



FAA

NextGen Procurement Services and Grants Management Division

Aircraft Pilots Workforce Development Grant Program

Notice of Funding Opportunity

Summary Information

Federal awarding agency name: Federal Aviation Administration (FAA)

Funding opportunity title: Aircraft Pilots Workforce Development Grant Program

Announcement type: Initial

Funding opportunity number (required, if applicable): 23-FAA-AWD-AP

Assistance Listing number(s): 20.111

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A. Program Description

Introduction

The U.S. Department of Transportation's Federal Aviation Administration (FAA) is accepting applications for the fiscal year (FY) 2023 *FAA Aircraft Pilots Workforce Development Grant Program* (hereinafter referred to as "the Program"). The purpose of the Program is to attract future aircraft pilots, aerospace engineers, or unmanned aircraft systems operators to the aviation industry throughout the United States (U.S.) and U.S. Territories.

Legislative Authority

On October 5, 2018, the President signed the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254) (hereinafter referred to as "the Act"). Section 625 of the Act directs support to projects to create and deliver curriculum designed to provide high school students with meaningful aviation education that is designed to prepare the students to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators or to support the professional development of teachers using the curriculum to address the projected shortages of aircraft pilots in the aviation industry. This authority was supplemented by the National Defense Authorization Act for Fiscal Year 2020 (Pub. L. No. 116-92, Section 1743) (hereinafter referred to as the "NDAA"). Section 1743 of the NDAA and Section 625 of the Act shall be collectively referred to throughout this NOFO as the "Authorizing Legislation."

Nondiscrimination Assurance

As a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (USDOT), through the Federal Aviation Administration (FAA), the applicant is subject to and will comply with the following; in addition to all other laws, regulations, executive orders, and/or policies that are applicable to the grants awarded under the Program:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252);
- 49 CFR part 21 (entitled "Nondiscrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964");
- 49 U.S.C. § 47123 (Nondiscrimination Statute);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.);
- 28 CFR § 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 49 CFR part 28 (entitled "Enforcement of Nondiscrimination On The Basis Of Handicap in Programs or Activities Conducted by the Department of Transportation");
- 49 CFR part 37 (entitled "Transportation Services for Individuals with Disabilities (ADA)");
- 28 CFR part 35 (entitled "Discrimination on the Basis of Disability in State and Local Government Services"); and
- Executive Order 13985 (entitled "Advancing Racial Equity and Support for Underserved Communities through the Federal Government").

Background

Through the award of these grants, the USDOT and the FAA will assist in providing meaningful educational experiences designed to prepare high school students throughout the Nation to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators, and support the related professional development of teachers. Consistent with Federal policy, by advancing equity across the Federal Government, we can create opportunities for the improvement of communities that have been historically underserved.

Program Goals

The Program is to provide grants to support the education of future aircraft pilots and the development of the aircraft pilot workforce by preparing high school students to fill the United States aviation industry's anticipated demand for aircraft pilots, aerospace engineers, or unmanned aircraft systems operators, and support the related professional development of teachers.

Per the Authorizing Legislation, the Secretary may exercise discretion in selecting awards to ensure that the recipients selected will allow participation from a diverse collection of public and private schools in rural, urban, and suburban areas.

B. Federal Award Information

Type of Award and Funding

The Program is a competitive discretionary grant program. The FAA estimates it will make approximately \$4,500,000 available to fund an estimated 9 recipients through this NOFO. A funded project may have a period of performance of up to two (2) years, with a maximum of \$500,000 per year (inclusive of direct and indirect costs).

Funding beyond the first year is subject to the availability of appropriated funds for the AWD Program in subsequent fiscal years, satisfactory recipient performance and progress, and a decision that continued funding is in the best interest of the Federal Government.

Number of Awards

The FAA will determine the number of awards depending on the quality and quantity of proposals, but the FAA estimates it will make approximately 9 awards under this announcement. However, the FAA reserves the right to make more, fewer, or no awards. Submission of an application to [Grants.gov](https://www.grants.gov) is not a guarantee of award. The FAA may, at its discretion, award a grant based on an application in its entirety, award only portions of a grant based on its application, or not award a grant at all.

Maximum Amount

The FAA will consider any application that exceeds the maximum amount of \$500,000 per year ineligible for funding under this notice.

C. Eligibility Information

Proof of Eligibility

Applicants must identify how they qualify under Section C.1 by uploading proof of eligible entity as follows:

- An air carrier must provide a copy of its part 121 or part 135 FAA-issued certificate.
- A labor organization representing aircraft pilots must provide a copy of an IRS-issued organization exemption letter confirming its labor organization status.
- An institution of higher education must provide a copy of its accreditation (e.g., SACSCOC Accreditation Letter).
- A high school or other secondary school must provide a copy of either its accreditation document, or another valid form of State recognition as an educational institution (e.g., State Board of Education Letter).
- Flight schools must provide a copy of their part 61 or part 141 FAA-issued certificate.
- In addition to the above proof of eligibility, all applicants, including state and local governments, must include in the required abstract a brief statement as to which eligibility category the applicant is applying under and how the applicant qualifies. The FAA reserves the right to validate proof of eligibility. If proof of eligibility is not provided in the application, the applicant will be considered ineligible and will not be considered for funding.
- The Government does not have the authority to award grants beyond the stated goal of the Program or to entities other than those identified above as eligible entities, nor does the Government have the authority to provide scholarships or any form of financial assistance directly to individual applicants. However, the selected entities may offer scholarship opportunities as a funded activity, consistent with the requirements of the Act. Applicants must ensure (and be prepared to document) that all individuals supporting the proposed project possess the legal ability to work within the United States throughout the period of performance. The Government may award a grant to an applicant who already has an active award with FAA's Aircraft Pilots Workforce Development Grant Program or Aviation Maintenance Technical Workers Workforce Development Grant Program with a period of performance that will not overlap with the award being granted under this NOFO.

Requirement to use E-Verify to confirm employment eligibility

Unless an exemption applies throughout the period of performance for the award, with respect to the hiring of any individual for employment in the United States under the "program or activity" that is funded in whole or in part under the award or sub-award, the recipient or sub-recipient must enroll (if not already enrolled) in E-Verify, use E-Verify to confirm employment eligibility of all new hires, and take such steps as may be necessary to ensure award and sub-award recipient compliance with this award term and condition.

1. Eligible Applicants

The following types of entities are eligible to submit an application for this funding opportunity:

- a. An air carrier, as defined in section 40102 of title 49, United States Code, or a labor organization representing aircraft pilots;
- b. An accredited institution of higher education (as defined in section 101 of the Higher Education Act of 1965 ([20 U.S.C. § 1001](#))) or a high school or secondary school (as defined in section 7801 of the Higher Education Act of 1965 ([20 U.S.C. § 7801](#)));
- c. A flight school that provides flight training, as defined in part 61 of title 14, Code of Federal Regulations, or that holds a pilot school certificate under part 141 of title 14, Code of Federal Regulations;
- d. A State or local governmental entity.

Individuals are not eligible to apply under this NOFO.

Eligible Projects

Only projects that fall into one or more of the below categories will be eligible for award:

- a. Projects that create and deliver curriculum¹ designed to provide high school students with meaningful aviation education that is designed to prepare the students to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators; or
- b. Projects that support the professional development of teachers using the curriculum described in subparagraph (a.)

2. Cost Sharing or Matching

The Authorizing Legislation does not require cost share or matching contributions for this Program.

3. Other

All applicants must be registered in www.sam.gov. Per 2 CFR § 200.206(a)(2), the FAA will check the Federal Awardee Performance and Integrity System (FAPIS) www.fapiis.gov. Entities found to be debarred or suspended will automatically be ineligible from participating in the Program.

Partnerships

The FAA encourages applicants to partner with others, such as trainers, consultants and/or contractors, as appropriate to satisfy program goals and to otherwise meet the requirements of the merit criteria, including, without limitation, engaging in partnerships that will enhance an applicant's ability to reach and include a diverse collection of public and private schools in rural, suburban, and urban areas; and to help the applicant provide additional opportunities, assistance, and resources to ensure success and

¹ The proposed project may utilize an applicant's existing training curriculum as well, provided that such curriculum is consistent with the eligibility requirements set forth herein.

sustainability of the proposed project.

Sub-awards are prohibited under this NOFO.

Each partner must submit a letter of commitment, up to two (2) pages per partner, to the project and a signed formal agreement outlining the responsibilities of each partner. If an applicant submits a proposal without a letter of commitment and agreement from each partner, the proposal will be non-responsive. An authorized official from the lead eligible entity must submit the proposal on behalf of the team, and officially represent the members for administrative purposes. The Fiscal Officer identified by the Lead entity will be responsible for signing or co-signing the proposal submission, negotiating the final terms of the award with the FAA Grants Officer, accepting the grant on behalf of the team, and providing official reports, invoices, and related materials as requested.

Multiple Applications

The FAA will accept only **one** application from an eligible entity serving as a single applicant or as a Lead for a partnership. The eligible entity may also participate as a *non-Lead* partner on the application(s) of other eligible entities.

An applicant entity must have its own Unique Entity Identifier (UEI) to be eligible.

The FAA will only accept an applicant's last validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

USDOT Priorities

The Department seeks to award projects under the Aircraft Pilots Workforce Development Program that proactively evaluate whether a project will create proportional impacts to all populations in a project area and increase equitable access to project benefits, consistent with Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government (86 FR 7009). To the extent authorized by law, the Department also seeks to award projects that advance aviation safety and economic strength).

D. Application and Submission Information

1. Address to Request Application Package

This announcement contains instructions in APPENDIX I – Grants.gov Application Submission Instructions.

2. Content and Form of Application Submission

The applicant must complete and submit all required application package forms, see APPENDIX II – Application Document Checklist, and submit them directly online at [Grants.gov](https://www.grants.gov) under the NOFO cited herein. Applicants should refer to <https://www.grants.gov/web/grants/forms.html> to access instructions for the current (SF-424) and other forms used to create grant application packages in [Grants.gov](https://www.grants.gov). See APPENDIX II – Application Document Checklist, for a complete list of documentation required to be submitted with narrative.

Sharing of Application Information – The Department may share application information within the

Department or with other Federal agencies if the Department determines that sharing is relevant to the respective program's objectives.

File Type

Each attachment must be submitted as a PDF file.

Format

Narratives must be written in English, with U.S. Dollars. In addition, text must be presented in 12-point font, Times New Roman, 1-inch margins, double-spaced, and page numbers must be placed in the lower right corner. The proposal must include the headings presented in the following order, while addressing the Merit Criteria stated in Section E. Ensure that each header and/or sub-header are clearly labeled so that sections can be easily segregated and reviewers can look at the merit of the application before reviewing the cost proposals. Applications not adhering to format requirements may be deemed non-responsive.

In addition, there is a 6-page limit for all charts and tables included in the application.

Mandatory Forms

Failure to complete and submit any of the below forms may render the application non-responsive and thus ineligible for an award.

- **Application for Financial Assistance Form, SF-424**

The SF-424 Form, Application for Financial Assistance Form, is used in all Federal grant applications. This form collects information, including type of applicant, applicant contact information, type of submission, the award request amount, and proposed project dates.

- **Project Abstract Summary Form** (Use the Standard OMB-approved Project Abstract Summary Form 2.0 in the [Grants.gov](https://www.grants.gov) application package)

The Abstract must include:

- A statement of which Eligible Applicant category (see Section C) the applicant belongs to.
- A statement of which Eligible Project category(s) (see Section C) the application's project proposal should be considered under.
- A brief overview of the project as a whole, including:
 - Specific, measurable objectives that the project will accomplish;
 - How the project objectives will be accomplished (i.e., the "who, what, when, where, why and how" of the project).

- **Project Narrative** (Project Narrative Attachment Form/Separate Sheet of Paper)

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and well-organized so that evaluators can understand the proposed project.

In accordance with the below instructions, applicants must attach a project narrative file (the "Narrative") to their Application for Federal Assistance (SF-424) during the submission to

Grants.gov to successfully complete the proposal process. As a header, the narrative must include a project title. See APPENDIX III - Project Narrative Sample Outline, for a sample outline.

- **Cover Letter:** The one (1) page project narrative cover letter is not included in the project narrative 10-page limit. The cover letter must be on entity letterhead and signed by an authorized official representing the applicant or team of applicants.
- **Page Length:** The maximum page length of the Narrative is up to ten (10) pages. Applications exceeding the 10-page limit will be considered non-responsive.
- **Description:** Address evaluation criteria 1 through 4 set forth in Section E. Ensure all acronyms are spelled out in the description. This description should be clearly organized by evaluation criterion to aid the evaluation team in assigning a rating to each criterion.
- **Applicant information and coordination with other entities:** Clearly identify the name(s) of the primary applicant, any other organization(s) supporting the proposed project, any volunteers supporting the proposed project, and include any organizations to be funded by the Lead Entity. Describe activities to be conducted in cooperation with all entities involved.
- **Conflict of Interest (COI):** If the participation of the primary applicant, a member of a proposed team, or an organization supporting the proposed project results in a real or perceived COI, the applicant must provide a detailed explanation of how the risk will be mitigated or eliminated. The FAA reserves the right to disqualify any applicant whose approach does not sufficiently mitigate the real or perceived COI. If no COI exists, a statement to that effect should be included.

Pursuant to USDOT workforce development discretionary grant priorities, applicants must address how their project will create good-paying jobs with free and fair choice to join a union; promote investments in high-quality workforce development programs with supportive services to help train, place, and retain people in good-paying jobs or registered apprenticeship, with a focus on women, people of color, and others that are underrepresented in infrastructure jobs (people with disabilities, people with convictions, etc.); and change hiring policies and workplace cultures to promote the entry and retention of underrepresented populations. Applicants should address how the project promotes local inclusive economic development and entrepreneurship, such as the utilization of Disadvantaged Business Enterprises, Minority-owned Businesses, Women-owned Businesses, or 8(a) firms.

- **Budget (Non-Construction Programs Form SF-424A)**

Complete the detailed budget form Budget Information for Non-Construction Programs Form, SF-424A that describes both the direct and indirect costs associated with a particular project.

Grant Funds, Sources and Uses of Project Funds – Project budgets should show how different funding sources will share in each activity and present those data in dollars and percentages. The budget should identify other Federal funds, if any, that the applicant intends to use. Funding sources should be grouped into three categories: non-Federal, Aircraft Pilots Workforce Development Grant Program, and other Federal with specific amounts from each funding source, if applicable.

Indirect Costs – The FAA accepts all Federal negotiated indirect cost rates contingent upon the

applicant attaching proof of agreement with the relevant Cognizant Agency to the grant application. When an indirect cost rate is negotiated, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgment that the applicant is accepting a lower rate than allowed. Any non-Federal entity that has never received a negotiated indirect cost rate, (except a governmental department or agency unit that receives more than \$35 million in direct Federal funding) may elect to charge a *de minimis* rate of 10 percent of modified total direct costs (MTDC), which may be used indefinitely. If chosen, this methodology, once elected, must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

- **Budget Narrative** (Budget Narrative Attachment Form/Separate Sheet of Paper)

The budget narrative must describe by line-item all proposed expenditures, including identification of any other existing or anticipated financial resources, or unmet funding needs, beyond this request to the FAA. Proposed expenditures required to be itemized include costs related to contracts/sub-awards. Costs must be justified with a clear narrative description.

If the applicant includes any non-Federal funds in support of the project, these costs must be clearly identified and separate from Federal funds.

Two-page limit. The maximum page length of the Budget Narrative is up to two (2) pages. Applications exceeding the 2-page limit will be considered non-responsive.

3. Unique entity identifier and System for Award Management (SAM)

All applicants for Federal financial assistance must be registered in the System for Award Management (SAM) to successfully register in [Grants.gov](https://www.grants.gov). The SAM database is the repository for standard information about Federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM registration at least once per year to maintain an active status; therefore, it is critical to check registration status well in advance of relevant application deadlines. Information about SAM registration procedures can be accessed at:

<https://www.sam.gov/portal/public/SAM/>

Each applicant (unless the applicant is an individual that is excepted from those requirements under [2 CFR 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the FAA under [2 CFR 25.110\(d\)](#)) is required to:

- i. Be registered in SAM before submitting its application
- ii. Provide a valid unique entity identifier in its application
- iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by the FAA. It also must state that the FAA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the FAA is ready to make a Federal award, the FAA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

4. Submission Dates and Times

August 16, 2023, 11:59 pm Eastern Time

It is the responsibility of the applicant to allow for sufficient time to meet the [Grants.gov](https://www.grants.gov) application requirements stated at the time of this posting and to adhere to submission deadlines. Grants.gov will not accept applications after the due date and time. No other means of submission will be accepted.

5. Intergovernmental Review

An application under this NOFO is not subject to State review under Executive Order 12372.

6. Funding Restrictions

- **Pre-award costs:** The FAA will not reimburse any pre-award costs or application preparation costs.
- **Construction and Research Activities:** The FAA will not reimburse for facility construction in 2 CFR § 200.439 or research activities.
- **Field Trips:** Field Trips are permissible, but costs should be kept to a minimum. Field Trip related expenses must be reflected in the Budget and Budget Narrative using standard government rates, which can be located at <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- **Flight Hours:** Grant funds may not be used for flight hours.
- **Equipment:** Grant funds may not be used to purchase and/or lease heavy equipment such as manned aircraft.
- **Lobbying and Litigation:** Funds may not be used for lobbying or litigation.
- **Disallowed Funds:** The FAA will not reimburse any costs disallowed or defined as unallowable in 2 CFR Part 200.

7. Other Submission Requirements

Applications must be submitted to [Grants.gov](https://www.grants.gov). Please see Appendix I of this announcement for detailed instructions on how to submit applications to [Grants.gov](https://www.grants.gov).

E. Application Review Information

1. Criteria

Applications will be evaluated on the following merit criteria, therefore applicants must address each criterion in the order presented below and respond to each in the Project Narrative (APPENDIX III - Project Narrative Sample Outline, 10-page limit).

- **Criterion 1 – Project Plan (up to 30 points)**

The extent to which the applicant has demonstrated a clear and achievable plan to carry out the proposed project by including, without limitation, a clear and well-organized description of the planned activities, objective(s), performance goals and measures as shown below:

- A comprehensive and clear work plan that demonstrates through concrete steps how the entity will implement the proposed project to meet the goals of this NOFO. The work plan

describes the program performance goals, objectives, and measures, elaborates on key partners, lists deliverables, and assigns staff and timeframes to complete programmatic activities within the two one-year project periods. Performance goals and objectives must be specific, measurable, achievable, realistic, and time-framed, see appendix IV for sample format;

- Clearly defined roles and responsibilities to be undertaken by the applicant and partners, as applicable, for the work to be performed;
- A description of the proposed curriculum. The proposed project may utilize an applicant's existing training curriculum, provided that such curriculum is consistent with the eligibility requirements set forth herein if applicable; and,
- Provides a clear plan for project sustainability after the period of Federal funding ends.

- **Criterion 2 – Applicant Resources and Capabilities (up to 20 points)**

The extent to which the applicant has demonstrated organizational capacity to carry out the proposed project plan by clearly demonstrating that sufficient facilities, equipment, human and fiscal resources are available to provide for student and teacher/instructor recruitment, academic and career counseling, public outreach activities, and otherwise demonstrating that sufficient resources are available to achieve program goals as shown below:

- Describes the Project Director's position, role, and contribution to project costs, the latter referencing the percentage of working hours dedicated to the project and overall compensation (including in-kind benefits);
- Deployment of an accounting system with the ability to track Federal grant funds. An adequate accounting records system will separate the receipts and payments of a Federal grant from the receipts and payments of their organization's other activities;
- Written accounting policies and procedures, in accordance with 2 CFR part 200, and adequate internal controls; and
- A record of past activities and programs, which enhance the applicant's capacity to carry out the proposed project.

- **Criterion 3 – Project Impact (up to 30 points)**

The extent of an applicant's proposed project's impact in supporting the education and development of high school students or the related professional development of teachers

- Provides detailed projected number of students, trainees, and/or other individuals that will participate in the Program;
- Clearly maps the benefits and outcomes of the proposed project to the Program goals;
- Describes strong proposed partnerships and collaborative strategies, which will promote the Program goals;
- Describes and identifies the outreach initiative and recruitment plans to target a diverse collection of public or private schools in rural, suburban, or urban areas; and

- Describes the outreach designed to increase awareness of anticipated gaps in the aviation industry's labor pool and encourage the high school student population to participate in the program.

- **Criterion 4 – Project Administration and Monitoring (up to 20 points)**

The extent to which the applicant has demonstrated a clear and achievable plan to control administrative expenses and a well-organized description of how the project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved as shown below:

- Measure and monitor project success. (Identify method of tracking.); and
- Self-evaluate performance. This includes a description of the evaluation plan, including necessary components (descriptions of the inputs, key processes, variables to be measured, expected outcomes of the funded activities, and how key measures will be reported), as well as a description of how the organization will collect data in such a way that allows for accurate and timely reporting, and program needs/gaps to be filled.

2. Review and Selection Process

Initial Screening

Applications will first be provided to the Grants Officer for initial review to confirm that the applicant 1) meets the eligibility requirements as set forth in Section C, Eligibility Information, and 2) has included all of the items specified in Section E, Application and Submission Information in the proper format and within the applicable page limitations. If an application does not meet the eligibility requirements as set forth in Section C, Eligibility Information, or include all of the items specified in Section D, Application and Submission Information in the proper format and within the applicable page limitations, the Grants Officer may deem the application ineligible. As noted above, all single applicants and team Leads must be registered in <https://sam.gov/content/home>.

Further, an application will be considered ineligible during the initial screening phase if the application does not meet the following requirements:

- A Unique Entity Identifier (UEI) is required for [Grants.gov](https://grants.gov) registration. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and sub-recipients. Register your entity or get a UEI here: <https://sam.gov/content/entity-registration>
- All applicants for Federal financial assistance must be registered in the System for Award Management (SAM) to successfully register in [Grants.gov](https://grants.gov). The SAM database is the repository for standard information about Federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM registration at least once per year to maintain an active status; therefore, it is critical to check registration status well in advance of relevant application deadlines. Information about SAM registration procedures can be accessed at: <https://www.sam.gov/portal/public/SAM/>
- Applicant must have an active UEI and SAM registration at the time of applicant's submission of its application.

- Section C, Eligibility Information, to include all of the items specified in Section D, Application and Submission Information, in the proper format and within the applicable page limitations.
- Entities found to be debarred or suspended will be automatically considered ineligible from participating in the Program.

Review Process

As further discussed below, if an application passes the initial screening discussed above, the application will then be reviewed by the Technical Evaluation Team. The evaluation and review processes are intended to assure the selecting official that each proposal being considered for an award meets or exceeds the criteria presented by the FAA in this NOFO and mandated by Congress.

The FAA reserves the right to use outside expertise to perform application evaluation.

Pursuant to Section 4.5.1.2 (Applicant Risk) of the USDOT Guide to Financial Assistance, 2 CFR § 200.206, and applicable law, the Government is required to assess information about an applicant in order to evaluate the risks posed by an applicant before they receive an award. After technical review and before award recommendations, the FAA may consider, without limitation, the following factors as to the applicant's eligibility, as applicable:

- Designated integrity and history of performance of past Federal awards through SAM and FAPIIS (see 41 U.S.C. § 2313). Per the guidelines on government-wide suspension and debarment in 2 CFR part 180, the Government will confirm that the Recipient and any named partners are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities;
- Reports and findings from audits performed under Subpart F of 2 CFR part 200 or the reports and findings of any other available audits;
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities; and
- Potential conflicts of interest on the part of the applicant. The applicant must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy. 2 CFR § 200.112; and
- Any potential risks posed by the applicant's budget.

The FAA reserves the right to request additional information, including financial information, as necessary to assess financial stability.

As noted above, the FAA reserves the right to reject an application if the FAA finds, at its sole discretion, that an applicant presents an unacceptable level of risk based on the findings of this risk assessment. Additionally, if risks are identified but can, in the FAA's sole discretion, be sufficiently mitigated through the inclusion of special terms and conditions in the grant agreement or otherwise, the FAA reserves the right to proceed with award subject to any additional terms and conditions it deems appropriate.

Technical Evaluation Review

The Technical Evaluation Team will evaluate each application against each of the merit criteria set forth in Section E1.

Based upon the strengths, weaknesses, and risks identified, the Technical Evaluation Review team will assign an adjectival rating to each merit criterion as set forth in the Adjectival Rating Table below.

The Technical Evaluation adjective rating will be one factor among several in the ultimate selection of awardees.

Adjectival Rating Table:

ADJECTIVAL RATING	DEFINITION
EXCEEDS STANDARDS	The applicant's proposal comprehensively responds to the merit criteria and demonstrates a thorough understanding of the goals of the Program. The applicant's response exceeds the standard requirements for a "Meets Standard" rating. There may be some weaknesses or risks, although they are mostly minor. Strengths outweigh any weaknesses or risks.
MEETS STANDARDS	The applicant's proposal adequately addresses the merit criteria and the application demonstrates an understanding of the Program goals. There may be several weaknesses and/or risks; however, the combined impact of any strengths is approximately equal to the combined impact of any weaknesses or risks.
BELOW STANDARDS*	The applicant's proposal does not provide sufficient information or does not respond adequately to the merit criteria, therefore, the applicant's proposal is inadequate. The proposal does not demonstrate a satisfactory understanding of the goals of the Program, contains many weaknesses or risks, and little or no strengths. Weaknesses or risks far outweigh any strengths.

*An applicant that receives an overall adjectival rating of Below Standards will not be considered for selection.

Merit Criterion Points Table:

Criterion 1 – Project Plan	Below Standards = 20 points	Meets Standards = 25 points	Exceeds Standards = 30 points
Criterion 2 – Applicant Resources and Capabilities	Below Standards = 10 points	Meets Standards = 15 points	Exceeds Standards = 20 points
Criterion 3 – Project Impact	Below Standards = 20 points	Meets Standards = 25 points	Exceeds Standards = 30 points
Criterion 4 – Project Administration	Below Standards = 10 points	Meets Standards = 14 points	Exceeds Standards = 20 points
Total:			

Overall Ratings Table:

Overall Adjectival Rating	Total Points
Exceeds Standards	100-80
Meets Standards	79-61
Below Standards*	60-0

*An applicant that receives an overall adjectival rating of Below Standards will not be considered for selection.

The adjectival ratings will be evaluated using the following definitions for strengths, weaknesses and risks:

Strength	An aspect of an application that would positively impact the likelihood of the applicant successfully carrying out the proposed project, that exceeds the requirements for grant award, or otherwise supports the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers.
Weakness	An aspect of an application that would negatively impact the likelihood of the applicant successfully carrying out the proposed project, that fails to meet the requirements for award, or otherwise fails to support the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers.
Risk	An aspect of an application that presents an uncertainty as to the ability of the applicant to successfully carry out the proposed project, meet the requirements for award, or otherwise to support the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers.

The initial screening and technical evaluation review processes are intended to assure the Grants Officer makes a grant award recommendation to the selecting official in accordance with the criteria and considerations set forth in this NOFO, and mandated by Congress. The maximum score any application can receive is 100 points. The minimum acceptable score will be 61 points. Only those applications that meet or exceed the minimum acceptable score will be considered for funding. Note that a score of 61 or more does not guarantee that the applicant will receive an award. Also note that the ultimate Technical Evaluation assessment is the Adjectival Rating determined by the numerical score, rather than the numerical score itself.

If the FAA does not make a Federal award to an applicant because the official determines that the applicant does not meet either or both of the minimum qualification standards as described in 2 CFR § 200.206, the FAA will report that determination in FAPIIS. Applicants found to be in violation of Federal statutes or to have previous disbarments will automatically be considered ineligible.

Other Review Considerations

After the Technical Evaluation Review, the FAA may consider programmatic factors to make selections that meet the goals and objectives of the Program. These include the availability of funds. Further, the FAA seeks a balanced award selection and considers diverse factors, such as but not limited to, type of applicant institution, participation by individuals from communities traditionally underrepresented in the aircraft pilot workforce, and the following other factors prior to final selection:

- The extent to which the project supports the policy objectives of applicable Executive Orders, including, without limitation,
 - Executive Order 13985 of January 20, 2021, on *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*;
 - Executive Order 14041 of September 3, 2021, on *Advancing Educational Equity, Excellence, and Economic Opportunity through Historically Black Colleges and Universities*; and
 - Executive Order 14045 of September 13, 2021, on *Advancing Educational Equity, Excellence, and Economic Opportunity for Hispanics*.
- Whether a project is located in a qualified opportunity zone designated pursuant to 26 U.S.C. § 1400Z-1;
- The geographic distribution throughout the United States and its Territories of the activities of the collective group of awarded proposals; and
- Consistent with the Rural Opportunities to Use Transportation for Economic Success (ROUTES) initiative (<https://www.transportation.gov/rural>), the USDOT recognizes that rural transportation networks face unique challenges. To the extent that those challenges are reflected in the merit criteria listed in this section, the USDOT will consider how the activities proposed in the application will address those challenges, regardless of the geographic location of those activities.
- Based on the overall adjectival rating assigned by the Technical Evaluation Team, and after taking into account the other considerations set forth in this NOFO for award, the Grants Officer shall recommend applications for award to the selecting official, who will then make the final award decision.

3. Federal share greater than the simplified acquisition threshold

The FAA, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see [41 U.S.C. 2313](#))

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

The FAA will consider any comments by the applicant, in addition to the other information in the

designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in [2 CFR 200.206](#).

4. Anticipated Announcement and Federal Award Dates

The FAA anticipates announcing grant recipients and making awards in the 2nd Quarter of Fiscal Year 2024 (January 1 – March 31, 2024).

F. Federal Award Administration Information

1. Federal Award Notices

Selection Notification

- The FAA Grants Officer will notify the recipient's Fiscal Officer or designated point of contact when selected for award. The Grants Officer will sign and send award documents to the official responsible for acting on behalf of the applicant named as the designated point of contact in the proposal.
- The Grants Officer is the individual authorized by the Senior Procurement Executive to commit the FAA to a course of action and bind the FAA to the expenditure of funds. Expenses incurred during proposal preparation are not reimbursed. The officially signed grant award, when executed, is the authorizing document that enables the recipient to begin the agreed-upon activities.
- Awards made under this Program are subject to the 2 CFR part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (<https://www.ecfr.gov/>). These Terms and Conditions will be incorporated in the award by reference. Awardees receipt of funds is contingent on execution of the Government's award agreement.

Non-Selection Notification

The FAA Grants Officer will notify applicants that have not been selected, in writing, as promptly as possible after the determination has been made. Ineligible applicants will be notified via email.

2. Administrative and National Policy Requirements

The applicant must adhere to all Local, State, and Federal laws and directives, including National Policies identified in required form SF-424B, *Assurances Non-Construction*, and those outlined in the updated *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. To review 2 CFR part 200, last updated November 7, 2022, visit the [Electronic Code of Federal Regulations](#).

Further, please see APPENDIX V – Uniform Administrative Requirements, for additional important policy statements.

As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to the domestic preference requirement including all applicable

federal and FAA Buy America provisions. The Department of Transportation expects all applicants to comply with that requirement.

3. Reporting

The following metrics are examples of what will be used in measuring relevant outcomes for this grant Program. The FAA reserves the right to request other information and metrics from a grantee in order to ensure that performance is aligned with the program goals and requirements.

- **Recruitment and Outreach:** Efforts designed to increase awareness of anticipated gaps in the aviation industry's labor pool and encourage the high school student population to participate in the grantee's program(s). Identify plans to allow participation from a diverse collection of public and private schools in rural, urban, and suburban areas. Document the actual activities, number and location of recruitment events conducted, and number of attendees.
- **Registration and Retention:** Number of those enrolled in the proposed program(s) and/or activities as measured by actual program registration and attendance by the high school student population.
- **Program Completion:** Number of high school students successfully completing the curriculum.
- **Certification:** Number of the high school student population having completed the application or certification requirements necessary to become licensed aircraft pilots, aerospace engineers, or unmanned aircraft systems operators.

The grant recipient is responsible for complying with the reporting requirements for eligible participants of FAA-funded projects during the term of the period of performance, as applicable to the project. The grant recipient will submit this information electronically with required quarterly and final reports.

Quarterly Reports

At the discretion of the FAA Grants Officer, a quarterly report will be required, and must provide a narrative to include but not be limited to: noteworthy activities or events performed during the period; a summary of accomplishments; sources of all funds, and other contributions generated; fiscal expenditures; performance metrics by the recipient; obstacles and problems encountered, remedies or proposed solutions; and a Financial Statement of funds expended to date to show progress.

Quarterly Progress Reports must include the following details about the relevant Milestones and Goals:

- Detailed accounting of the activities conducted, including activities of team members and number of students reached during the reporting period;
- Plans for accomplishments in the next reporting period;
- Problems or delays that the recipient has experienced in the conduct of the activities; and
- Updated SF-425 Federal Financial Report 4040-0014 and SF-425A Federal Financial Report Attachment to document expenditures and the status of funds.

Final Closeout Report

The Grant Recipient must prepare and electronically submit the Grant Closeout report to the FAA Grants

Officer within 120 days after the end of the grant award period of performance. The fully inclusive Closeout Report must document all progress, performance metrics, and the final invoice with the Federal financial report (SF-425). If a grant recipient does not expend the funds made available for the grant award, the remaining funds will be de-obligated within 120 days of the end of the period of performance as part of the closeout activities in accordance with the Grants Oversight and New Efficiency (GONE) Act, <https://www.grants.gov/learn-grants/grant-policies/gone-act-2016.html>.

G. Federal Aviation Administration Contact(s)

FAA Official Point of Contact:	Cynthia Nelson, Grants Program Analyst Procurement Services and Grants Management Division Email: AWD-Grants@faa.gov
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Agency Contact

The applicant should include on the Application for Federal Assistance, SF-424, the contact information of a direct employee authorized to act on behalf of the organization. The FAA will use this information to contact applicants as necessary throughout the competitive process and to inform parties of award determination. It is imperative that applicants provide an accurate email address and a telephone number for themselves, each team member, and all key personnel.

Communications with applicants and the FAA may take place throughout the application and selection process, at the FAA's sole discretion. The purpose of communications is to ensure there are mutual understandings between the FAA and applicants on all aspects of this Program and the applicant's submission. Information disclosed because of oral or written communication with an applicant may be considered in the evaluation of an applicant's submittal(s). The FAA reserves the right to conduct communications with specific applicants only, with all applicants, or with no applicants. Communications with one applicant do not necessitate communications with other applicants.

Questions

Questions concerning general information contained in this Announcement should be directed via email to AWD-Grants@faa.gov prior to the closing date of this announcement. To the extent possible and at the sole discretion of the FAA, the FAA will respond to inquiries, and answers will be posted on the Frequently Asked Questions (FAQs) page, which can be found at <http://www.faa.gov/go/awd>.

Grants Officer Point of Contact

Questions regarding budgetary matters (i.e., questions related to the SF-424A standard form) related to this Announcement should be directed to the Grants Officer, via email to AWD-Grants@faa.gov.

Please Note: Other than the FAA Grants Officer, FAA and USDOT employees and support staff are not permitted to discuss or take questions regarding technical issues, the competition, or any matters related to this competition or the selection process.

H. Other Information

A related NOFO is being released for the *FAA Aviation Maintenance Technical Worker Workforce Development Grant Program*. The same entity may apply to both NOFOs. Visit the FAA Workforce Development Grant Program website for more information grant opportunities:

<http://www.faa.gov/go/awd>

The Federal Government is not obligated to make any Federal award as a result of this announcement.

APPENDIX I – Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for Federal Aviation Administration (FAA) program applications. Please read the following instructions carefully and completely.

1. Electronic Delivery

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

2. How to Register to Apply through Grants.gov

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

Organizations must have an active System for Award Management (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants. If individual applicants (those submitting on their own behalf) are eligible to apply for this funding opportunity, they need only refer to steps 2 and 3 below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Organization registration instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

1) *Register with SAM:* All organizations (entities) applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

2) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

3) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI (Unique Entity Identifier) for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

4) *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more

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

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

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

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

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

3. How to Submit an Application to FAA via Grants.gov

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

For an overview of applying on Grants.gov using Workspaces, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

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

2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

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

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

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

c. *Complete SF-424 Fields First*: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

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

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed

on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

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

4. Timely Receipt Requirements and Proof of Timely Submission

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

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

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role attempting to submit the application.

APPENDIX II – Application Document Checklist

Reminders: Sam.gov Active Registration and UEI Number

Standard Forms:

- ☐ Application for Federal Assistance (SF-424) Standard Form (Required)
- ☐ Project Narrative Attachment Form (Required): Cover letter on applicant entity letterhead signed by Authorized Official, Narrative addressing merit review Criteria 1 through 4, see APPENDIX III - Project Narrative Sample Outline, for sample format. The Project Narrative has a maximum 10-page limit. The cover letter is not included in the page limit.
- ☐ SF-424A Budget Information for Non-Construction Programs Standard Form (Required)
- ☐ Budget Justification Narrative Attachment Form (Required): Maximum two (2) page limit
- ☐ Project Abstract Summary Standard Form 2.0 (Required)
- ☐ Project/Performance Site Location(s) Form (Required)
- ☐ Key Contacts Standard Form (Required)
- ☐ Lobbying Standard Form- Certification regarding lobbying (Required)

Attachments Form:

- ☐ Proof of Eligibility (Required) - Accreditation, Certification, IRS Status, etc.
- ☐ Resume for Project Director, Key Personnel (Required)
- ☐ Letters of Commitment & Agreement for partnerships (Required, if applicable): Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable. Make sure any letters of agreement are signed and dated. It is not necessary to include the entire contents of lengthy agreements, so long as the included document provides the information that relates to the requirements of the NOFO.
- ☐ Letters of Support (Required): Provide a letter of support for each organization or department involved in your proposed project. Letters of support must be from someone who holds the authority to speak for the organization or department (CEO, Chair, etc.), must be signed and dated, and must specifically indicate understanding of the project and a commitment to the project, including any resource commitments (in-kind services, dollars, staff, space, equipment, etc.).
- ☐ Audit and/or Financial Statements (i.e., balance sheet and profit/loss statements) (Required): must be dated within the last two fiscal years.
- ☐ Indirect Cost Rate Agreement, if applicable.

NOTE: Failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive. All forms and instructions can be downloaded from [Grants.Gov/Forms](https://www.grants.gov/forms). The applicant will complete and upload documents to the associated forms in the Grants.gov package, and use the attachment form to upload all other documents. **Documents uploaded to the attachments form must include the related document name.** The FAA is not equipped to provide technical assistance with the Grants.gov application process.

APPENDIX III - Project Narrative Sample Outline

10-page limit

Project Narrative (*Insert Project Name*)

Proposal (*Insert Introduction*)

Criterion 1 – Project Plan (*The narrative for this criterion should clearly illustrate the following*)

- Description: Demonstrate a clear, achievable and well-organized project description to carry out proposed project.
- Work Plan: A comprehensive work plan that demonstrates through concrete steps how the entity will implement the proposed project to meet the goals of this NOFO.
- Objectives: Describe project objectives.
- Schedule Activities: Describe planned activities.
- Performance Goals and Measures: *Describe work to be performed.*
- Roles and Responsibilities: Describe the role and responsibilities in terms of what will be undertaken by the Lead Entity and each team member.
- Sustainability Plan: Plan for project sustainability after the project of federal funding ends.

Criterion 2 – Applicant Resources and Capabilities (*The narrative for this criterion should clearly illustrate the following*)

- Demonstrate sufficient facilities, equipment, human and fiscal resources to provide student and teacher/instructor recruitment, academic and career counseling, and public outreach and otherwise demonstrating that sufficient resources are available to achieve Program goals
- Describe the Project Director's position, role, description and contribution to project indirect costs, the latter referencing percentage of time working hours dedicated to the project overall compensation (including in-kind benefits);
- Demonstrate deployment of an accounting system with the ability to track Federal grant funds. An adequate accounting records system will separate the receipts and payments of a Federal grant from the receipts and payments of their organization's other activities.
- Describe written accounting policies and procedures in accordance with 2 CFR part 200, and adequate internal controls.
- Provide example(s) of past activities and programs, which enhanced the capacity to carry out the proposed project.

Criterion 3 – Project Impact (The narrative for this criterion should clearly illustrate the following)

- The project supports education and development of high school students to prepare them to become aircraft pilots, aerospace engineers or unmanned aircraft systems operators; and/or the related professional development of teachers in the United States and U.S. territories.
- Clearly identify projected number of students, trainees, and other individuals that will participate in the Program.
- Applications should describe benefits and outcomes of the proposed project that are clearly mapped to the goal of the Program.
- Applicant should further describe how the strength of proposed partnerships and collaborative strategies, if any, will assist in the fulfilment of Program goals.
- To the extent applicable to the proposed project, applicants should describe the outreach initiative and recruitment plans to target a diverse collection of public and private schools in rural, suburban, and urban areas.
- Describes the outreach designed to increase awareness of anticipated gaps in the aviation industry's labor pool and encourage the high school student population to participate in the program.

Criterion 4 – Project Administration and Monitoring (The narrative for this criterion should clearly illustrate the following)

- Demonstrate a clear and achievable plan to control administrative expenses.
- Describe how project activities will be monitored, assessed, and documented to measure achievements of performance goals and metrics.
- Demonstrate how success will be measured and monitored.
- Identify a method of tracking.
- Describe how the applicant will self-evaluate the Lead's performance on this project and how success will be determined. This includes a description of the evaluation plan including necessary components (descriptions of the inputs, key processes, variables to be measured, expected outcomes of the funded activities, and how key measures will be reported), as well as a description of how the organization will collect data in such a way that allows for accurate and timely reporting, and program needs/gaps to be filled.

APPENDIX IV – Sample Work Plan

Sample Work Plan Template

This is a sample Work Plan template. It is provided as one example of the type of Work Plan required in grant applications for the FAA's Aviation Workforce Development program. Other types are acceptable. The requirement is listed in the funding opportunity announcement.

Goal:

Measurable Outcome(s):

Major Objectives	Key Tasks	Person Responsible	Start Date (By Month/Year in Project Cycle)	End Date (By Month/Year in Project Cycle)
1.				
2.				
3.				
4.				
5.				
6.				

APPENDIX V – Uniform Administrative Requirements

The FAA will adhere to all National Policies identified in required form SF-424B, Assurances Non-Construction, and further adhere to all guidelines for Federal Assistance Programs outlined in the updated Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. To review 2 CFR part 200, please visit: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

Notable Clauses:

[§ 200.111 English language.](#)

(a) All Federal financial assistance announcements and Federal award information must be in the English language. Applications must be submitted in the English language and must be in the terms of U.S. dollars.

[§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.](#)

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115–232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115–232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115–232](#), section 889 for additional information.

(d) See also [§ 200.471](#).

Data Rights: The Recipient must make available to the FAA copies of all work developed in performance with the grant, including but not limited to software and data. Data rights under the grant agreement shall be in accordance with [2 CFR § 200.315 Intangible property](#).

Key Personnel: Pursuant to [2 CFR § 200.308 \(c\)\(2\) Revision of budget and program plans](#), the Recipient must request prior written approval from the Grants Officer for changes in the Key Personnel specified in the proposal.

Pre-award Activities: If necessary and at the FAA’s sole discretion, the FAA Grants Officer may review activities and associated costs with the Applicant’s Fiscal Officer and negotiate changes prior to award, consistent with this NOFO and the Authorizing Legislation.

Designation as Research or Non-Research Agreement: The grant award is designated as: NON-RESEARCH

GLOSSARY OF TERMS

Audit Report: The documentation following examination of records provided by an authorized official responsible for fiscal review of monetary and non-monetary matters relating to grant(s) to identify problems, if applicable, report findings, and provide remedies and recommendations for corrective action in order to prevent future recurrence.

Authorizing Legislation: A law passed by Congress that establishes or continues a grant program.

Authorized Representative or Fiscal Officer: The official designated by the grant recipient having the authority to sign official documents and commit the entity to enter into agreements and comply with all provisions set forth in the grant award instrument.

Budget Narrative: Describes and justifies the information in the Detailed Budget, SF-424A, submission explaining requests for travel, equipment, personnel costs, etc.

Detailed Budget: The SF-424A is a form in a proposal that describes both the direct and indirect costs associated with a particular project. This form is generally accompanied by a narrative which justifies proposed expenses.

Evaluation Criteria: Criteria against which each proposal is assessed in order to determine technical merit and eligibility for funding.

Grant: The transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support or stimulation. There is no substantial involvement between the Federal agency and the recipient during performance of the activity.

Grant Award: Fiscal instrument which contains all documentation applicable to support the funded activities.

Grant Closeout: The period during which it is determined that the recipient has performed all required work supported by a grant award or cooperative agreement and all necessary administrative actions are completed to make final fiscal adjustments to a recipient's account.

Grants.gov: A government website that lists Federal assistance opportunities, accepts electronic submission, and assigns a Grants.gov tracking number to proposals submitted for consideration of potential awards. If selected for award, the Grants.gov tracking number is replaced by the FAA with a program specific Grant Award number.

Grants Officer: Warranted official who negotiates, executes, administers, modifies, and terminates grant awards as authorized under the Federal statutes with delegated authority from the Senior Procurement Executive.

Indirect Costs: Costs of an organization incurred for common or joint objectives which cannot be readily and specifically identified with a particular grant or other institutional activity.

Indirect Cost *de minimis*: An award recipient that proposes to use Federal grant funds to pay for **indirect costs** but does not currently have a federally negotiated

indirect cost rate may elect to charge a ***de minimis*** rate of up to 10% of its modified total direct **costs** (MTDC) which may be used indefinitely. Per 2 CFR 200.414, in addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current

negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% *de minimis* indirect cost rate. As described in 2 CFR § 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Indirect Cost Agreement: Document negotiated with the institution's cognizant Federal audit agency (Health and Human Services, Department of Defense, etc.), currently in force listing the most recent rates to be applied for indirect costs.

Key Contact Form: A required form in the proposal that requests specific information pertaining to key personnel.

Non-Responsive: Failure to comply with the requirements of the Notice of Funding Opportunity Announcement.

Pre-Award Costs: Any cost incurred by the applicant prior to the execution of the award.

Project Description: A portion of the proposal that describes specifically how the proposer intends to implement the project, stated goals and objectives. See Project Description in Section D.

Project Director: Individual (i.e., Key Personnel) designated to provide leadership and oversight essential to the successful performance of the grant project.

Proposal: An application for a grant or cooperative agreement containing all the information and forms necessary to comply with relevant requirements.

Underserved Communities: Populations sharing a particular characteristic, as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

PERMANENT LINKS

- FAA Aviation Workforce Development Grant Program Website
www.faa.gov/go/awd
- Aviation Workforce Development Grant Program – Pilot Program FAQs
https://www.faa.gov/about/office_org/headquarters_offices/ang/grants/awd/pilots
- Grants.gov Applicants Instructions Website
<https://Grants.gov/web/grants/applicants.html>
- Pub. L. No. 115-254 Section 625 - FAA REAUTHORIZATION ACT OF 2018
<https://www.congress.gov/115/plaws/publ254/PLAW-115publ254.pdf>
- Pub. L. No. 116-92 Section 1743 - NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2020
<https://www.congress.gov/bill/116th-congress/senate-bill/1790/>
- Executive Order 13985 – Advancing Racial Equity and Support for Underserved Communities
<https://www.federalregister.gov/documents/2021/01/25/2021-01753/advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government>
- Executive Order 14041 – Advancing Educational Equity, Excellence, and Economic Opportunity Through Historically Black Colleges and Universities
<https://www.federalregister.gov/documents/2021/09/09/2021-19579/white-house-initiative-on-advancing-educational-equity-excellence-and-economic-opportunity-through>
- Executive Order 14045 – September 13, 2021 on Advancing Educational Equity, Excellent, and Economic Opportunity for Hispanics
<https://www.federalregister.gov/documents/2021/09/16/2021-20165/white-house-initiative-on-advancing-educational-equity-excellence-and-economic-opportunity-for>
- Executive Order 14008 – Tackling the Climate Crisis at Home and Abroad
<https://www.federalregister.gov/documents/2021/02/01/2021-02177/tackling-the-climate-crisis-at-home-and-abroad>
- Executive Order 14030 – Climate-Related Financial Risk
<https://www.federalregister.gov/documents/2021/05/25/2021-11168/climate-related-financial-risk>