

**The Department of Homeland Security (DHS)**  
**Notice of Funding Opportunity (NOFO)**  
**State Recreational Boating Safety (RBS) Grant Program**

Fraud, waste, abuse, mismanagement, and other criminal or non-criminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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**1. Basic Information**

**A. Agency Name**

U.S. Department of Homeland Security (DHS), United States Coast Guard (USCG),  
Office of Auxiliary & Boating Safety, Boating Safety Division (BSX)

**B. NOFO Title**

State Recreational Boating Safety (RBS) Grant Program

**C. Announcement Type**

Formula

**D. Funding Opportunity Number**

DHS-USCG-STATE-2026

**E. Assistance Listing Number**

97.012

**F. Expected Total Funding**

\$129,143,906

**G. Anticipated Number of Awards**

56 awards

**H. Expected Award Range**

Not applicable

**I. Application Start Date**

10/17/2025

**J. Application End Date**

12/17/2025

**K. Anticipated Funding Selection Date**

Applications will be reviewed and programmatically approved on a rolling basis.

**L. Anticipated Award Date**

1. Usually no later than 03/31/26

2. The USCG programmatically approves applications on a rolling basis. However, the formal award-making process and issuance of documents are based upon the receipt of trust funds via an interagency transfer.

a. Upon receiving the funds from the U.S. Department of Interior via the U.S. Treasury, the USCG will initiate the award-making process by releasing the Final Allocation Chart.

- b. The Final Allocation Chart may be released as early as December or as late as February. There is no set schedule.
  - c. The USCG will work with a state, as appropriate, to ensure its budget is aligned with the amount of federal funding available for its use.
- 3. Award documents are typically generated on a rolling basis pending coordination with the state and the USCG Grants Management Branch.
- 4. **Do not fill out any award documents until they are provided by your Grants Management Specialist.**

**M. Period of Performance Start Date**

10/01/2025

**N. Period of Performance End Date**

09/30/2026

**O. Executive Summary**

The mission of the National RBS Program is to ensure the public has a safe, secure, and enjoyable recreational boating experience by implementing programs designed to minimize the loss of life, personal injury, and property damage while cooperating with environmental and national security efforts.

**P. Agency Contact**

Cynthia Dudzinski: [cynthia.m.dudzinski@uscg.mil](mailto:cynthia.m.dudzinski@uscg.mil)

**2. Eligibility**

**A. Eligible Entities/Entity Types**

This program is not open to the public. Eligibility is determined by federal statute. Applications can only be accepted from the designated state authority or agency.

**B. Maximum Number of Applications**

56

**C. Cost Sharing Requirement, Description, Type, and Restrictions**

Per [46 U.S.C. §13104 \(b\)](#): *The amount received by a State under this section in a fiscal year may be not more than one-half of the total cost incurred by that State in developing, carrying out, and financing that State's recreational boating safety program in that fiscal year.*

All eligible, approved RBS expenditures may count towards the state share (unless those expenditures are already counted towards another federal grant) and should be reported.

The total state share must be equal to, and can be greater than, the total federal share, but states are not required to “match expenses” item-for-item, nor should it “pre-identify” what qualifies as state share. All expenditures are considered the state share until reimbursement is requested.

The USCG may reimburse a state for up to one-half of its total state expenditures pending the availability of federal funds. Once a state receives reimbursement, the funds should be spent per the state’s discretion and/or internal policies.

### **3. Program Description**

#### **A. Background, Program Purpose, and Program History**

The purpose of the National RBS Program is to reduce the number of accidents, injuries, and deaths on America’s waterways and to provide a safe enjoyable experience for the boating public.

#### **B. Goals and Objectives**

1. The strategic plan of the National RBS Program has three initiatives designed to prevent deaths and injuries of recreational boaters. They are:
  - a. **Initiative 1:** Positively Influence Recreational Boater Behavior
  - b. **Initiative 2:** Positively Influence Recreational Boat and Accessory Manufacturers
  - c. **Initiative 3:** Leverage Recreational Boating Data
2. The Boating Safety Division will facilitate the execution of the three initiatives via the courses of action (CoA) and activities listed in the strategic plan.

#### **C. Program Rationale**

1. The Strategic Plan of the National RBS Program describes the USCG’s goals and strategies to ensure the public has a safe, secure, and enjoyable recreational boating experience by implementing programs that minimize the loss of life, personal injury, and property damage while cooperating with environmental and national security efforts.
2. The strategic plan can be found online at: [RBS Strategic Plan 2022-2026](#).

#### **D. Federal Assistance Type: Cooperative Agreement**

The USCG is the lead agency in the development and maintenance of the Strategic Plan of the National RBS Program. The USCG has entered into a Memorandum of Agreement (MOA) with each state recipient. The MOA provides a complete list of the USCG’s roles and responsibilities that qualify as substantial involvement, as well as the requirements and expectations of each state. If you do not have a copy of your MOA, please reach out to your regional RBS Specialist.

#### **E. Program-Specific Unallowable Costs**

The USCG will determine unallowable costs on a state program-based determination.

## **F. General Funding Requirements**

1. Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. (see [2 C.F.R. § 200.403\(h\)](#)).
2. Recipients may not use federal funds or any cost share funds for the following activities:
  - a. Matching or cost sharing requirements for other federal grants and cooperative agreements (see [2 C.F.R. § 200.306](#)).
  - b. Lobbying or other prohibited activities under [18 U.S.C. § 1913](#) or [2 C.F.R. § 200.450](#).
  - c. Prosecuting claims against the federal government or any other government entity (see [2 C.F.R. § 200.435](#)).

## **G. Indirect Costs (Facilities and Administrative Costs)**

1. Indirect costs are allowed for recipients and/or subrecipients.
2. Indirect costs (IDC) are costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort.
3. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications.
4. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications.
5. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to USCG for further instructions.
6. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must reach out to USCG for further instructions.
7. As it relates to the IDC for subrecipients, a recipient must follow the requirements of 2 C.F.R. §§ 200.332 and 200.414 in approving the IDC rate for subawards

## **H. Management and Administration (M&A) Costs**

Management and administrative costs are allowable subject to programmatic review.

**I. Pre-Award Costs**

States may claim pre-award costs when encumbered within 90 calendar days prior to the effective date of the federal award. Encumbrances occurring more than 90 days prior to the effective date of the federal award require additional written approval from the USCG.

**J. Authorizing Authority**

46 U.S.C. §§ 13101-13110

**K. Appropriation Authority**

Dingell-Johnson Sport Fish Restoration Act, Chp. 658, § 4, 64 Stat. 432, as amended (codified at 16 U.S.C. § 777c); Surface Transportation Assistance Act of 1982, Pub. L. No. 97-424, § 531(a), 96 Stat. 2187-2191 (1983), as amended (codified at 26 U.S.C. § 9503)

**L. Budget Period**

1. There will be only a single budget period with the same start and end dates as the period of performance.

**M. Prohibition on Covered Equipment or Services**

1. Recipients, sub-recipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which restrict the purchase of covered telecommunications and surveillance equipment and services.
2. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200 for more information.

**4. Application Contents and Format**

**A. Pre-Application, Letter of Intent, and Whitepapers**

Not applicable

**B. Application Content and Format**

1. **Format:** Applications should be written in Times New Roman, 12 pt. black font, and one-inch margins.
2. **Page Limits:** There are no page limits for this program, however, states are encouraged to be clear, concise, and only provide required information.

**C. Application Components**

**1. Application for Federal Assistance (SF-424)**

This form includes the state agency and authorized representative contact information for the application, as well as the estimated budget request for the year. When filling out the form ensure the budget numbers match what you fill

out in either the SF-424A or Budget Tool. Please see Section 4.C.2. Budget Information for complete information.

**2. Budget Information – Non-Construction Programs (SF-424A or Budget Tool):**

- a. States will input budget information in two primary locations:
  - 1) SF-424, Box. 18 Estimated Funding –
    - a) Ensure that the state share is, at a minimum, equal to the federal share.
    - b) The numbers in this box, should be an informed estimate that corresponds to the SF-424A or Budget Tool.
  - 2) SF-424A or Budget Tool –
    - a) The SF-424A is an optional form in Grants.gov. States may opt to use the Budget Tool instead.
    - b) Ensure that the total amount listed in the SF-424A, or Budget Tool matches the numbers in the SF-424, Box 18. Estimated funding.
- b. Budget Guidance:
  - 1) The budget is an informed estimate. It should be reasonable and achievable, and reflective of the projects, goals, and items identified in the narrative and Equipment List.
  - 2) The total share must be, at a minimum, equal to the total federal share. Only include a state share that exceeds the federal share if the state anticipates spending that amount. There is no need to include inflated budget amounts.
  - 3) States should base its budget request on its estimated available federal funds. This may include:
    - a) Prior-year unobligated funds: Unbudgeted, unused federal dollars from previous, unexpired allocations.
    - b) Carryover: Estimated unused federal dollars from the currently approved budget, i.e., FY25 that ended on September 30, 2025.
    - c) The estimated allocation published in the FY26 Estimated Allocation Chart dated March 29, 2025.
  - 4) Please contact your Grants Management Specialist prior to submitting your application if you need assistance calculating your state's available federal funds.

**3. Equipment List Template:** States are required to include the following items on their equipment list: vessels, vehicles, and personal equipment necessary to conduct approved RBS activities, as defined by your state. Items may include, but are not limited to boats, motors, radios, and trailers.

- a. **Please include any item that will be purchased during the fiscal year regardless of the funding source (i.e., federal vs. state share).** These purchases must be approved to count towards your total state share expenditures.

- b. The Equipment List Template includes examples of previously approved items. **Review the examples but remove and replace them with your own expenses.**
  - c. The spreadsheet allows you to calculate the quantity, cost per unit, and the percentage the item will be prorated to the grant, per your state policies, as applicable.
  - d. If you request to purchase an item that will also be used for non-RBS activities, the amount charged to the grant should be prorated in proportion to its calculated use for RBS activities.
    - 1) The total amount of the item should be included in the subtotal column and the percentage of the proration should be adjusted to calculate the dollar amount charged to the grant. For example: if a vehicle will only be used half of its time on RBBS activities, the percentage of proration should be 50 percent (50%).
    - 2) States should not prorate an item based upon the intended federal vs. state share.
4. **Assurances – Non-Construction Programs (SF-424B):** This is required for all applicants.
5. **Budget Information – Construction Programs (SF-424C):** **Required if** you include any construction costs on the SF-424A. A separate SF-424C is required for each individual construction project (e.g., If you are submitting 23 public access projects, 23 Budget information Sheets are required.) Ensure the totals reported here match the totals reported in the Construction line of the SF-424A.
6. **Site Map(s):** **Required if** you are submitting any SF-424Cs. A site map is required for each construction or public access project submitted. The purpose of this map is to provide the USCG with a small-scale, project-specific map of the area and enable the USCG to determine precisely which building, dock, boat ramp, etc., is the subject of the project. Map guidance:
  - a. Architectural drawings are not required.
  - b. Aerial photos, satellite images, or map depictions obtained from the internet are well suited for this purpose, but do not preclude the use of other types of site maps.
  - c. The location of the structure in relation to the site must be annotated on the site map.
  - d. A single-sided 8.5”x11” sheet is preferred but not required.
7. **Area Map(s):** **Required if** you are submitting any SF-424Cs. An area map is required for each construction or public access project submitted. The purpose of this map is to provide the USCG with a large-scale of the project location(s).
  - a. More than one project may be included on an area map.
  - b. It may be photocopied from an atlas with a X (or Xs) marking the site(s), downloaded from various internet mapping sites, etc.
  - c. A single sided 8.5”x11” sheet is preferred but not required.

8. **Assurances – Construction Programs (SF-424D):** All applicants are required to submit this form whether construction is part of their budget or not.

#### **D. Program Narrative Guidance**

1. The program narrative should include a list of all ongoing and planned RBS activities that are anticipated by the state during the period of performance, regardless of the funding source for the activities (i.e., federal vs. state). The USCG reviews and approves these activities as a verification that the State RBS Program is compliant with programmatic statute.
2. States should write their narrative directly in response to the bullet points published in Section 4.E. Program Narrative Structure. You are encouraged to use the Word document posted on Grants.gov as a template for your narrative. The bullet points request key information about your program that will help the USCG staff to better understand, monitor, and provide tailored technical assistance to your state. Having this information directly in the narrative makes it easier to contextualize the functions or activities to be funded, the internal processes of your state, and how your program addresses the core statutory requirements of the RBS program.
3. The bullet points are intentionally structured to match those listed in the SF-424A Section B. You are encouraged to use this as an opportunity to describe and justify the associated costs for each category, provide any necessary itemizations, and include any pertinent information related to activities requested for approval.
4. **Best Practices:**
  - a. Your application is NOT a wish list. You should only include what you can reasonably accomplish and spend during the period of performance.
  - b. The narrative should address each bullet point in the order in which they appear. Your responses do not need to be extensive.
  - c. Notate, as appropriate, if a section of the bullet points does not apply to your program so the USCG staff knows that it is not missing or unaddressed.
  - d. Provide website hyperlinks wherever relevant.
  - e. Verify that your narrative aligns with the budget requests. IF you include any numbers in your narrative, ensure that they match what is in your budget.
  - f. **Indicate any areas where you anticipate significant variations from the previous grant cycle and provide an explanation.** This helps the USCG staff follow and understand the continuity of the program.
  - g. **Identify any projects or activities that you were unable to complete last grant cycle that you plan to do this year.** It is important to make this distinction, otherwise it may appear as a duplication of previous efforts or funding requests.
    - 1) Note: **An incomplete project or activity is NOT an automatic indicator of poor performance.** The USCG understands that not

everything happens as it should, but having an awareness of those challenges can help staff better assist you.

## **E. Program Narrative Structure**

Please address the following bullet points in your narrative:

### **1. Administration**

- a. Explain how your state administers the grant on a day-to-day basis.
  - 1) You may use the example applications for guidance, but your description should be tailored to your agency's structure and delegation of duties.
- b. List the types of activities charged to this section of the budget.
  - 1) This may include, but are not limited to, internal controls, website maintenance, legislative rulemaking, policy and procedure development, budgeting, and payments, etc.
- c. Include a list of the offices and positions that manage the grant.
  - 1) Write a list of their primary tasks and responsibilities.
  - 2) You may include titles and position descriptions, but you are not required to include names.
- d. Identify which items your state charges to this category as equipment, supplies, and other, as applicable.

### **2. Law Enforcement**

- a. Provide a summary of your state's RBS law enforcement activities for this period of performance.
- b. Summarize the personnel conducting law enforcement activities. You may include titles and position descriptions, but you are not required to include names.
- c. Identify which items your state charges to this category as equipment, supplies, and other, as applicable.
  - 1) Please summarize how your state classifies items such as, but not limited to, weapons, radios, life jackets, and other items you may use for RBS law enforcement activities.

### **3. Education**

- a. Describe the boating education requirements and/or opportunities available in your state.
- b. Include the method of delivery (online, classroom, etc.) and the targeted demographics, if applicable (adults, high school programs, etc.)
- c. Describe how an education program may be structured and its approved content.
- d. Describe all those involved in delivering a course:
  - 1) What are their roles?
  - 2) How do they contribute to the program's delivery?
  - 3) What is the level of engagement with the intended audience?
- e. Identify which items your state charges to this category as equipment, supplies, and other, as applicable.

#### 4. Navigational Aides

- a. Explain how your state defines an aid to navigation (ATON).
  - 1) Do you have specific markers for state waters?
  - 2) Does your state use information aids and how are they delineated, e.g., no wake, slow speed, etc.?
- b. Indicate if your state has a vessel strictly dedicated to ATON maintenance and repairs.
  - 1) For example, this might be a vessel that is specifically outfitted to tend to buoy repairs, etc.
- c. Identify and explain if a non-state entity is responsible for your ATON maintenance and repairs.
- d. Identify which items your state charges to this category as equipment, supplies, and other, as applicable.

#### 5. Boat Registration & Fees

- a. Describe how the vessel registration process is managed in your state.
- b. Clearly identify what entity manages.
  - 1) Explicitly state if this is managed by DMV
  - 2) Provide the website for the entity
  - 3) Include a link directly to the online registration.
- c. Include the status of any ongoing improvements to your registration process.
  - 1) Briefly summarize any progress made during the previous grant cycle.
  - 2) Note: This is for our general awareness and better understanding of your state's processes. We know improvements and changes take time to implement.
- d. Describe how funds under this category will be used, e.g., database maintenance, document printing, stickers, etc.

#### 6. Public Access & Construction (if applicable)

- a. Identify what your state defines as equipment, supplies, and other, as applicable.
- b. For each individual public access and/or construction site, include the following information:
  - 1) **Need:** State the reason why a new facility is needed, or an existing facility needs to be improved, e.g., reduce congestion or repair damage.
  - 2) **Objective:** Provide a concise statement of what the project will accomplish in terms of stated need.
  - 3) **Location:** Identify the specific location of the facility to be constructed or improved and provide a map designating the location. The map must be detailed enough so that a person could drive to the location using the map provided.
  - 4) **Approach:** Describe the work and how it will be done. Detailed project site plans and specifications are not needed unless specifically requested by the USCG. If applicable, describe third party

arrangements for operation of the facility, including how revenue from any user fees will be handled.

- 5) **Estimated Cost:** Provide the work schedule, estimated total cost, and the anticipated cost by year for accomplishing the objectives. The work schedule will include the components of the major structures to be constructed such as boat ramps, parking lots, or toilet facilities.
- c. Note: public access sites should be open and available to the general public and must provide direct access to the water.

#### 7. **Pass-Through Entity or Subawarding (if applicable)**

- a. Indicate if your state serves as a pass-through entity for RBS funds.
  - 1) Identify if you pass through to another state agency or if you have a separate process to external entities.
- b. States that distribute RBS funds via a subaward process should describe the following, as applicable:
  - 1) how subawardees and amounts are determined
  - 2) how applications are requested
  - 3) the subaward review and selection process
  - 4) if the subaward process is intended to target a specific activity demographic, e.g. law enforcement, education, etc.
  - 5) the timeline for the subaward process, including the period of performance for the subrecipients
- c. States acting as a pass-through entity are required to follow [2 C.F.R. 200 Subpart D – Post Federal Award Requirements: Subrecipient Monitoring and Management](#).
- d. States **DO NOT** need to include subrecipient applications in your application package to the USCG.
- e. **Do** include the anticipated total amount of funds to be distributed, and a list of recipients and their awarded dollars amounts, if available at the time of application.
  - 1) Note: The timing of state subaward processes are different, and those that are based on an annual formula may not have the ability to include this in the application. It is okay if that information is not yet available.

#### F. **Post-Application Requirements for Successful Applicants**

Not applicable

### 5. **Submission Requirements and Deadlines**

#### A. **Address to Request Application Package**

[www.grants.gov](http://www.grants.gov)

#### B. **UEI Requirement**

Applicants must register and maintain an active account with SAM.gov unless there is a valid exception per 2 C.F.R. § 25.110.

### **C. Submission Instructions**

1. SAM/UEI may take several weeks to acquire. Registration instructions for a SAM.gov Account and an UEI can be found at: [SAM.gov | Entity Registrations](#)
2. Applications are submitted through Grants.gov. Instructions for registering can be found at: [Register | Grants.gov](#)

### **D. Application Deadline**

12/17/2025 Eastern Time

### **E. Document Submission Instructions**

1. Please keep your file names short. If the file name is too long, it affects our ability to download it from Grants.gov
2. If you do not have the ability to combine PDFs, label each file individually with a very simple description.

## **6. Intergovernmental Review**

If a state has selected the RBS program for review under Executive Order 12372, the state review process must be followed. A 60-day comment period is provided by Executive Order 12372. Any comments must accompany the application. If the program was not selected for review or no comments were made, this should be indicated in item 16 of the Application for Federal Assistance (SF-424).

## **7. Application Review Information**

### **A. Financial Integrity Criteria**

1. Before making an award, the USCG is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by [the Payment Integrity Information Act of 2019 \(Pub. L. No. 116-117, § 2 \(2020\)\)](#), [41 U.S.C. § 2313](#), and [the "Do Not Pay Initiative" \(31 U.S.C. 3354\)](#). For more details, please see [2 C.F.R. § 200.206](#).
2. The Financial Integrity Criteria may include the following risk-based considerations of the applicant:
  - a. financial stability
  - b. quality of management systems and ability to meet management standards
  - c. history of performance in managing federal award
  - d. reports and findings from audits.
  - e. ability to effectively implement statutory, regulatory, or other requirements.

### **B. Supplemental Financial Integrity Criteria and Review**

1. Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of \$250,000) over the period of performance:
  - a. The USCG is required by 41 U.S.C. § 2313 to review or consider certain information found in SAM.gov. please see [2 C.F.R. § 200.206\(a\)\(2\)](#).

- b. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
- c. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), the USCG will consider any comments by the applicant.

### **C. Reviewers and Reviewer Selection**

The Grants Management Branch reviews the application package from eligible applicants for completeness. Once verified, the package is forwarded to the Program Management & Operations Branch for programmatic review. States will be contacted if the application package requires additional information or further explanation. All applications from eligible recipients will be reviewed for approval.

After each application is approved, the Grants Management Specialist will alert the state that their application is “programmatically approved.” The Grants Management Branch will provide the official award documents once the interagency transfer of RBS funds to the USCG is finalized.

Please see Sections [Anticipated Award Date](#) and [Award Notices](#) for more information.

## **8. Award Notices**

### **A. Notice of Award**

1. The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions associated with responsibilities under federal awards.
2. States must accept all conditions in this NOFO, as well as any special terms and conditions in the award package, to receive an award under this program.
3. The award package includes the following:
  - a. United States Coast Guard Award Letter
  - b. United States Coast Guard Terms and Conditions
  - c. DHS Notice of Award
  - d. DHS Standard Terms and Conditions

### **B. Pass-Through Requirements**

States that serve as a pass-through entity for RBS funds must follow 2 C.F.R. § 200.331 Requirements for pass-through entities. This does not apply to every state program.

### **C. Note Regarding Pre-Award Costs**

Even if pre-award costs are allowed, beginning performance is at the applicant and/or sub-applicant’s own risk.

### **D. Obligation of Funds**

Funds are obligated in the USCG financial system upon the final allocation of awards.

## 9. **Post-Award Requirements and Administration**

### **A. Administrative and National Policy Requirements**

1. Presidential Executive Orders
  - a. Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.
2. Subrecipient Monitoring and Management
  - a. Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.
3. Termination of a Federal Award per 2 C.F.R. § 200.340
  - a. By DHS. DHS may terminate a federal award, in whole or in part, for the following reasons:
    - 1) If the recipient fails to comply with the terms and conditions of the federal award;
    - 2) With the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated; or
    - 3) Pursuant to the terms and conditions of the federal award, including, to the extent authorized by law, if the federal award no longer effectuates the program goals or agency priorities.
  - b. By the Recipient. The recipient may terminate the federal award, in whole or in part, by sending written notification to DHS stating the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if DHS determines that the remaining portion of the federal award will not accomplish the purposes for which the federal award was made, DHS may terminate the federal award in its entirety.
  - c. Notice. Either party will provide written notice of intent to terminate for any reason to the other party no less than 30 calendar days prior to the effective date of the termination.
  - d. Compliance with Closeout Requirements for Terminated Awards. The recipient must continue to comply with closeout requirements in 2 C.F.R. §§ 200.344-200.345 after an award is terminated.
4. DHS Standard Terms and Conditions
  - a. A recipient under this funding opportunity must comply with the DHS Standard Terms and Conditions in effect at the time of the federal award. The DHS Standard Terms and Conditions are available [online](#).

- b. For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award.
- c. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package.
- d. **NOTE:** While not a requirement in the DHS Standard Terms and Conditions, as a best practice: Entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems.

## **B. Financial Reporting Requirements**

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#).
2. Recipients must submit the FFR **quarterly** throughout the period of performance as detailed below:
  - a. October 1<sup>st</sup> – December 31<sup>st</sup> due January 30<sup>th</sup>
  - b. January 1<sup>st</sup> – March 31<sup>st</sup> due April 30<sup>th</sup>
  - c. April 1<sup>st</sup> – June 30<sup>th</sup> due July 30<sup>th</sup>
  - d. July 1<sup>st</sup> – September 30<sup>th</sup> due October 30<sup>th</sup>
3. The final FFR is due within 120 calendar days after the end of the period of performance.
4. States are required to comply with the reporting requirements. States must submit an extension request to the USCG for approval **prior** to the reporting deadline. Any report submitted after the published deadline without an approved extension will be considered late.
5. The USCG may withhold future federal awards and cash payments if FFRs are not timely, complete, detailed, and accurate. FFRs showing inadequate progress may also cause future federal awards and cash payments to be withheld.

## **C. Programmatic Performance Reporting Requirements**

1. The programmatic reporting schedule for this program is annual (from January 1<sup>st</sup> to December 31<sup>st</sup>):
  - a. Certification of Numbered Vessels due January 31<sup>st</sup>
  - b. Report of Certificates of Number Issued to Boats due prior to March 1<sup>st</sup>
    - 1) States should use the most recent version of the CG-3923 with an expiration date of 08/31/2026. Older versions are no longer current
  - c. Annual Performance Report Part I (Narrative) due December 31<sup>st</sup>
  - d. Annual Performance Report Part II (Statistical Data) due December 31<sup>st</sup>

2. Please see **Appendix A: Annual Performance Report Narrative Guidance** for more information.

#### **D. Closeout Reporting Requirements**

1. Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:
  - a. the final request for payment, if applicable
  - b. the final FFR (SF-425)
  - c. the final progress report detailing all accomplishments
  - d. a qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
  - e. other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.
  - f. If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.
2. After the USCG approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334, this maintenance requirement is three years from the date of the final FFR.
3. Pass-through entities are responsible for closing out those subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to the USCG during the closeout of their prime award.
4. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(e\)](#).

#### **E. Disclosing Information per 2 C.F.R. § 180.335**

1. Before entering into a federal award, the applicant must notify the USCG if it knows that the applicant or any of the principals (as defined at [2 C.F.R. § 180.995](#)) for the federal award:
  - a. are presently excluded or disqualified
  - b. have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period

- c. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses listed in § 180.800(a); or
  - d. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.
- 2. This requirement is fully described in [2 C.F.R. 180.335](#).
- 3. Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to the USCG at any time after entering a federal award if:
  - a. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335
  - b. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

#### **F. Reporting of Matters Related to Recipient Integrity and Performance**

- 1. [Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.
- 2. If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10,000,000 at any time during the period of performance:
  - a. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII
  - b. The required reporting frequency is described in paragraph 4 of Appendix XII.

#### **G. Single Audit Report**

A recipient expending \$1,000,000 or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2 C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#). Audits must follow [2 C.F.R. Part 200, Subpart F](#), 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

#### **H. Monitoring and Oversight**

- 1. Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a Federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general.
- 2. Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and

management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

**I. Program Evaluation**

Not Applicable

**J. Additional Performance Reporting Requirements**

Not applicable

**10. Other Information**

**A. Period of Performance Extension**

1. Extensions to the period of performance under a federal award for the funding opportunity are NOT allowed.

**B. Program Income**

1. Program income means gross income earned by the state that is directly generated by a supported RBS activity or earned because of the RBS award during the period of performance. Program income includes, but is not limited to, income from fees for services performed, the use of rental of real or personal property acquired under the RBS award, the sale of commodities or items fabricated under the RBS award, license fees and royalties on patents and copyrights associated with the state RBS program, and principal and interest on loans made with RBS award funds.
2. Per the terms and conditions of the financial agreement, program income is to be spent on allowable state RBS expenditures and applied to the state's share as described in [2 C.F.R. § 200.307\(e\)\(3\)](#).
3. Program income excludes:
  - a. interest earned on advances of RBS funds
  - b. rebates, credits, discounts, and interest earned on any of them
  - c. taxes, special assessments, levies, fines, and other such revenues raised by the state are not program income.
4. Program income must be used for allowable and approved grant activities, and it must be expended prior to the end of the project period.
5. Recipients are encouraged to spend program income first before requesting additional grant funds.

**C. State Guide**

1. **The State Guide can be found here:** <https://uscgboating.org/grants/state-grants-rbs-program.php>.

- a. Please ensure that any “safe downloading” or virus scanning programs do not strip the bookmark and hyperlink functionality of the document.

## 11. **Appendices**

### **A. Appendix A: Annual Performance Narrative Guidance**

Please download the appendix A as a standalone, separate guidance document on the “Related Documents” tab of the Grants.gov funding opportunity announcement.