Funding Opportunity Announcement

Natural Resource Management (NRM) Education and Training of Eugene Area Alternative High School Students

Funding Agency: US Army Corps of Engineers, Portland District 333 SW First Ave Portland, OR 97204	**Funding Instrument**: Cooperative Agreement **Funding Opportunity Number**: W9127N2120002 **FDA Number:** 12.010 **Program Title**: US Army Corps of Engineers, Portland District Environmental Stewardship Program
Issue Date: 08 December 2020	Application Due Date: 08 January 2021

Overview:
The US Army Corps of Engineers (USACE), Portland District (NWP) intends to enter into a cooperative agreement with a non-Federal public agency, nonprofit entity, qualified youth service, or conservation corps organization for land stewardship and restoration services on USACE land in the Willamette Valley, Oregon. These cooperative agreements will assist NWP in fulfilling environmental stewardship responsibilities consisting of restoration and management of native prairie landscapes and wildlife habitat primarily at Fern Ridge Lake while providing education and training to at-risk youth from the nearby community. The recipient's participating students (participants) will gain experience with project planning, development, and implementation. Projects will mainly focus on land stewardship, prairie and habitat restoration, and nursery and greenhouse maintenance.

The cooperative agreements will be awarded pursuant to 33 U.S.C. § 2339 Conservation and Recreation Management.

The recipients for these cooperative agreement must be a non-Federal public agency, nonprofit entity, or qualified youth service or conservation corps organization that serves at-risk youth in local communities near Fern Ridge and has experience in land stewardship and restoration using small crews supervised by experienced crew leaders so that ecological concepts can be accurately conveyed to crew and leaders.

Estimated Total Funding: $125,000.00	**Estimated Number of Awards**: 1

Contents of Full Text Announcement

A.	Program Description	E.	Application Review Information
B.	Award Information	F.	Award Administration Information
C.	Eligibility Information	G.	Agency Contacts
D.	Application and Submission Information	H.	Other Information

Contact Information: Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact the grants and agreements administrator Melanie.A.Barrett@usace.army.mil.

Instructions to Applicants:
The complete funding opportunity announcement, application forms, and instructions are available for download at Grants.gov.

Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. Applications may be submitted by mail, email, or via the internet through Grants.gov.

Applicants shall have a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the System of Award Management (SAM), and if submitting application via the internet, register with Grants.gov.

See Section D of the Funding Opportunity Announcement for complete application submission information.

Section A: Program Description

USACE NWP develops and operates water resources and public lands within the Willamette Valley Project's jurisdiction. NWP's goal is to implement creative stewardship techniques and effect accomplishments within its recreation, environmental, and dam safety missions, and provide a specific opportunity to further the USACE's national organization interest for developing knowledge and skills related to natural resource management at water resource development projects.

The purpose of this agreement is to provide natural resource training and education opportunities for participants who are high school students within easy commuting distance of Fern Ridge Lake in the Willamette Valley, Oregon.

Work projects may consist of: education and task assignments in land stewardship and restoration, wildlife habitat improvement, riparian enhancement, wetlands restoration and enhancement, native grassland restoration and management, plant propagation and greenhouse operations, fisheries habitat management, park and recreation site improvement, and development of visitor features for public education and interpretive services.

1. GOALS AND OBJECTIVES – Natural Resource Management Education & Environmental Stewardship:

   This cooperative agreement will assist NWP in fulfilling environmental stewardship responsibilities consisting of restoration and management of native landscapes and wildlife habitat at NWP Projects while providing education and training to at-risk high school-aged youth in the Eugene area. The recipient's participants will gain experience with project planning, development, and implementation at water resources projects under USACE jurisdiction at the Willamette Valley Project. The program will mainly focus on land stewardship, habitat, and maintenance at Fern Ridge, and occasionally at Fall Creek, Dexter, Lookout Point, and Hills Creek Lakes.

   The goal is to place selected participants in appropriate work situations to perform tasks for public benefit while providing opportunities to learn job skills and develop appropriate work habits. It also represents an opportunity to further the USACE's national objectives for interpretive service, community outreach, and partnerships.

   USACE offers diverse opportunities to work in natural resource fields and acquire strong ethics regarding proper management and use of public land resources. These opportunities allow participants to receive technical, applied, and practical job training and education on USACE projects.

   Each specific project proposed under this Agreement will be individually evaluated by both parties to ensure it meets the education and stewardship objectives set forth herein, and it will not displace any government workers nor impair contracts for service.

2. BENEFITS:

   This cooperative agreement mutually benefits USACE and the recipient by providing opportunities in environmental stewardship and recreation efforts while developing a working relationship and assisting job training and education opportunities for local youth.

   By supporting a continuous job training and natural resource education program, USACE will expand its recruitment base and elevate the public consciousness of stewardship issues.

   The recipient will contribute to the well-being of publicly owned natural resources and provide tangible improvements for the public to enjoy.

   Participants will benefit by learning outdoor work skills, ethics, and by gaining exposure to tasks that benefit the environment or aid in bettering public recreation areas. These training activities will aid

participants in becoming successful members of society with practical skills and improved work ethic.

3. DESCRIPTION OF SERVICES:
The work will include the following:

a. Prairie and Wildlife Habitat Restoration
   - Perform selective removal of invasive vegetation from wetland, upland prairie, woodland and other habitat types by pulling and/or cutting.
   - Plant native seed and nursery stock in habitat restoration sites.
   - Perform irrigation, weeding, and mulching to ensure the establishment of restoration plantings.
   - Perform other services as determined by the Willamette Valley Project in support of prairie and wildlife habitat restoration.

b. Perform native plant seed collection, native plant propagation and other duties in support of environmental restoration and native plant nursery and greenhouse operations.

c. Natural Resources Education. Participate in discussion of proper tool use, USACE land management practices and philosophy, biology, native plant communities and ecological relations among local species, natural history of native ecosystems.

4. SCHEDULE

The term of this cooperative agreement is a one-year base period with four one-year option periods. The base period will be in effect for one year from date signed followed by four one-year option periods. At any time prior to the completion of a performance period, the parties may agree to bilaterally exercise a one-year option period, extending the cooperative agreement performance period by one year, so long as funds remain available for continued performance.

The base period and four optional periods consist of the following tentative schedule. The final schedule will be coordinated after award of the cooperative agreement.

a. The specific dates the work crew will be on site will be determined through coordination between the recipient and the Grants Officer Representative. It is expected the dates will fall within the January 2021 – January 2022 time frame.

b. During the first year of the agreement, work will occur for up to 48 days during the summer and up to six days per month during the school year.

c. The number of crew days for optional periods will be determined by funding availability and mutual agreement.

d. Work may occur at Fern Ridge, Fall Creek, Dexter, Lookout Point, or Hills Creek Lakes with no more than five (5) days at Dorena or Cottage Grove Lakes.

5. OBLIGATION OF THE PARTIES:

The Recipient will:

a. Recruit, select, and enroll eligible participants in accordance with available funds, Federal regulations, Equal Employment Opportunity Laws, needs of participants, and the terms developed under this cooperative agreement. Participants shall be high school students, recent graduates, or youth engaged in credit recovery programs for 14 years of age through 24 years of age.

b. Provide one work crew consisting of four to twelve participants plus one 1-2 supervisors.

c. Provide a supervisor to direct work of the crew and be responsible for ensuring the work performance of participants assigned under this cooperative agreement meets applicable laws and policies.

d. Provide workers' compensation insurance (State Accident Insurance Fund (SAIF) or comparable coverage) for participants and responsible for Tort Claims resulting from their actions within the scope of this cooperative agreement. Participants must be covered by their home school district's insurance should the participants school commence prior to the expiration of this cooperative agreement.

e. Reserve the right to terminate or reassign participants to other activities in accordance with the participant's program objectives. Reasonable notice of reassignments will be provided to USACE.

f. Provide program orientation including safety training sessions to all participants.

g. Ensure all training accomplished is documented for each participant under this agreement. These records shall be available at any time for USACE to review.

h. Ensure each participant is properly equipped and dressed for the work to be accomplished. This will include a work jacket, work shirt, work trousers, hard hat, gloves, and a pair of 8-inch laced safety work boots, if required.

i. Arrange for transportation of participants to and from work sites.

j. Ensure participants bring food and water as required for rest breaks.

k. Provide first aid and other customary supervisory care of the participants at the work sites.

l. Ensure all tools and equipment provided by USACE are returned to USACE in a like- condition as when loaned, except for normal wear and tear. Unused materials provided by USACE shall be returned to USACE upon completion of the scope under this cooperative agreement. All tools and equipment provided by USACE remain the property of USACE.

m. Act in conformance with State and Federal laws and regulations pertaining to Wage and Hours, Equal Employment Opportunity, Civil Rights, and Child Labor.

USACE will:

a. Submit project information in support of the scope of this cooperative agreement, including objectives and locations, diagrams, specifications, location maps, schedules and other required details.

b. Supply sufficient materials, tools and equipment as applicable.

c. Ensure there is sufficient work to productively occupy the participants during scheduled work hours.

d. Provide thorough orientation and education to participants covering a) general overview of USACE and its missions, b) how the scope of work furthers those missions, c) how the scope of work is specifically related to the Willamette Valley Project and the surrounding community.

e. Assign a USACE staff member to serve as a point of contact (POC) and resource advisor for the duration of the cooperative agreement, provide technical assistance to the crew supervisor,

provide specific task instruction, provide instructions on the proper use of tools and materials, demonstrate task completion, and engage and encourage the participants.

f. Coordinate work schedules to accommodate participant's participation in education, vocational training, counseling, or related activities.

Representatives from both parties will meet on a regular basis to ensure progress of scope of work, troubleshoot problems, discuss how training or education expectations are being met and otherwise effect the provisions of this agreement.

6. OPTIONS

This cooperative agreement contains options. At any time prior to the completion of a performance period, the parties may agree to bilaterally to exercise a one-year option period, extending the cooperative agreement performance period by one year, so long as funds remain available for continued performance. The parties have no obligation to continue and may elect to cease performance. Options will be exercised through a modification to the agreement.

7. MODIFICATIONS

a. Modifications to the awarded cooperative agreement may be proposed by either party, but neither party shall implement a change until the change has been negotiated and approved by the USACE Grants Officer. Change proposals shall be submitted in writing and shall detail the technical, schedule, and financial impacts of the proposed modification. Only the Grants Officer has the authority to act on behalf of the USACE to change this agreement.

b. Revision of budget/program plans: Recipients shall request prior approval for plan changes in accordance with 2 CFR 200.308.

c. The Grants Officer may unilaterally issue modifications for minor or administrative matters, such as changes in paying office, etc.

8. SUBAWARD

a. The Recipient shall apply to each subaward the administrative requirements of 2 CFR 200 applicable to the particular type of subrecipient.

b. Recipients awarding contracts under this agreement shall, at a minimum, incorporate the provisions in Appendix B to DODGARS Part 22 as applicable.

c. The Recipients acquiring of goods and services needed to carry out the program is not considered a subaward and shall comply with 2 CFR 200 as applicable.

9. STATUTORY AUTHORITY

The use of a cooperative agreement for services relating to natural resources conservation and recreation management is authorized pursuant to 33 U.S.C. § 2339 - Conservation and Recreation Management.

Through this cooperative agreement, USACE will use a qualified non-Federal public, nonprofit entities, youth service or conservation corps organization to provide the opportunity for job training and education in natural resources management to at-risk youth in the Eugene area and help improve participant's skills in developing working relationships and work ethics.

Section B: Award Information

1. Type of Award Instrument –USACE intends to award one cooperative agreement to an applicant determined to best demonstrate the ability to meet the goals and objectives of the Program.

2. Substantial Involvement – USACE manages public land and through this cooperative agreement will provide job training and education in natural resource management to at-risk youth in the Eugene area. USACE will provide a work site for the recipient's participants to practice stewardship and restoration as well as ecological education and study; daily interactions with leaders and crew regarding work purposes and methods; guidance in the form of educational presentations and advice and final approval for restoration activities.

3. Estimated Funding – The estimated cost of the first year of the cooperative agreement is $15,000. The annual cost will not exceed $25,000 for each of the base year and four option years. The total maximum estimated cost will not exceed $125,000.

4. Period of Performance – The base cooperative agreement will be in effect for one year from date signed followed by four one-year option periods to be exercised bilaterally at the discretion of the Government. The parties have no obligation to continue and may elect to cease performance.

Section C: Eligibility Information

1. Eligible Applicants – Qualified non-federal public entities and nonprofit entities, youth service or conservation corps organizations. In accordance with Section D.2.d., Determination of Eligibility, documentation must be submitted to support eligibility.

2. Cost Sharing – All work under this cooperative agreement is 100% USACE funded.

3. The submitting organization is limited to one application submission.

Section D: Application and Submission Information

1. Address to Request Application Package
   The complete funding opportunity announcement, application forms, and instructions are available for download at Grants.gov. USACE is not responsible for any loss of internet connectivity or for an applicant's inability to access documents posted at the referenced website.

   The administrative point of contact is Melanie Barrett, 503-808-4617, Melanie.A.Barrett@usace.army.mil or Patrick Collins, 503-808-4594, Patrick.P.Collins@usace.army.mil.

2. Content and Form of Application Submission
   All items in section D.2 are mandatory. They must be completed in accordance with the instructions on the forms and the additional instructions below.

   a. SF 424 - Application for Federal Assistance

   b. SF 424 A - Budget Information for Non-construction Programs

      - Include a proposed daily rate with considerations for the following - crew labor rates, general labor rate, stipends for students, transportation costs, mileage costs, and any meal incidental costs. Should any other costs be included, please indicate how these costs are needed or how these costs were derived (per day, per hour, per Wage Labor rates, etc.)

   c. To apply for grants and other funding opportunities the applicant entity must be registered in the System for Award Management (SAM). Proposals will not be accepted through Grants.gov or

other methods unless the entity is registered in SAM. Registration in SAM now includes the acceptance of Certifications and Assurances. SAM may be accessed at: https://sam.gov.

d. The Federal Assistance Certifications Report is an attestation that the entity will abide by the requirements of the various laws and regulations; therefore, as applicable, you are still required to submit any documentation, including the SF LLL Disclosure of Lobbying Activities (if applicable), and informing DoD of unpaid delinquent tax liability or a felony conviction under any Federal law

e. Documentation of eligibility, such as a letter or certificate from a national organization or state, as described in Section C(1) – Eligible Applicants. If applicable, evidence of registration as a Youth Service Organization or Conservation Corps Organization should be submitted.

f. Program Narrative – Submit a Program Narrative that addresses the following:

1) **Program Goals and Objectives** – In no more than 12 pages single sided or 6-pages double sided, provide a program description, illustrating how the applicant plans to achieve the goals and objectives included in Section A of this announcement. Include the applicant's relevant past experience meeting similar goals and objectives through the performance of similar natural resource and recreation services supporting youth and conservation.

2) **Program Management Plan** – In no more than 10 pages single sided or 5-pages double sided, explain how the applicant plans to effectively manage the program in terms of manpower, recruiting, administration and accounting, and quality control. Include the following:

a) The applicant's plans for obtaining the necessary work crews, meeting participant age limitations, and work crew numbers and schedule;
b) The applicant's plans for transporting work crews to and from the work sites;
c) How the applicant will supervisor the work crew, manage, and perform quality control over the program;
d) The supplies and equipment to be used to perform the services;
e) The technical resources (staffing) and description of the accounting system to be used to execute the program and comply with financial requirements and financial reporting.

3) **Past Performance** (Attachment B): Using Attachment B, provide references for up to three relevant federal assistance agreements of similar size and scope performed within the last five years – No more than one page per reference. Applicants with no prior federal assistance agreement experience shall provide a statement in their proposal to that affect. Applicants with no prior federal assistance agreement experience may submit reference information for key personnel that will be working on this project that have performed work under past federal assistance agreements.

NOTE: All three sections of the program narrative shall be submitted on 8.5 x 11-inch paper with no less than 10 point font and 1 inch margins.

4) **Determination of Eligibility** (See Section C.1.)

g. Attachment A – Certifications

1) Lobbying;
2) Debarment, Suspension, and Other Responsibility Matters;
3) Drug-Free Workplace (Recipients other than individuals);
4) Environmental Tobacco Smoke;

3. **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) -** Each applicant (unless the applicant is an individual or Federal awarding

agency that is excepted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR § 25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; and (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 a Federal awarding agency. It also must state that the Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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. A complete application must be received NO LATER THAN 08 January 2021 at 10:00 a.m. Pacific Time. Applications received on www.grants.gov or by the grant's specialist after the due date and time will not be considered.

5. Submission Instructions

   a. The preferred method for submission of proposals is through Grants.gov. If the applicant is unable to submit their proposal package via Grants.gov, as a backup option submission can be submitted by e-mail.

   b. Preferred Method - Internet via Grants.gov:
   All applicants using Grants.gov to submit proposals must be registered and have and account with Grants.gov. For more information on registration, go to https://www.grants.gov/web/grants/applicants.html

   Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

   c. Backup Method 1 - E-mail:
   Format all documents to print on Letter (8 ½ x 11") paper. E-mail proposal to Patrick.P.Collins@usace.army.mil and Melanie.A.Barrett@usace.army.mil.

6. Reimbursement of pre-award costs are not allowable.

Section E: Application Review Information

1. Criteria:
The following criteria shall serve as the standard against which any response to this announcement will be evaluated.

   a. Initial Review
   The Government will perform an initial review to determine the applicant is (1) eligible in accordance with **Section C** of the announcement; (2) all information required by **Section D** has been submitted; and (3) all mandatory requirements are satisfied.

   b. Merit Review
   Only proposals meeting ALL criteria in the initial review will be forwarded for merit review. Proposals in the merit review will be evaluated on whether applicant demonstrates ability to meet goals and objectives, effectively manage program, and has satisfactory past performance. These factors will be rated individually and are of equal importance. Each proposal will also be given an overall rating based on the individual ratings of each factor and the effect one may have on another.

1) Program Goals and Objectives – The proposal illustrates that the applicant's goals are in alignment with those described in Section A of the announcement. Proposal also details measurable objectives for achievement of goals.

2) Program Management – The applicant shows the ability to effectively manage program in terms of manpower and administration. Proposal should illustrate applicant's ability to:
   - Plan for recruitment will meet the description of services outlined in Section A of this announcement.
   - Provide youth work crews within the required age range to the Willamette Valley project sites, to include the applicant's plan to transport work crews to and from the site.
   - Effectively supervise the work crews and perform quality control over the program.
   - Provide all necessary supplies and equipment to perform work described in Section A of this announcement.
   - Successfully execute training/education programs for participants.
   - Comply with all financial requirements and financial reporting.

3) Past Performance (Attachment B) - Applicants will be evaluated based on their past performance in i) successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the program, ii) history of meeting reporting requirements under Federal grants and cooperative agreements, and iii) extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results. (In evaluating applicants under this criterion, the Government will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors).

c. Budget Review
This agreement will be 100% USACE funded and applicant's budgets will be reviewed to ensure proposed costs and cost allocation are allowable and reasonable. Budget proposals will be evaluated on reasonableness of costs and allowability. Costs associated with the program must be in accordance with 2 CFR 200, Subpart E – Cost Principles.

2. Review and Selection Process

a. The Grants Specialist/Officer will perform an initial review to determine that the applicant is (1) eligible in accordance with the announcement; (2) all information required by the announcement has been submitted; and (3) all mandatory requirements are satisfied.
b. The Program Official is responsible for evaluation of applications against the merit criteria.
c. The Grants Officer is responsible for making the final selection of the cooperative agreement awardee.

3. Anticipated Award Date: 19 January 2021

Section F: Award Administration Information

1. Award Notices
Electronic notice of award will be given in conjunction with issuance of a cooperative agreement signed by a Grants Officer. The cooperative agreement will contain the effective date of the agreement, the period of performance, funding information, and all terms and conditions. The recipient is required to sign and return the document before work under the agreement commences. Work described in this announcement **SHALL NOT** begin without prior authorization from a Grants Officer.

2. Administrative and National Policy Requirements

The cooperative agreement(s) issued as a result of this announcement will be subject to the National Policy requirements of 32 CFR Ch. 1, Part 22, Appendix B, as applicable. Applicable provisions will be specified in the cooperative agreement terms and conditions. The cooperative agreement will also be subject to the administrative requirements of 2 CFR 200 and 32 CFR Ch. 1, Part 22, Appendix C, as applicable. Applicable administrative requirements will be specified in the cooperative agreement terms and conditions.

3. Reporting

   a. Annually, or upon completion of the cooperative agreement, the recipient will be required to submit one performance progress report as stipulated in the terms and conditions of the final (award) cooperative agreement.

   b. Recipient will be required to submit an SF 425 – Federal Financial Report quarterly as stipulated in the terms and conditions of the final cooperative agreement.

   c. All reporting shall be in accordance with 32 CFR Part 33.40-41

Section G: Agency Contact

Patrick Collins
Grants and Agreements Officer, Contracting Division
E-mail: Patrick.P.Collins@usace.army.mil
Telephone: 503-808-4594

Melanie Barrett
Grants Specialist, Contracting Division
E-mail: Melanie.A.Barrett@usace.army.mil
Telephone: 503-808-4617

US Army Corps of Engineers, Portland District
Attn: CECT-NWP, Grants and Agreements Specialist
333 SW 1st Avenue
Portland, OR 97204

Section H: Other Information

1. Only Grants Officers are legally authorized to bind the Government to an agreement.
2. A pre-award notice identifying a proposal was successful does not obligate the Government to make an award and the Government will not reimburse any pre-award costs incurred in anticipation of an award.
3. Responses should reference Program Announcement W9127N2120002.
4. Questions regarding the proposal submission should be submitted no later than 10:00 am Pacific Time 06 January 2021. Questions received after this date may not be answered.