

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R16-FOA-DO-002

Youth Program

Youth Conservation Master Cooperative Agreement



U.S. Department of the Interior
Policy and Administration
Bureau of Reclamation
Denver, Colorado

September 2015

Mission Statements

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation
Funding Opportunity Title:	Youth Conservation Corps Master Cooperative Agreement (YCC MCA)
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R16-FOA-DO-002
Catalog of Federal Domestic Assistance (CFDA) Number:	15.546
Dates: (See FOA Sec IV.B)	Application due date: November 12, 2015 at 4:00 p.m. Mountain Standard Time (MST)
Eligible Applicants: (See FOA Sec. III.A)	Qualified youth or conservation corps as defined under 16 U.S.C. 1722(10)
Recipient Cost Share: (See FOA Sec. III.D)	25 percent or more of the total costs of each Task Agreement executed under a YCC MCA
Federal Funding Amount: (See FOA Sec. II.B)	None
Estimated Number of Agreements to be Entered Into:	Approximately 10-15 master cooperative agreements
Estimated Amount of Funding Available for Award: (See FOA Sec. II.A)	Variable. Dependent on number of Youth Conservation Task Agreements completed with recipient organizations.

Application Checklist

The following table contains a summary of the information that you are required to submit with a Youth Conservation Corps Master Cooperative Agreement application.

√	What to Submit	Required Content and Form or Format	When to Submit
	Application for Federal Assistance	Page 23 Form SF 424, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 >	*
	Assurances	Page 23 Form SF 424B available at: < http://apply07.grants.gov/apply/FormLinks?family=15 >	*
	Title Page	Page 23	*
	Table of Contents	Page 23	*
	Technical Proposal:	Pages 23-31	*
	• Executive Summary	Page 23	*
	• Background Data	Page 24	*
	• Evaluation Criteria	Pages 29-31	*
	Example Project Budget:	Pages 25-28	*
	• Budget proposal	Pages 25-26	*
	• Budget narrative	Pages 26-28	*
	• Budget form	Page 28 Form SF 424A, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 >	*

* Submit materials with your application by November 12, 2015.

Acronyms and Abbreviations

ARC	Application Review Committee
ASAP	Automated Standard Application for Payments
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
DUNS	Data Universal Number System
FEMA	Federal Emergency Management Agency
FOA	Funding Opportunity Announcement
FY	fiscal year
GO	Grants Officer
Interior	U.S. Department of the Interior
MCA	Master Cooperative Agreement
MST	Mountain Standard Time
OMB	Office of Management and Budget
P.L.	Public Law
Reclamation	Bureau of Reclamation
SAM	System for Awards Management
U.S.	United States
USC	United States Code
YCC	Youth Conservation Corps

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Section I: Funding Opportunity Description

I.A Background

The Bureau of Reclamation is the largest wholesaler of water in the country and the second largest producer of hydroelectric power in the western United States. Our mission is to assist in meeting the increasing water demands of the West while protecting the environment and the public's investment in our 58 power plants. Reclamation also plays a major role in meeting the increasing public demands for water-based outdoor recreation facilities and opportunities. The 289 recreation areas developed as a result of a Reclamation water project are among the Nation's most popular for water-based outdoor recreation. Reclamation projects include approximately 6.5 million acres of land and water that is, for the most part, available for public outdoor recreation.

Conserving or developing natural and cultural resources and enhancing and maintaining environmentally important lands and waters through the use of the Nation's young men and women can benefit those men and women by providing them with education and work opportunities, furthering their understanding and appreciation of the natural and cultural resources, and providing a means to pay for higher education or to repay indebtedness they have incurred to obtain higher education while at the same time benefiting the Nation's economy and the environment. Additionally, many facilities and natural resources located on eligible service lands are in need of labor intensive rehabilitation, restoration, and enhancement work which cannot be carried out by the Federal agencies at existing personnel levels. Youth conservation corps have established a good record of restoring and maintaining these kinds of facilities and resources in a cost effective manner, especially when they have worked in partnership arrangements with government land management agencies.

Through the Reclamation Youth Program, youth are provided educational and work opportunities so they can gain a better understanding of Reclamation's role in conserving water and power resources and be involved in conserving Reclamation's natural and cultural resources and recreational opportunities. Meaningful experiences such as these provide an opportunity for young people to develop professional and life skills as well as an increased awareness of environmental ethics and stewardship.

For more information on Reclamation's Youth Program, please see www.usbr.gov/youth/.

I.B Objective of This FOA

The objective of this FOA is to invite qualified youth or conservation corps to leverage their money and resources by cost-sharing employment, education and engagement opportunities for youth ages 16 to 25 to perform, in a cost effective manner, appropriate conservation projects on Reclamation lands where such projects will not or cannot be performed by existing employees. Youth may also assist Reclamation in performing research and public education tasks associated with natural and cultural resources. Projects performed under a Youth Conservation Master Cooperative Agreement (Youth Conservation MCA) will expose young men and women to public service while furthering their appreciation of the Nation's natural and cultural resources. Performance of conservation projects can expand educational opportunities by rewarding individuals who participate in national service with an increased ability to pursue higher education or job training and stimulate interest among the Nation's young men and women by exposing them to conservation professionals in Reclamation.

Youth will gain on-the-job experience in environmental education, community service, and natural and cultural resource management through participation in work projects. These projects will provide the participant with job skills training, education, and/or professional development. YCC work projects are organized in a crew based format where the participants work collectively and intensely together directly supervised by trained and experienced crew leaders or conservation professionals.

Most project work/assignments are conducted in the outdoor environment, however, some projects may include work primarily indoors (i.e. visitor services or administration), but retain a clear and direct connection to natural and cultural resource conservation.

Award of one or more Youth Conservation MCAs may be made as a result of this competitive FOA. Under a Youth Conservation MCA, Reclamation and the recipient will cooperatively develop individual task agreements (Task Agreements) detailing project descriptions, locations and the amount of funding to be provided by Reclamation.

Notification of a successful proposal does not constitute authority to incur costs. A Task Agreement issued by Reclamation and signed by a Reclamation Grants Officer (GO) obligates Reclamation funds. Costs incurred prior to receipt of a signed Youth Conservation MCA **and** subsequent Task Agreement may not be reimbursed. Once the Youth Conservation MCA and Task Agreement are signed by a Reclamation GO, the recipient may incur costs as specified in the approved budget.

I.C Program Authority

This FOA is issued under the authority of the Public Land Corps Act of 1993 (16 U.S.C. §§ 1721-1730) and Youth Conservation Corps Act of 1970 (16 U.S.C. §§ 1701-1707), as amended.

I.D Other Youth Program Funding Opportunities

A separate FOA for Youth Intern Master Cooperative Agreements **R16-FOA-DO-001** will be posted on [Grants.gov, www.grants.gov/](https://www.grants.gov/), concurrently with this FOA. Subsequent task agreements issued under a Youth Intern MCA will provide financial assistance on a 75/25 cost-share basis, to qualified non-profit organizations to recruit and place youth interns at Reclamation offices and facilities. Youth interns gain on-the-job experience in environmental education, community service, and natural and cultural resource management through placements lasting from two weeks to one year. Youth participants engage in projects that address some of the most critical conservation issues on Reclamation land, including prevention environmental education, ecological restoration and fuels treatment, and species preservation.

Section II: Award Information

II.A Total Project Funding

Total available funding has not been determined. Project funding will be available on a Task Agreement basis as specific projects are identified by Reclamation.

II.B Funding Limitations

The Federal share (Reclamation's share in addition to any other sources of Federal funding) for any Youth Conservation MCA Task Agreement shall not exceed 75% percent of the total costs. Generally, the non-Federal share of costs must be expended at the same or greater rate as the Federal share of costs.

II.C Reclamation Responsibilities

Substantial involvement between Reclamation and successful applicants is anticipated during the performance of the resulting Youth Conservation MCA and subsequent Task Agreements. Reclamation will collaborate and participate with recipients to create and manage individual projects. Reclamation and recipients will work together to develop the project scope of work as well as project-specific recipient and Reclamation responsibilities.

II.D Award Date

Reclamation expects to notify potential Youth Conservation MCA recipients and unsuccessful applicants in December 2015. Within approximately three months of that date, Youth Conservation MCAs will be awarded to applicants who successfully pass all pre-award reviews and clearances.

Section III: Eligibility Information

III.A Eligible Applicants

Applicants eligible to apply under this FOA include qualified youth or conservation corps that is able to involve youth between the ages of 16 and 25 in the 17 Western States - Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Wyoming, Utah, and Washington. A qualified youth or conservation corps means any program established by a State, or local government, by the governing body of any Federally-recognized Indian tribe, or by a nonprofit organization that –

- Is capable of offering meaningful, full-time, productive work for individuals between the ages of 16 and 25, inclusive, in a natural or cultural resource setting;
- Gives participants a mix of work experience, basic and life skills, education, training and support services; and
- Provides participants with the opportunity to develop citizenship values and skills through service to their community and the United States.

Preference may be given to applicants who demonstrate ability to engage youth participants from under-served communities including women and minorities.

III.B Cost-Sharing Requirement

Applicants must be able to cost-share 25 percent or more of the total costs of any Task Agreement issued under a Youth Conservation MCA (also referred to as Project Costs).

III.B.1 Cost-Share Regulations

All cost-share contributions must meet the applicable administrative and cost principles criteria established in 2 Code of Federal Regulations (CFR) Part 200, available at www.ecfr.gov.

III.B.2 In-Kind Contributions

In-kind contributions constitute the value of noncash contributions that benefit the federally assisted project (e.g. natural or cultural resource conservation activities). These contributions may be in the form of real property, equipment, supplies, and

other expendable property, as well as the value of goods and services directly benefiting and specifically identifiable to the project. Applicants should refer to 2 CFR §200.434 for regulations regarding the valuation of in-kind donations and contributions, available at www.ecfr.gov.

The cost or value of in-kind contributions that have been or will be relied on to satisfy a cost-sharing or matching requirement for another Federal financial assistance agreement, a Federal procurement contract, or any other award of Federal funds may not be relied on to satisfy the cost-share requirement for a Task Agreement entered into under a Youth Conservation MCA.

III.B.3 Pre-Award Costs

A Youth Conservation MCA does not guarantee an award of funding. Costs incurred prior to receipt of a signed Youth Conservation MCA **and** Task Agreement may not be reimbursed. Once the Youth Conservation MCA and subsequent Task Agreement are signed by a Reclamation GO, the recipient may incur costs as specified in the approved budget.

III.C Reporting Requirements

Youth Conservation MCA recipients are required to report on the status of any projects on a regular basis under each task agreement. Failure to comply with reporting requirements may result in the recipient being removed from consideration for funding under future funding opportunities. Please see Section VI.E.2 –Program Performance Reports for information on types and frequency of reports required.

III.D Other Requirements

III.D.1 Laws, Permits, and Approvals

Applicants shall adhere to Federal, State, tribal, territorial, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits.

III.D.2 System for Award Management (SAM) and Automated Standard Application for Payments (ASAP) Registration

All applicants must be registered in the SAM) prior to award of a Youth Conservation MCA under this FOA. Instructions for registering for SAM are located at www.sam.gov/portal/public/SAM. All applicants must maintain an active SAM registration with current information at all times while they have an active Federal award or an application under consideration.

All applicants must also be registered with and willing to process all payments through the Department of Treasury ASAP system. All recipients with active financial assistance agreements with Reclamation must be enrolled in ASAP under the appropriate Agency Location Code(s) and the Data Universal Number System (DUNS) Number prior to the award of funds. If a recipient has multiple DUNS numbers they must separately enroll within ASAP for each unique DUNS Number and/or Agency. All of the information on the enrollment process for recipients, including the enrollment initiation form and the enrollment mailbox, can be found at www.usbr.gov/mso/aamd/asap.html. Note that if your entity is currently enrolled in the ASAP system with an agency other than Reclamation, you must enroll specifically with Reclamation in order to process payments.

II.D.3 Endorsements

Youth Conservation MCA recipients shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to a Youth Conservation MCA or Task Agreement may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."

Recipients must obtain prior Government approval for any public information releases concerning a Youth Conservation MCA or Task Agreement which refer to the Department of the Interior or any bureau or employee (by name or title).

The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

Section IV: Application and Submission Information

IV.A Address to Request Application Package

This document contains all information, forms, and electronic addresses required to obtain the information required for submission of an application.

If you are unable to access this information electronically, you can request paper copies of any of the documents referenced in this FOA by contacting:

By mail: Bureau of Reclamation
Financial Assistance Services
Attn: Ms. Irene M. Hoiby
Mail Code: 84-27852
P.O. Box 25007
Denver, CO 80225

By e-mail: ihoiby@usbr.gov

By telephone: 303-445-2025

IV.B Application Submission

IV.B.1 Submission Date and Time

Application submission date deadline:

- **November 12, 2015, 4:00 p.m.** Mountain Standard Time

Proposals received after the application deadline will not be considered unless it can be determined that the delay was caused by Federal Government mishandling or by the Grants.gov application system.

Please note that any application submitted to Reclamation for a Youth Conservation MCA may be subjected to a Freedom of Information Act request (5 USC Section 552, as amended by P.L. No. 110-175), and as a result, may be made publicly available. In addition, Reclamation will post all successful applications on the Reclamation website, www.usbr.gov after redactions as determined by Reclamation to be necessary.

IV.B.2 Application Delivery Instructions

Applications may be submitted electronically through <http://www.grants.gov> or hard copies may be submitted as follows. Under no circumstances will applications received through any other method (such as email or fax) be considered eligible for award.

By mail: Bureau of Reclamation
Acquisition Operations Branch
Attn: Ms. Irene M. Hoiby
Mail Code: 84-27852
P.O. Box 25007
Denver, CO 80225

By express delivery/
courier: Bureau of Reclamation
Attn: Ms. Irene M. Hoiby
Mail Code: 84-27852
Denver Federal Center, Bldg. 67, Rm. 152
6th Avenue and Kipling Street
Denver, CO 80225

IV.C Instructions for Submission of an Application

Each applicant shall submit an application in accordance with the instructions contained in this section.

IV.C.1 Applications Submitted by Mail or Express Delivery/Courier

Please follow these instructions to submit your application by mail or express delivery/courier.

- Applicants shall submit an original and one copy of all application documents for hardcopy submissions. Each document should be clearly identified as the “ORIGINAL” or as a “COPY.”
- Only binder clip documents submitted.
- Hard copy applications may be submitted by mail or express methods to the addresses listed in Section IV.C – Instructions for Submission of an Application, above.

- Materials arriving separately will not be included in the application package and may result in the application being rejected or not funded. Faxed and emailed copies of application documents will not be accepted.
- Do not include a cover letter or company literature/brochure with the application. All pertinent information must be included in the application package.

IV.C.2 Applications Submitted Electronically

If the applicant chooses to submit an electronic application, it must be submitted through Grants.gov at www.grants.gov. Reclamation encourages applicants to submit their applications for funding electronically through www.grants.gov/applicants/apply_for_grants.jsp. Applicant resource documents and a full set of instructions for registering with Grants.gov and completing and submitting applications online are available at www.grants.gov/web/grants/applicants.html.

- Please note that submission of an application electronically requires prior registration through Grants.gov, which may take 7 to 21 days. Please see registration instructions at www.grants.gov/applicants/get.registered.jsp. If you have not resolved any issue with Grants.gov at least 7 days prior to the application deadline, it is recommended that you submit your application by mail or express delivery/courier.
- Applicants sometimes have experienced significant delays when attempting to submit applications through Grants.gov. If you plan to submit your application through Grants.gov, you are encouraged to submit your application several days prior to the application deadline. If you are a properly registered Grants.gov applicant and encounter problems with the Grants.gov application submission process, you must contact the [Grants.gov Help Desk](#) to obtain a case number. This case number will provide evidence of your attempt to submit an application prior to the submission deadline.

Regardless of the delivery method used, you must ensure that your proposal arrives by the date and time deadline stated in Section IV.B., above. Late applications will not be accepted unless it is determined that the delay was caused by Federal Government mishandling or by a problem with the Grants.gov application system.

IV.C.3 Application Format and Length

The total application package shall be no more than 80 pages and shall be single spaced. If an application exceeds 80 pages, only the first 80 pages will be evaluated. The font shall be at least 12 points in size and easily readable. Page

size shall be 8½ by 11 inches, including any attachments. The technical proposal and evaluation criteria section shall be limited to a maximum of 70 pages. Oversized pages will not be accepted. The SF-424 forms will not be considered in the total page count.

Applications will be prescreened for compliance to the page number limitations.

IV.D Application Content

The application must include the following elements in order to be considered complete:

- Mandatory Federal Forms
 - Application for Federal Assistance, form SF-424
 - Assurances–Non-Construction Programs, form SF-424B
- Title page
- Table of contents
- Technical proposal and evaluation criteria (limited to 70 pages)
 - Executive summary
 - Background data
 - Evaluation criteria
- Example project budget
 - Example project budget proposal
 - Budget narrative
- Budget information – Non-Construction Programs, form SF-424A

SF-424, SF-424A, and SF-424B forms may be obtained at <http://apply07.grants.gov/apply/FormLinks?family=15>.

IV.D.1 Mandatory Federal Forms

SF-424 Application for Federal Assistance

This fully completed application for Federal assistance form must be signed by a person legally authorized to commit the applicant to a Youth Conservation MCA.

Failure to submit a properly signed SF-424 form may result in the elimination of the application from further consideration.

SF-424 Assurances

A SF-424B – Assurances–Nonconstruction Programs, signed by a person legally authorized to commit the applicant to performance of the Youth Conservation MCA shall be included. **Failure to submit a properly signed SF-424B form may result in the elimination of the application from further consideration.**

IV.D.2 Title Page

Provide a brief, descriptive title that indicates the nature of the proposal and geographic area served by the applicant. Include the name and address of the applicant, and the name and address, e-mail address, telephone, and fax numbers of the Youth Conservation project manager.

IV.D.3 Table of Contents

List all major sections of the technical proposal in the table of contents.

IV.D.4 Technical Proposal and Evaluation Criteria

The technical proposal (70 pages maximum) includes: (1) the Executive Summary; (2) Background Data; and (3) Evaluation Criteria.

Executive Summary

The executive summary should include:

- The date, applicant name, city, county, and state.
- A one paragraph summary of the purpose of the organization.
- A description of the geographic area served by the organization
- A description of the types of conservation and natural resource projects previously completed by the organization

Background Data

Describe the mission and history of your organization, including when the organization was established, why it was formed, membership, and any significant accomplishments.

Provide a map of the area(s) served by your organization showing the geographic boundaries of the service area. If your service area is nationwide, please indicate this in your background data/information and a map will not need to be provided.

Identify the size, composition, skill requirements and the types of assigned supervision associated with youth work crews from your organization.

Provide a description of the types of conservation and natural resource projects your organization has previously completed and identify additional types of projects your organization has the capacity and experience to complete.

Identify any past working relationships with Reclamation and/or other Federal Agencies and/or other non-Federal partners. This should include the date(s), description of prior relationships and a description of the project(s), facility(s), or activity(s).

Evaluation Criteria

(See Section V – Application Review Information for additional details, including a detailed description of each criterion and subcriterion and points associated with each.)

The evaluation criteria portion of your application should thoroughly address each criterion and subcriterion in the order presented to assist in the complete and accurate evaluation of your proposal. *It is suggested that applicants copy and paste the evaluation criteria and sub-criteria immediately below into their applications to ensure that all necessary information is adequately addressed.*

IV.D.5 Example Project Budget

The example project budget includes:

- **Example Project Budget table**
- **Example Project Budget narrative**
- **Budget form**

Budget Proposal

General Requirements

Include an example Project budget for a common youth conservation project performed by the organization. The example Project budget shall include all Project costs (not just costs to be borne by Reclamation) that would be incurred by a Youth Work Crew to perform conservation activities. Include the value of in-kind contributions of goods and services.

Example Budget Content

The example Project budget shall identify the costs to your organization for completing a typical conservation project. The budget shall identify the costs for a Work Crew such as stipend or insurance) and any materials and supplies, travel costs, lodging and other costs.

Example Budget Format

The example Project budget shall include detailed information on the categories listed below and must clearly identify all Project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors. Additionally, applicants shall include a narrative description of the items included in the example budget. It is strongly advised that applicants use the budget proposal format shown in table 1 or a similar format that provides this information.

Table 1.—Sample Budget Format

Budget Item Description	Computation		Quantity Type (hours/days)	Total Cost
	\$/Unit	Quantity		
Salaries and Wages				
				\$ -
				\$ -
				\$ -
Fringe Benefits				
				\$ -
				\$ -
Travel				
				\$ -
				\$ -
				\$ -

Budget Item Description	Computation		Quantity Type (hours/days)	Total Cost
	\$/Unit	Quantity		
Materials/Supplies				
				\$ -
				\$ -
Contractual/Construction				
Contractor A				\$ -
Contractor B				\$ -
Other				
				\$ -
Total Direct Costs				\$ -
Indirect Costs - __%				\$ -
Total Project Costs				\$ -

This is only a sample budget proposal format. You may use this format or submit the information in a different format which provides a detailed break-down of costs and need justification for budgets presented in the SF-424A.

Contracts should be broken out into specific line items. You may attach a separate, detailed budget for each contract to adequately address all contractor budget items.

Budget Narrative Format

Submission of a budget narrative is mandatory. An award will not be made to any applicant who fails to fully disclose this information. The budget narrative provides a discussion of, or explanation for, items included in the example budget. The types of information to describe in the narrative include, but are not limited to, those listed in the following subsections.

Salaries and Wages

Indicate program manager and other key personnel by name and title. Other personnel may be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation. The labor rates should identify the direct labor rate separate from the fringe rate or fringe cost for each category. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the recipient's technical study description. Labor rates and proposed hours shall be displayed for each task.

Clearly identify any proposed salary increases and the effective date. Generally, salaries of administrative and/or clerical personnel will be included as a portion of the stated indirect costs. If these salaries can be adequately documented as direct costs, they should be included in this section; however, a justification should be included in the budget narrative.

Fringe Benefits

Indicate rates/amounts, what costs are included in this category, and the basis of the rate computations. Indicate whether these rates are used for application purposes only or whether they are fixed or provisional rates for billing purposes. Federally approved rate agreements are acceptable for compliance with this item.

Travel

Include the purpose of the trip, destination, number of persons traveling, length of stay, and all travel costs, including: airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.

Materials and Supplies

Itemize supplies by major category, unit price, quantity, and purpose, such as whether the items are needed for office use, research, or construction. Identify how these costs were estimated (i.e., quotes, past experience, engineering estimates, or other methodology).

Contractual

Identify all work that will be accomplished by sub-recipients, consultants, or contractors, including a breakdown of all tasks to be completed and a detailed budget estimate of time, rates, supplies, and materials that will be required for each task. If a sub-recipient, consultant, or contractor is proposed and approved at time of award, no other approvals will be required. Any changes or additions will require a request for approval. Identify how the budgeted costs for sub-recipients, consultants, or contractors were determined to be fair and reasonable.

Other

Any other expenses not included in the above categories shall be listed in this category, along with a description of the item and the purpose of its use. No profit or fee will be allowed.

Indirect Costs

Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable Office of Management and Budget circular cost principles (see Section III.E – Cost-Sharing Requirement) for the applicant's organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

If the applicant has separate rates for recovery of labor overhead and general and administrative costs, each rate shall be shown. The applicant should propose rates

for evaluation purposes, which will be used as fixed or ceiling rates in any resulting award. Include a copy of any federally approved indirect cost rate agreement. If a federally approved indirect rate agreement is not available, provide supporting documentation for the rate. This can include a recent recommendation by a qualified certified public accountant along with support for the rate calculation.

If you do not have a federally approved indirect cost rate agreement, or if unapproved rates are used, explain why and include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on preparing and submitting indirect cost proposals is available from the Interior Business Center, and Indirect Cost Services Section, at www.doi.gov/ibc/services/Indirect_Cost_Services/index.cfm.

Total Cost

Indicate the total amount of example Project costs, including the Federal and non-Federal cost-share amounts.

Budget Form

In addition to the above-described budget information, the applicant must complete an SF-424A, Budget Information—Non-construction Programs. This form is available at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Section V: Application Review Information

V.A Technical Proposal – Evaluation Criteria

The evaluation criteria portion of the application should thoroughly address each criterion and sub-criterion in the order presented below in this FOA to assist in the complete and accurate evaluation of the proposal. **Applications will be evaluated against the evaluation criteria (listed below), which comprise a total of 100 points.** Please note that proposals may be prioritized to ensure balance among the geographic areas served by Reclamation and to ensure that the applicants selected address the goals of the Youth Conservation Program.

The following criteria will be used by the Application Review Committee to rank proposals to provide qualified youth Conservations submitted under this FOA. ***It is suggested that applicants copy and paste the evaluation criteria and sub-criteria immediately below into their applications to ensure that all necessary information is adequately addressed.***

V.A.1 Evaluation Criterion A – Qualifications: Knowledge, Experience and Resources (25 points)

Up to 25 points may be awarded based on the extent to which the applicant demonstrates its knowledge, experience and resources to plan and complete youth projects.

Describe your organization’s program model(s) to complete cultural and/or natural resource conservation projects. Please address the following:

- How does your organization recruit and maintain qualified youth for the performance of conservation activities? What are your strategies to advertise your programs? What print and web publications are used to support your recruitment strategies?
- How does your organization recruit, train and maintain team leaders for conservation work crews?
- How does your organization oversee, direct, and take corrective measures for issues of conduct for crew members and team leaders?
- What is your organization’s past experience and/or policy to provide conservation work crews with food, camping equipment, and all educational, first, aid and general supplies needed for crew projects? What work-related and safety training does your organization provide team leaders and crew members?

- What is your organization's policy and established protocol to ensure team leaders/work crews report safety incidents/accidents, work site concerns, etc.

Describe the human capital, technical resources and skills of your organization to accomplish the listed recruiting needs. Include an estimate of the amount of personnel time your organization would devote to this task.

- Identify staff with appropriate technical expertise and describe their qualifications.

V.A.2 Evaluation Criterion B – Benefits to Youth (25 points)

Up to 25 points may be awarded based on the extent that the proposal demonstrates the applicant's ability to provide benefits and services to participating youth.

Describe any additional benefits your organization provides participants, such as higher than average stipends, assistance with travel arrangements, or any other support or benefits.

V.A.3 Evaluation Criterion C – Past Performance (25 points)

Up to **25 points** may be awarded based on the extent to which the applicant's past performance met program requirements:

Describe the past work experience with Reclamation, other land management/conservation agencies, and/or other federal or state government entities.

V.A.4 Evaluation Criterion D – Administrative Qualifications: Knowledge, Experience and Resources (15 points)

Up to **15 points** may be awarded based on the extent to which the proposal demonstrates the organization's ability to administer youth crew projects.

Describe your organization's knowledge and experience administering youth crew projects. Please address the following:

- How is your organization qualified to manage the administrative logistics of a YCC project including correspondence, budgeting, payroll, management, and travel coordination?
- What is your organization's past work experience related to program administration, stipend payment to program participants, and expense reimbursement?
- Describe how your organization conducts outreach and communication with agencies to ensure project work meets the goals and objectives of your youth organization, work projects are commensurate with skill/education levels, and how you communicate with the agency as projects are underway?

Describe your organization's human capital, technical resources, and skills to accomplish the administrative tasks described above. Include an estimate of the amount of personnel time your organization would devote to this task.

- Identify staff with appropriate technical expertise and describe their qualifications.
- Identify estimated hours or percentage of time per task/function to administer the program.

V.A.5 Evaluation Criterion E – Planning, Collaboration and Evaluation (10 points)

Up to **10 points** may be awarded based on the extent that the proposal demonstrates the applicant's ability to plan and collaborate with Reclamation and evaluate the Youth Conservation program.

Describe your organization's knowledge and experience planning and collaborating with federal agencies and/or other partner organizations and evaluating YCC projects and/or programs. Please address the following:

- How will your organization collaborate to the fullest extent possible to assure that the efforts of each party are coordinated and result in the fulfillment of the principal purpose of the Youth Conservation MCA and specific Task Agreement?
- How will your organization work with Reclamation to develop a set of evaluative tools to enhance the Youth Conservation program?
- How will your organization provide accomplishment reports, per task/project, to Reclamation that document completed projects from diverse, socially and economically disadvantaged youth?

V.B Review and Selection Process

The Government reserves the right to reject any and all applications which do not meet the requirements of this FOA or which are outside the scope of the Youth Program. Youth Conservation MCAs will be made with applicants most advantageous to the Government. Selection may be made to maintain balance among the location of Reclamation offices and facilities and the geographic areas served by applicants. The evaluation process will be comprised of the steps described in the following subsections.

V.B.1 Initial Screening

All applications will be screened to ensure that:

- The application meets the requirements of the FOA package, including submission of technical and budget proposals, and related forms.
- The application contains a properly executed SF-424 Application for Federal Assistance, a form SF-424A, Budget Information—Non-construction Programs, and a form SF-424B, Assurances—Non-construction Programs.
- The applicant meets the eligibility requirements stated in this document.

Reclamation reserves the right to remove an application from funding consideration if it does not pass all Initial Screening criteria listed above. An applicant that has submitted an application that is determined to be ineligible for funding will be notified along with other applicants, or sooner if possible

V.B.2. Application Review Committee (ARC) Review

Evaluation criteria will comprise **100 points** of the total evaluation weight as stated in Section V.A – Applications will be scored against the evaluation criteria by an ARC, made up of experts in relevant disciplines selected from across Reclamation.

During ARC review, Reclamation may contact applicants to request clarifications to the information provided, if necessary.

V.B.3 Red Flag Review

Following the results of the ARC review, Reclamation will review the top-ranking applications and will identify any reasons why a Youth Conservation MCA with an applicant would not be feasible or otherwise advisable, including legal issues,

or financial position. Positive or negative past performance by the applicant and any partners in previous working relationships with Reclamation may be considered, including whether the applicant is making significant progress toward the completion of outstanding financial assistance agreements and whether the applicant is in compliance with all reporting requirements associated with previously funded projects.

In addition, during this review Reclamation will address any specific concerns or questions raised by members of the ARC, conduct a preliminary budget review, and evaluate the applicant's ability to meet cost-share as required.

V.B.4. Managerial Review

Reclamation management will prioritize applicants who demonstrate the ability to recruit individuals enrolled in an institution of higher education as well as women and participants from historically black, Hispanic, and Native American schools. Management will also ensure that applicants meet the scope, priorities, and requirements of the Youth Program. Management may also prioritize applicants to ensure that all Reclamation offices and facilities can be served.

V.C. Pre-Award Clearances and Approvals

After completion of the Managerial Review, Reclamation will notify applicants whose proposals have been selected for a Youth Conservation MCA. Reclamation will also complete a business evaluation and determination of responsibility. During these evaluations, the Grants Officer (GO) also will consider several factors that are important, but not quantified, such as:

- Pre-award clearances, determinations, reviews, and approvals
- Financial strength and stability of the organization
- Past performance, including satisfactory compliance with all terms and conditions of previous awards, such as environmental compliance issues, reporting requirements, proper procurement of supplies and services, and audit compliance
- Adequacy of personnel practices, procurement procedures, and accounting policies and procedures—as established by 2 CFR Part 200

If the results of all pre-award reviews and clearances are satisfactory, Youth Conservation MCAs will be awarded (approximately one to two months from date of initial selection). If the results of pre-award reviews and clearances are unsatisfactory, consideration of award of a Youth Conservation MCA may be withdrawn.

Section VI: Award Administration Information

VI.A.Award Notices

Successful applicants will receive, by electronic or regular mail, a notice of award.

VI.B.Award Document

If the applicant is awarded a Youth Conservation MCA as a result of this FOA, relevant information from the application will be referenced in the agreement. The agreement document must be signed by a Reclamation GO before it becomes effective.

VI.C.Releasing Applications

Following awards of funding, Reclamation will post all successful applications on the Reclamation website after conducting any redactions determined necessary by Reclamation, in consultation with the Recipient.

VI.D.Reporting Requirements and Distribution

There are no reporting requirements for a Youth Conservation MCA. If the applicant is awarded a Youth Conservation MCA as a result of this FOA, the applicant will be required to submit the following types of reports for any Task Agreement entered into under a Youth Conservation MCA.

VI.D.1. Financial Reports

Form SF-425 – must be submitted on at least a semiannual basis and with the final performance report.

VI.D.2. Program Performance Reports

Specific terms and conditions pertaining to performance reporting requirements will be included in the Task Agreement. Performance reporting requirements include:

- Interim reports submitted on at least a semi-annual basis, which must include:
 - A comparison of actual accomplishments to the milestones established for the period
 - The reasons why established milestones were not met, if applicable
 - The status of milestones from the previous reporting period that were not met, if applicable
 - Whether the project is on schedule and within the original cost estimate
 - Any additional pertinent information or issues related to the status of the project
 - Specific interim reports may be submitted, by task, to specific Reclamation offices describing milestones of authorized task
- Final report to be completed at the end of the task agreement, includes, but not limited to, the following information:
 - Whether the objectives and goals were met
 - Number of hours performed by youth crew members
 - Number of hours performed by youth crew leaders
 - Number of youth engaged/served on crews
 - Number of projects/tasks accomplished
 - Additional information that might be beneficial in final close-out reports (i.e., special accomplishments, achievements, etc.)

Section VII: Agency Contacts

A pre-application webinar regarding the Youth Intern MCA and Youth Conservation MCA will be held on October 16, 2015 from 12:00 p.m. to 1:00 p.m. Mountain Standard Time. If you would like to attend the webinar, please contact Amy Sjerven at asjerven@usbr.gov or 303-445-2849.

Organizations or individuals interested in submitting applications in response to this FOA may **direct questions to Reclamation in writing**. Questions may be submitted to the attention of Ms. Irene M. Hoiby, GO, as follows:

By mail: Bureau of Reclamation
 Financial Assistance Management Branch
 Attn: Ms. Irene M. Hoiby
 Mail Code: 84-27852
 P.O. Box 25007
 Denver, CO 80225

By email: ihoiby@usbr.gov

By telephone: 303-445-2025