability of approximately \$2,200,000 in year 1, \$700,000 for year 2, \$1,700,000 in year 3, and \$700,000 for each of the remaining out years. The total federal amount requested from NOAA must be no less than \$4,000,000 and no more than \$7,000,000 for all years of the award, including direct and indirect costs.

Only applications that are 5 years in duration will be considered for funding, and NOAA will not accept applications requesting a total of less than \$4,000,000 or more than \$7,000,000 in federal funds.

The amount of funding available through this announcement will be dependent upon final budgetary decisions for FY 2023 through FY 2028. Publication of this notice does not obligate DOC/NOAA to award any specific award or to obligate any available funds. If an applicant incurs any costs prior to receiving an award agreement from an authorized NOAA Grants Officer, the applicant does so solely at his/her own risk of such costs not being included under the award. Pre-award costs may be allowed under the award contingent on approval by the NOAA Grants Officer in accordance with 2 C.F.R. §§ 200.308(d) and 200.458. The exact amount of funds that may be awarded will be determined in pre-award negotiations between the applicant and NOAA.

Funding for this award will be made on a multi-year basis. Multi-year funding is where funding for the subsequent year(s) is anticipated but not provided at the time the initial award is approved and where the estimated budget for future funding periods can be forecast with some degree of reliability. NOAA reserves the right to renegotiate the budget and scope of activities on an annual basis. The selected applicant will be required to work closely with NOAA on detailed budget tracking.

B. Project/Award Period

Applications must cover an award period of five years to be eligible for merit review. NOAA anticipates that awards funded under this announcement during this fiscal year will be made by September 30, 2023 and that the award funded under this announcement will have a start date no earlier than October 1, 2023. The successful applicant may be asked to modify the award start date.

C. Type of Funding Instrument

The application selected for funding will be funded through a cooperative agreement, as described in 2 C.F.R. 200.24, meaning that NOAA expects to be substantially involved in many aspects of the award. Substantial involvement may include, but is not limited to: assisting with identifying appropriate partners; providing educational expertise, as necessary; participating in the design and implementation of virtual and in-person workshops in support of networks; providing input on the selection of independent evaluators and evaluation technologies and approaches; providing input on peer review panel members and review of grant applicants; distributing educational products at appropriate professional venues and on NOAA websites; providing resources and education products for professional development workshops.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants are nonprofit organizations. For-profit organizations, foreign institutions, and individuals are not eligible to apply; however, for-profit organizations, foreign institutions, and individuals may participate as partners. Likewise, federal agencies are not eligible to receive federal assistance under this announcement, but may be partners.

B. Cost Sharing or Matching Requirement

There is no cost share requirement.

C. Other Criteria that Affect Eligibility

None.

IV. Application and Submission Information

A. Address to Request Application Package

Application packages, including required federal forms and instructions, are available

through Grants.gov (<http://www.grants.gov>). Grants.gov requires applicants to register with the system prior to submitting an application. This registration process can take several weeks and involves multiple steps. In order to allow sufficient time for this process, applicants should register as soon as they decide they intend to apply, even if they are not yet ready to submit their applications. Also, even if an applicant has registered with Grants.gov previously, the applicant's password may have expired or their System for Award Management (SAM) registration may need to be renewed or updated prior to submitting to Grants.gov. Grants.gov will not accept submissions if the applicant has not been authorized or if credentials are incorrect. Authorizations and credential corrections can take several days to establish. Please plan accordingly to avoid problems with the submission process. For further information please visit the SAM web portal (<https://sam.gov/content/home>) and <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

If any applicant has problems downloading the application forms from Grants.gov, uploading the application into the Grants.gov system, or using the Grants.gov Workspace feature, contact Grants.gov Customer Support at 1-800-518-4726 or support@grants.gov. PLEASE NOTE: For a list of software applications that allow you to successfully navigate the Grants.gov pages and complete your submission visit <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

B. Content and Form of Application

Each applicant must submit an application through Grants.gov. Failure of an applicant to submit an application before the deadline will result in the application not being merit reviewed or receiving any additional consideration. This announcement is not seeking applications that generate environmental data. Therefore, a Data Management Plan is not required as part of the application. See the Office of Education's frequently asked questions site: www.noaa.gov/office-education/2023-coop for additional guidance during the preparation of applications.

1. Format Requirements

The page margin on standard letter-size paper should be one inch (2.5 cm) at the top, bottom, left, and right. All pages should be numbered. The typeface should be standard 11-point size or larger and must be clear and easily legible. Color or high-resolution graphics, unusually sized materials, or otherwise unusual materials submitted as part of the application are allowed, but should be employed only when necessary for adequate description of the proposed activities. All narrative sections of the application should be single spaced and consist of the elements described in Section I.A.2. Do not submit scanned documents or forms. Do not submit scanned documents or forms, other than letters of commitment.

2. Content Requirements

An application must include all elements (a) through (g) below. Any non-requested elements submitted as part of an application package will be removed from the application prior to merit review.

Applications should include a maximum of four files (PDF files only) in addition to the federal application forms: 1) Title page; 2) Project narrative (not to exceed 15 pages total); 3) Budget table, budget narrative (including sub-award details), and the negotiated IDC rate agreement (if applicable); and 4) Supplemental information – all other attachments combined into one indexed file, such as resumes.

(a) Required Forms. At the time of application submission, applicants must complete and submit the following forms with signatures of the Authorized Representative of the submitting institution. (Note: submission through Grants.gov results in automatic electronic signatures on these forms. Only the versions of these forms that are available in Grants.gov are acceptable):

- (i) SF-424, Application for Federal Assistance
- (ii) SF-424-A, Budget Information, Non-Construction Programs
- (iii) SF-424-B, Assurances, Non-Construction Programs
- (iv) CD-511, Certifications Regarding Lobbying
- (v) SF-LLL, Disclosure of Lobbying Activities (only if applicable; see instructions on form).

(b) Title Page. A title page must be submitted and it is recommended to have the following elements:

- (i) Project's title;
- (ii) Funding amount requested from NOAA, as well as funding requested for each year of the proposed work;
- (iii) Principal Investigator (PI) and co-PI names, affiliations, complete mailing addresses, email addresses, telephone numbers, and fax numbers. The PI listed on the title page should be affiliated with the institution submitting the application;
- (iv) Executive Summary (150 words maximum). The executive summary should be a concise overview of the objectives of the proposed activities, the expected outcome(s), and the rationale for the work proposed. Please note: a summary of the application that receives funding may be posted on program-related websites and/or included in notices that NOAA may send to members of Congress.

(c) Project Description (15 page limit). The project description section should not exceed 15 pages and should follow the requirements for applications in IV.B. Content and Form of

Applications. Page limits are inclusive of figures and other visual materials, but exclusive of title pages, budget information, references, work plan/milestone chart, and resumes.

The proposed activities should be described completely. The project description should clearly describe the goals, implementation, and management of proposed activities. It should provide a full justification/rationale for them. Specifically, this section should include:

(i) Objective(s) and Expected Outcomes. Describe the objectives that will be achieved during the award period. Describe the expected outputs and outcomes, and explain how the activities and expected outputs and outcomes support the goal of this funding opportunity and advance NOAA's mission, as described in section I.A.

(ii) Proposed Activities. Describe the proposed activities, including: all activities that will be undertaken and/or products that will be created; the need for those products or activities; and the process that will be used to develop and implement all activities and products. Reviewers must be able to determine the duration and frequency of all activities. Applications should clearly demonstrate how the proposed activities are informed by best practices and should cite appropriate literature references that support the proposed approach.

(iii) Personnel. Describe the qualifications and capabilities of the personnel who will be involved in the proposed activities. Include justification for how the team members possess the educational, scientific, and cultural expertise needed to carry out the proposed activities.

(iv) Institutional Capability. Describe the institutional profile and capabilities of the applicant. If partners will be used to implement proposed activities, also describe the partners' capabilities and roles, as well as how the applicant will coordinate the proposed partners.

(v) Outreach and Education: Proposed activities should include external sharing and communication beyond the primary audience. Applications should include outreach strategies that enable the sharing of outcomes and how they will communicate and disseminate information from the proposed activities. This could include conference presentations or strands, web development, and social media.

(d) Proposed Work Plan/Milestone Chart (no page limit). Provide a timeline of major tasks and target milestones for important intermediate and final products and outcomes. The tasks should relate both to the budget and to the intended deliverables or activities.

(e) Resumes (maximum of 3 pages per resume). Provide resumes of the Principal

Investigator (PI), co-Principal Investigators (co-PIs), and other key personnel critical to the success of the proposed activities. Ensure resumes provide evidence of the qualifications relevant to conducting the proposed work as this will help reviewers assess the proposed team's qualifications.

(f) Budget (no page limit). Provide a detailed budget table and budget narrative that clearly identifies and justifies the cost of separable elements of the proposed work. The detailed budget table should include a detailed year-by-year breakdown by category of cost (object class) separated into federal and non-federal shares (if applicable). The budget narrative should be sufficiently detailed to enable a clear understanding of the cost breakdown and calculations used to derive the line item subtotals in each object class of the SF-424A budget. NOAA anticipates the availability of approximately \$2,200,000 in year 1, \$700,000 for year 2, \$1,700,000 in year 3, and \$700,000 for each of the remaining out years. In years 1 and 3, \$1,000,000 of the total annual budget should reflect the cost to conduct a mini-grants program with the 21st Century Community Learning Centers program as described in I.A.2.B above. The budget table and narrative should be structured in alignment with the NOAA Grants Management Division's Budget Narrative Guidance found on <https://www.noaa.gov/organization/acquisition-grants/how-to-apply>.

The budget section of the application should provide enough detail to allow NOAA staff and the review panel to evaluate the level of effort proposed by investigators and staff on the proposed activities. The budget must include all anticipated expenses in order to realistically describe for reviewers what resources will be necessary to carry out proposed activities. Applicants should also provide information about how they will plan and track budget expenditures for the purposes of coordinating the implementation of proposed activities.

NOAA staff will review budget information in recommended applications to determine if costs are allowable, allocable, reasonable, and realistic. As appropriate, the narrative and table must provide details on:

- Personnel salaries and fringe benefits (specifying the salary plus the percent of time and/or number of months devoted to the proposed activities for every individual to be paid by the award).
- Travel, including costs (i.e., transportation, lodging, meals), a description of anticipated travel, destinations, the number of travelers, and a justification of how the requested travel is directly relevant to the successful completion of the proposed activities. If the actual trip details are unknown, applicants should state the basis for the proposed travel costs. Travel costs may be charged on an actual cost basis, on a per diem, or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those

normally allowed in like circumstances in the non-federal entity's non-federally-funded activities and in accordance with non-federal entity's written travel reimbursement policies. In the absence of an acceptable, written non-federal entity policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under federal awards (48 C.F.R. 31.205-46(a)) Federal travel per diem rates: <http://www.gsa.gov/portal/content/104877>.

- Equipment and supplies, if applicable. See 2 C.F.R. §200.313 and See 2 C.F.R. §200.314 for additional guidance on equipment and supplies costs.

- Contractual costs. It is encouraged that applicants provide separate budgets for each contract, but necessary for each substantial contract, to determine whether proposed costs are reasonable, necessary, allowable, and allocable. Describe products or services to be obtained and indicate the applicability or necessity of each to the proposed activities. Provide both the annual and total for contractual costs. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative. A contract means a legal instrument by which a non-federal entity purchases goods or services needed to carry out the proposed activities under a federal award, per §200.22. Procurement standards are identified in §200.317-200.326. Procurement transactions must be conducted in a manner providing full and open competition consistent with the standards identified in §200.319.

- Other direct costs, including printing, publications, evaluations, and communication expenses as well as sub-awards to partners. Applicants should provide the same amount of budget detail for any sub-awards as they did for the applicant institution (broken down by the categories shown on the SF-424A form). Applicants should indicate the basis for the cost and price estimates in budget description for each sub-award. The budget description should describe activities to occur and/or products to be developed and indicate the applicability or necessity of each to the proposed activities. All sub-awards must be consistent with the requirements of 2 C.F.R. §§ 200.330-200.332.

If appropriate, include in the budget narrative a description of any in-kind resources (including people's time) or equipment that will be provided to support proposed activities. Please note that inclusion of in kind resources or equipment will not be considered in the evaluation of the activities' merits. See <http://www.ago.noaa.gov/grants/training.html> for guidance on your budget narrative from NOAA's Grants Management Division. See www.noaa.gov/office-education/2023-coop for a budget table and budget narrative models.

- Indirect costs, if applicable. As defined at 2 C.F.R. § 200.56, indirect costs, which are sometimes referred to as facilities and administrative (F&A) costs, are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically being benefitted without an effort that is

disproportionate to the results achieved. Indirect costs may include costs for basic operational functions, including lights, water, and insurance. However, an applicant may also propose all allowable charges as direct costs.

If indirect costs are included, the negotiated rate must be requested, and the application must include a copy of the current, approved negotiated indirect cost agreement with the federal government. Indirect-cost-rate agreement documentation is required for sub-awardees and indirect cost rates at the negotiated levels should be paid by the primary awardee.

If an applicant does not have a current or provisional indirect cost rate with a federal agency, they may choose to negotiate a rate with the Department of Commerce or use the de minimis indirect cost rate of 10% of modified total direct costs (as allowable under 2 C.F.R. §200.414). The negotiation and approval of a rate is subject to the procedures required by NOAA and the Department of Commerce Standard Terms and Conditions. The NOAA contact for indirect or facilities and administrative costs is:

Raishan Adams
NOAA Grants Management Division
1325 East West Highway, 9th Floor
Silver Spring, Maryland 20910
raishan.adams@noaa.gov

(g) References Cited (no page limit). If literature references are cited in the project narrative, then a References Cited section should be included. Each reference should include the names of all authors in the same sequence in which they appear in the publication, the article title, publication or publication title, volume number, page numbers, and year of publication. While there is no established page limit, this section must include bibliographic citations only and must not be used to provide parenthetical information outside the 15-page project description.

(h) Given the nature of the work expected under this funding opportunity, no environmental impact is anticipated. Therefore, the application does not need to reference the National Environmental Policy Act (NEPA) questionnaire found at the following link: <https://www.noaa.gov/sites/default/files/2021-11/NOAA-Grants-Questionnaire-final.pdf>.

C. Unique Entity Identifier and System for Award Management (SAM)

To enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act, 31 USC 6101, applicants are required to provide a unique entity identifier, as described identified in OMB guidance, 2 CFR Part 25, which may be accessed at https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl. Note, to the extent applicable, any

application awarded in response to this announcement will be required to use the System for Award Management (SAM), which may be accessed online at <https://sam.gov/content/home>.

D. Submission Dates and Times

The deadline for the receipt of applications is 11:59 pm EDT on April 3, 2023. (Note that NOAA's Office of Education staff will only be available to answer questions until 5 PM Eastern Time.) Late applications are neither reviewed nor considered for funding. Applications must be submitted online through Grants.gov; no hard copy or email applications will be accepted.

In addition, potential applicants must notify NOAA of their intent to submit an application by March 3, 2023. Failure to submit a notification of intent will result in an application not being reviewed. Potential applicants must email oed.grants@noaa.gov with a statement confirming their intent to apply, with the subject line "Intent to submit: Building Capacity for Environmental Literacy".

Applications submitted through Grants.gov will be accompanied by an automated receipt of the date and time of submission. You may check your application status by visiting <https://www.grants.gov/web/grants/applicants/track-my-application.html>. For more information on how to check your application status, visit <https://www.grants.gov/help/html/help/Applicants/CheckApplicationStatus/CheckApplicationStatus.htm>.

PLEASE NOTE: It may take Grants.gov up to two business days to validate or reject the submission. Please keep this in mind in developing your submission timeline. Applicants are responsible for ensuring that all required elements have been appropriately submitted before the deadline. Additional instructions for Grants.gov can be found at www.noaa.gov/office-education/2023-coop.

E. Intergovernmental Review

Applications submitted to this funding opportunity are not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions

Allowable Costs

Funds awarded cannot necessarily pay for all the costs that the recipient might incur in the course of carrying out the proposed activities. Allowable costs are determined by reference to the OMB Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards (OMB Uniform Requirements), found at 2 C.F.R. Part 200 and adopted by the Department of Commerce through 2 C.F.R. 1327.101. Refer to <http://go.usa.gov/SBYh> and <http://go.usa.gov/SBg4>. Generally, costs that are allowable include salaries, equipment, supplies, and training, as long as these are "necessary and reasonable." Construction costs are not allowed.

G. Other Submission Requirements

Applications must be submitted through Grants.gov. Please refer to important information in Submission Dates and Times above to help ensure your application is received on time. PLEASE ALSO NOTE: For a list of software applications that allow you to successfully navigate the Grants.gov pages and complete your submission visit <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

V. Application Review Information

A. Evaluation Criteria

(1) Importance/relevance and applicability of proposed project to the program goals (35 points): This criterion ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA, federal, regional, state or local activities. The application should describe how well the proposed project addresses NOAA's stated objectives and priorities. Specifically reviewers will evaluate the likelihood that the proposed activities will:

- build capacity for regional, national, statewide, or multi-state education networks which support the policies and structures necessary to advance environmental literacy and STEM education aligned with NOAA's mission (5 points);
- facilitate partnerships and support networks that build environmental literacy (5 points);
- support competitions that encourage science literacy, seafood literacy, and environmental literacy, including but not limited to, science fairs, art competitions, and small-scale grant awards (5 points);
- support the evaluation of NOAA-supported programs' impacts for the purpose of informing NOAA, its partners, and members of the broader science education and/or environmental education communities on lessons learned and best practices related to their fields (5 points);
- support professional development opportunities for teachers, informal educators, and other educational providers (5 points);
- develop opportunities for in-depth, meaningful engagement of young people who can bring diverse and unique perspectives to science and policy related to NOAA's mission (5 points); and
- design and develop educational materials for digital, print, and/or exhibit displays and

disseminate those materials to target audiences (5 points).

(2) Technical/scientific merit (35 points): This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives. Reviewers will evaluate:

- The overall technical feasibility of the proposed activities, including whether the proposed approach is educationally, and technically sound (i.e., based on best practices), and uses culturally appropriate methods for each of the following:

- i. building capacity for networks in support of environmental and STEM education in both formal and informal contexts (5 points);

- ii. supporting, co-hosting, and/or facilitating conferences, workshops, and/or events (5 points);

- iii. implementing grants programs, including developing and distributing an announcement of funding, accepting and reviewing applications, organizing external reviewers, selecting and notifying awardees, and monitoring grantee work through periodic reports and in-person site visits (5 points);

- iv. identifying and acquiring the appropriate tools, technologies, and expertise to conduct data collection, perform analysis, and disseminate results for evaluating NOAA-supported programs' impacts (5 points);

- v. recruiting participants and implementing professional development opportunities for teachers, informal educators, and other educational providers (5 points); and

- vi. recruiting diverse youth participants, as well as supporting, implementing, and evaluating youth engagement activities (5 points).

- The likelihood that the applicant will meet milestones and achieve anticipated results in the time proposed (5 points).

(3) Overall Qualifications of Applicant (15 points): This criterion ascertains whether the applicant possesses the necessary education, experience, training, facilities, and administrative resources to accomplish the proposed activities. Reviewers will evaluate applications based on the following (as demonstrated by resumes, past experience, and accomplishments of key staff):

- The relevance of the qualifications of the PI, co-PIs, and key personnel, including their previous experience in designing, implementing and managing the proposed activities (4 points);

- Whether the applicant demonstrates experience administering an environmental education focused grants program (3 points);

- The likelihood that the participating institution(s) have the educational, scientific, and cultural expertise and organizational capacity to successfully complete the proposed activities (6 points); and

- Whether there is a clear delineation of responsibilities of the key personnel and whether there are adequate communication mechanisms in place for coordinating among all partners (2 points).

(4) Project Costs (10 points): This criterion evaluates the budget to determine if it is realistic and commensurate with the project needs and time-frame. Reviewers will evaluate:

- The appropriateness of the requested resources to accomplish the proposed work within the indicated time-frame (6 points); and
- The adequacy of detail in the budget table and narrative on the amount of time each individual will spend on the proposed activities and whether this a reasonable amount of staff time for such activities (4 points).

(5) Outreach and Education (5 points): This criterion assesses whether the project provides a focused and effective education and outreach strategy regarding NOAA's mission to protect the Nation's natural resources. Reviewers will evaluate:

- How the approach(es), products, and outcomes will be disseminated to relevant audiences beyond those participating directly in the proposed activities.

B. Review and Selection Process

Upon receipt of an application by NOAA, an initial administrative review is conducted to determine compliance with minimum requirements. Minimum requirements include all of the following:

- Applicant is eligible to apply;
- An email to oed.grants@noaa.gov notifying NOAA of the institution's intent to submit an application was received on time;
- Application was received on time;
- Application was received through grants.gov;
- Total federal request for all years of the project is no more than \$7,000,000 and no less than \$4,000,000;
- Project duration is 5 years;
- Complete application package (see section IV. B).

All applications that meet the eligibility and minimum requirements will be evaluated and scored by a group of independent reviewers, who are federal or non-federal experts, each having relevant expertise. The reviews will be conducted by mail review. The mail review will consist of each application being reviewed by at least 3 reviewers. Each reviewer will independently evaluate each application and provide an individual score and written comments using the evaluation criteria provided in section V.A.

The Federal Program Officers (FPOs) will neither vote nor score applications as part of the review process. The FPOs will make their recommendations for funding based on rank order and the selection factors listed in the next section (V.C) to the Selecting Official, the Director of NOAA Education, who is responsible for making final recommendations to the NOAA Grants Officer.

C. Selection Factors

The Selecting Official will recommend applications for funding in the rank order unless an application is justified to be selected out of rank order based upon one or more of the following selection factors:

1. Availability of funding;
2. Balance/distribution of funds:
 - a. By geographic area
 - b. By type of institutions
 - c. By type of partners
 - d. By subject areas
 - e. By project types
3. Whether this project duplicates other projects funded or considered for funding by NOAA or other federal agencies;
4. Program priorities and policy factors;
5. Applicant's prior award performance;
6. Partnerships and/or participation of targeted groups; and
7. Adequacy of information necessary for NOAA staff to make a NEPA determination and draft necessary documentation before recommendations for funding are made to the NOAA Grants Officer.

Hence, awards may not necessarily be made to the highest-scored applications.

The successful applicant may be asked to modify objectives, work plans, timelines, and/or budgets, and provide supplemental information required by the agency prior to the award. When a decision has been made (whether an award or declination), anonymous copies of reviews and summaries of review panel deliberations, if any, will be made available to the applicant.

D. Anticipated Announcement and Award Dates

It is anticipated that review of applications will occur from April through May, 2023. It is anticipated that negotiations with the successful applicant will be conducted in May and June. The exact amount of funds to be awarded, the final scope of activities, the award duration, and specific NOAA cooperative involvement with the activities of the award will

be determined in pre-award negotiations among the applicant, the NOAA Grants Management Division, and NOAA program staff. Proposed activities should not be initiated in expectation of federal funding until an official notice of award document is received from the NOAA Grants Officer.

Successful applicants will receive notification electronically from the Office of Education in September 2023 that the application has been recommended for funding to the NOAA Grants Management Division. This notification is not an authorization to begin performance of the proposed activities. The official notice of funding, authorized by a NOAA Grants Officer, is the authorizing document that allows the proposed activities to begin. The award funded under this announcement during this fiscal year will start no earlier than October 1, 2023.

VI. Award Administration Information

A. Award Notices

The official notice of funding is expected to occur in late September 2023. The official notice is authorized by a NOAA Grants Officer and is the authorization for the proposed activities to begin. The official notice of award is the Standard Form CD-450, Financial Assistance Award, issued by a NOAA Grants Officer electronically through NOAA's Grants Online system to the award's Authorized Representative. Unsuccessful applicants will receive notification electronically from the Office of Education by September 30, 2023 that their application was not recommended for funding (declined) or was not reviewed because it did not meet the minimum requirements prescribed in Section V.B.

B. Administrative and National Policy Requirements

1. REQUIRED USE OF AMERICAN IRON, STEEL, MANUFACTURED PRODUCTS, AND CONSTRUCTION MATERIALS. If applicable, and pursuant to the Infrastructure Investment and Jobs Act ("IIJA"), Pub.L. No. 117-58, which includes the Build American, Buy American (BABA) Act, Pub. L. No. 117-58, §§ 70901-52 and OMB M-22-11, recipients of an award of Federal financial assistance from the Department of Commerce (DOC) are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: 1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; 2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the

United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and 3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

WAIVERS. When necessary, recipients may apply for, and DOC may grant, a waiver from these requirements. DOC will notify the recipient for information on the process for requesting a waiver from these requirements. 1) When DOC has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which DOC determines that: a. applying the domestic content procurement preference would be inconsistent with the public interest; b. the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or c. the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. DOC will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at whitehouse.gov/omb/management/made-in-america.

DEFINITIONS. “Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of: non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall. “Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States. “Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States,

roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy. “Project” means the construction, alteration, maintenance, or repair of infrastructure in the United States. -- 1 Excludes cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives. 2 IIA, § 70917(c)(1).

2. BUREAU TERMS AND CONDITIONS. Successful applicants who accept an award under this solicitation will be bound by bureau-specific standard terms and conditions. These terms and conditions will be provided in the award package in NOAA’s Grants Online system. For NOAA awards only, the Administrative Standard Award Conditions for National Oceanic and Atmospheric Administration (NOAA) Financial Assistance Awards U.S. Department of Commerce are applicable to this solicitation and may be accessed online at <https://www.noaa.gov/organization/acquisition-grants/financial-assistance>

3. LIMITATION OF LIABILITY: Funding for programs listed in this notice is contingent upon the availability of appropriations. Applicants are hereby given notice that funds may not have been appropriated yet for the programs listed in this notice. In no event will NOAA or the Department of Commerce be responsible for proposal preparation costs. Publication of this announcement does not oblige NOAA to award any specific project or to obligate any available funds.

4. DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS. The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of December 30, 2014 (79 FR 78390) are applicable to this solicitation and may be accessed online at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

5. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA): NOAA must analyze the potential environmental impacts, as required by the National Environmental Policy Act (NEPA), for applicant projects or proposals which are seeking NOAA federal funding opportunities. Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA website: <http://www.nepa.noaa.gov/>, including our NOAA Administrative Order 216-6 for NEPA, http://www.nepa.noaa.gov/NAO216_6.pdf, and the Council on Environmental Quality implementation regulations, http://energy.gov/sites/prod/files/NEPA-40CFR1500_1508.pdf. Consequently, as part of an

applicant's package, and under their description of their program activities, applicants are required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems). In addition to providing specific information that will serve as the basis for any required impact analyses, applicants may also be requested to assist NOAA in drafting an environmental assessment, if NOAA determines an assessment is required. Applicants will also be required to cooperate with NOAA in identifying feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. Failure to do so shall be grounds for not selecting an application. In some cases if additional information is required after an application is selected, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable NOAA to make an assessment on any impacts that the proposed activities may have on the environment.

6. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS. Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this program. Refer to <http://go.usa.gov/SBYh> and <http://go.usa.gov/SBg4>.

7. DOC TERMS AND CONDITIONS. Successful applicants who accept a NOAA award under this solicitation will be bound by Department of Commerce Financial Assistance Standard Terms and Conditions. This document will be provided in the award package in NOAA's Grants Online system at <http://www.ago.noaa.gov> and at <https://go.usa.gov/xVeNH>.

8. REVIEW OF RISK. After applications are proposed for funding by the Selecting Official, the Grants Office will perform administrative reviews, including an assessment of risk posed by the applicant under 2 C.F.R. 200.205. These may include assessments of the financial stability of an applicant and the quality of the applicant's management systems, history of performance, and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities. Special conditions that address any risks determined to exist may be applied. Applicants may submit comments to the Federal Awardee Performance and Integrity Information System (FAPIIS) about any information included in the system about their organization for consideration by the awarding agency.

9. INDIRECT COST RATE. An applicant with a current Federally-approved indirect cost

rate that is proposing indirect costs in its budget should include a copy of the approved rate with its application. If an applicant has not previously established an indirect cost rate with a Federal agency they may choose to negotiate a rate with the Department of Commerce or use the de minimis indirect cost rate of 10% of Modified Total Direct Costs (as allowable under 2 C.F.R. §200.414). The negotiation and approval of a rate is subject to the procedures required by NOAA and the Department of Commerce Standard Terms and Conditions. The NOAA contact for indirect or facilities and administrative costs is: Raishan Adams, NOAA Grants Management Division, 1325 East West Highway, 9th Floor, Silver Spring, MD 20910, or raishan.adams@noaa.gov.

10. FREEDOM OF INFORMATION ACT (FOIA): In the event that an application contains information or data that you do not want disclosed prior to award for purposes other than the evaluation of the application, mark each page containing such information or data with the words "Privileged, Confidential, Commercial, or Financial Information - Limited Use" at the top of the page to assist NOAA in making disclosure determinations. DOC regulations implementing the Freedom of Information Act (FOIA), 5 U.S.C 552, are found at 15 C.F.R. Part 4, which sets forth rules for DOC to make requested materials, information, and records publicly available under FOIA. The contents of funded applications may be subject to requests for release under the FOIA. Based on the information provided by the applicant, the confidentiality of the content of funded applications will be maintained to the maximum extent permitted by law.

11. MINORITY SERVING INSTITUTIONS: The Department of Commerce/National Oceanic and Atmospheric Administration (DOC/NOAA) is strongly committed to increasing the participation of Minority Serving Institutions (MSIs), i.e., Historically Black Colleges and Universities, Hispanic-serving institutions, Tribal colleges and universities, Alaskan Native and Native Hawaiian institutions, and institutions that work in underserved communities.

12. EXECUTIVE ORDER 12866 (Regulatory Planning and Review): It has been determined that this notice is not significant for purposes of Executive Order 12866.

13. EXECUTIVE ORDER 13132 (Federalism): It has been determined that this notice does not contain policies with Federalism implications as that term is defined in Executive Order 13132.

C. Reporting

1) Grant recipients are required to provide semi-annual progress and financial reports. Reports are to be submitted electronically through the NOAA Grants Online system at

<https://grantsonline.rdc.noaa.gov>.

a. Progress Reports: Progress on each award is communicated to NOAA in the form of performance progress reports, the requirements of which are outlined in 2 C.F.R. § 200.301. Progress reports should provide specific, activity-related information such as details on the accomplishments, outputs, and outcomes that have occurred during the reporting period, corresponding with the goals and objectives identified in the project narrative. Please note: NOAA will use data reported in progress reports to report on common measures; a list of these measures is available at <https://www.noaa.gov/office-education/noaa-education-council/monitoring-resources/common-measure-definitions>. Progress reports are required every 6 months from the time an award starts until it is closed. A final comprehensive report is due no later than 120 days after the expiration date of an award.

b. Financial Reports: Federal Cash Transaction reports, form SF-425 should be submitted electronically through the NOAA Grants Online system and are due semi-annually on October 30th and April 30th for the preceding 6-month period (April 1st to September 30th and October 1st to March 30th) or portion thereof if the award start or end-date falls in the middle of one of these intervals. The Final Financial Status report, form SF-425, is a comprehensive financial report that is due no later than 120 days after the expiration date of an award.

2) The Federal Funding Accountability and Transparency Act, 31 U.S.C. 6101 note, includes a requirement for awardees of applicable federal grants to report information about first-tier subawards and executive compensation under federal assistance awards. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at <https://www.fsrs.gov/> on all sub- awards over \$25,000. Refer to 2 CFR Parts 170.

VII. Agency Contacts

You can contact the program officer: Jaime Frungillo at jaime.frungillo@noaa.gov. For further information about NOAA's Office of Education, please visit the office website at <http://www.noaa.gov/office-education>.

VIII. Other Information

Note: Resources that may be helpful in preparing an application can be found at: www.noaa.gov/office-education/2023-coop. This page also contains answers to frequently asked questions.