

**FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U.S. Department of Interior
National Park Service**

CFDA # #15.943

**THE CHALLENGE COST SHARE PROGRAM :
LEVERAGING SUPPORT TO ENGAGE ALL AMERICANS WITH THEIR NATIONAL PARKS AND PROGRAMS**

Funding Opportunity Announcement Number:

P14SAS00051

Announcement Type: Initial

Issue Date: March 28, 2013

Application Due Date: May 27, 2014 4:00 PM MST

TABLE OF CONTENTS

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

- A. Legislative Authority**
- B. Project Background Information**
- C. Project Objectives**
- D. Program Objectives (Joint, National Park Service & Recipient)**
- E. Term of the Agreement**

SECTION II – AWARD INFORMATION

- A. Expected Number of Awards**
- B. Estimated Total Program Funding**
- C. Award Ceiling (Annual)**
- D. Award Instrument**

SECTION III – ELIGIBILITY INFORMATION

- A. Eligible Applicants**
- B. Cost Sharing or Matching Requirements**
- C. Other**

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

- A. Address to Request Application Package**
- B. Content and Form of Application Submission**
- C. Submissions from Successful Applicants**
- D. Submission Dates and Times**
- E. Intergovernmental Review**
- F. Submission and Registration Requirements**
- G. Award Documents**
- H. Funding Restrictions**

SECTION V – APPLICATION REVIEW INFORMATION

- A. Review Criteria**
- B. Review and Selection Process**

SECTION VI – AWARD ADMINISTRATION INFORMATION

- A. Award Notices**
- B. Administrative and National Policy Requirements**
- C. Reporting**

SECTION VII – AGENCY CONTACT

- A. Contact**

SECTION VIII – QUESTIONS

- A. Questions**

SECTION IX – OTHER INFORMATION

- A. Modifications or Changes to the Announcement**
- B. Government Right to Reject or Negotiate**
- C. Evaluation and Administration by Non-Federal Personnel**
- D. Notice of Right to Conduct a Review of Financial Capability**
- E. Notice of Potential Disclosure under Freedom of Information Act**

APPENDICES/REFERENCE MATERIAL

Appendix A - Definitions

Appendix B - Personally Identifiable Information (PII)

**Appendix C - Application Package – Form SF 424 (Application for Financial Assistance),
Form SF 424A (Budget Information), Form SF 424B (Assurances), Form SF LLL
(Lobbying)**

NATIONAL PARK SERVICE

SECTION I: FUNDING OPPORTUNITY DESCRIPTION

CONDUCTING THE CHALLENGE COST SHARE PROGRAM WITH NPS

LEVERAGING SUPPORT TO ENGAGE ALL AMERICANS WITH THEIR NATIONAL PARKS AND PROGRAMS

A. Legislative Authority

- *16 U.S.C. 1g* authorizes the National Park Service (NPS) to enter into cooperative agreements that involve the transfer of NPS appropriated funds to State, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out National Park Service programs pursuant to *31 U.S.C. 6305*.
- *16U.S.C. 1f*, Challenge Cost Share Authority, authorizes the NPS to enter into agreements with cooperators for the purpose of sharing costs or services in carrying out authorized functions and responsibilities of the Secretary with respect to any unit or program if the national park system, and affiliated areas, or any designated National Scenic or Historic Trail. This authority allows the agency to negotiate and enter into cooperative agreements with any State or local government, organization, institution, individual or other entity. A cooperative agreement may be utilized if there is substantial involvement in the project on the part of the NPS.

B. Project Background Information

The principal purpose of this agreement is to select one up to three organizations to serve as a national partner to help conduct the NPS's Challenge Cost Share program. The national partner organization(s) will be collaborators in projects and required to leverage funds to contribute to local Challenge Cost Share projects. The projects will support a public purpose by working with NPS parks and programs. The national partners will provide financial and other forms of support for locally generated projects endorsed by NPS sites and program leads, which address the strategic priorities of the NPS. The projects will promote the public purpose of conservation and recreation, environmental stewardship, education, and engaging diverse youth participants. Locally generated projects will be endorsed by NPS and shared with the national partner, as well as those projects that the partner proposes. NPS will make the final selection of projects with the counsel of the national partner.

The national partners can apply based on their credentials to support one or more of the identified themes. Thematic categories will evolve but will retain a focus on connecting people to the outdoors, youth engagement and urban outreach.

The Challenge Cost Share program is designed to support a public purpose and will provide a benefit to the national partner (s) and an incidental benefit to NPS. The national partner will build national awareness of the organization and its association with NPS; grow relationships with locally based organizations and parks; participate in a rich array of projects with broad public benefit; receive exposure to leadership of NPS at the national and regional levels; and receive reimbursement for administrative costs as the indirect billing.

NPS will gain an incidental benefit from building new partnerships and support for the NPS mission by; leveraging support beyond appropriated dollars; support projects which serve parks and programs; and promote bold innovation and broad new initiatives.

Primary Program Thematic Categories:

1. **Urban Outreach:** Projects to promote active healthy living; to restore or conserve community natural and cultural assets; to promote close to home recreational access and greenways.
2. **Youth Engagement:** Projects to engage school-age participants to play learn, serve, and work associated with NPS sites and programs.
3. **Connecting People to the Outdoors:** Projects to enhance tangible and/or intangible access to the outdoors providing increased recreation opportunities.

Challenge Cost Share Project Selection Criteria:

Each project will have a lead project partner and the endorsement from NPS. NPS regions and headquarters will prioritize and select projects based on the following criteria:

- Amount of funds leveraged
- Impact and significance of projects and relationship to furthering the public purpose of conservation and recreation, environmental stewardship, education, and engaging diverse youth participants.
- Sustainability of projects
- Number of community members, and youth actively engaged
- Number of sites, parks, and programs involved
- New partnerships created

The National Park Service will support the public purpose by collaborating with, and dedicating funding from, the Challenge Cost Share Program in collaboration with a national partner. The funding will go to a national partner to conduct and support local cost sharing project proposals which have the explicit endorsement of NPS sites and programs. The National Park Service retains control of the Challenge Cost Share program but seeks a national partner to help support the program and the projects to be undertaken.

National partners are sought to:

- solicit, review, rate and track local project proposals;

- make recommendations to NPS at the regional and national level of priority for locally supported projects;
- provide selected projects with limited financial support;
- assure full documentation of completed project results and cost sharing contributions; and
- complete an annual summary report accounting for all the work conducted with challenge Cost Share contributions.

The NPS will make the final selections of projects to receive support. Priority will be given to projects in underserved communities and which build new partnerships with the NPS at the community level. The seven regions of NPS will rank projects according to their highest priority and final selections will be made by the NPS Washington Office.

The primary mechanism for this collaboration will be a five-year cooperative agreement supplemented with task agreements. The individual task agreements will specify the precise amount of funding available and the specific requirements of the work to be performed. Funding to support the Challenge Cost Share program will be provided annually but may also be supplemented at various times during the year to take on site specific cost sharing projects. Selected national partner applicants will be asked to identify areas of expertise and topics on which they have the capacity to lead a nationwide Challenge Cost Share program.

National Partner requests for additional time or funding must receive prior approval of the Contracting Officer and will be authorized by modifications.

C. Objectives

NPS seeks one or more partners who will:

- 1) Solicit, administer and support Challenge Cost Share projects and offer support to locally generated local projects which address NPS priorities for its sites and programs.** Project ideas are to be solicited from NPS sites, programs and partner organizations around the country and must enjoy the specific endorsement of the site or program for which they will be conducted. While NPS will make the final selection of projects, we seek the recommendations from the national partner. Work must be completed within 12 months of the award. All projects must address the public purpose of conservation and recreation, environmental stewardship, and education. Furthermore, there will be an emphasis with providing young adults exposure to the importance of parks and conservation and to potential career opportunities therein, and engaging communities and locally based organizations in agency programs. Selected projects will provide indirect benefit to NPS by helping our staff and partners cultivate strong relationships with neighboring communities, organizations, and youth to provide highly cost-effective support to further the public purpose of this agreement.
- 2) Provide documentation of the results of all Challenge Cost Share projects** which receive support including funding leveraged for the projects, the number of youth participating, the duration of their participation and the tangible results of their engagement. Also provide a full accounting of the budget for each project including

the sources of the cost share provided. Photo and media documentation of projects is expected.

- 3) Collaborate with NPS regions and the Washington Office** to equitably manage, and conduct projects across the country and to serve the goals of reaching out to new and underserved populations.

The scale of the Challenge Cost Share Program will be determined by budgetary limitations; minimal scale for operability will be \$75,000 a year but could range up to \$1,000,000. Local projects can vary in size from \$5,000- \$50,000 including the match.

The NPS will:

- Provide specific guidelines on the application, accounting, and documentation requirements for the Challenge Cost Share Program.
- Identify partnership program coordinators in every NPS region with whom to collaborate on project solicitation and evaluation.
- Make the final project selection and assure NPS site and program participation as specified.
- NPS staff will provide points of contact for a variety of NPS sites and programs with suitable expertise.
- Provide funding to stimulate and support these activities

The Recipient will:

- Administer the three components described above
- Develop and deliver an annual work plan and budget to accomplish the specific task(s) outlined in a separate task agreement(s), and an annual performance report documenting the impacts of work performed by the program participants fielded through these programs. The annual performance report should include a web-based reporting mechanism that documents and celebrates accomplishments through narrative and graphic communication.

D. Term of the Agreement

This agreement will become effective upon the date of last signature and shall expire **five** years from the effective date, unless terminated earlier in accordance with OMB Circular A-110 and 43 CFR 12.

Prior to the expiration of this agreement, modifications may be proposed by either party and will become effective upon written approval of both parties.

Each activity or project under this agreement will be treated individually, with more detail thorough project statements, project plans and budgets developed cooperatively between the NPS and the recipient organization.

Projects will be funded by issuance of task agreements, subject to the availability of funds, placed against the (NPS/recipient) master cooperative agreement. Each task agreement will identify the amount of funding provided by the NPS.

SECTION II: AWARD INFORMATION

NPS anticipates awarding a cooperative agreement under this program announcement. The NPS will be substantially involved in directing the work performed under the resulting award. The level of involvement will be negotiated with each Recipient prior to award of individual task agreement(s). Substantial involvement consists of collaboration in the project. As part of its standard project management responsibilities, NPS will also conduct periodic reviews and ongoing evaluation of key performance parameters.

A. Expected Number of Awards

NPS anticipates making up to three awards under this announcement.

B. Estimated Total Program Funding (annual)

Subject to the availability of funds, estimated funding is approximately \$100,000.00 – 1,000,000.00. The actual level of funding is dependent upon the appropriations allocated for this program.

C. Award Ceiling (annual) \$1,000,000

D. Assistance Instrument Cooperative Agreement (5-year)

SECTION III: ELIGIBILITY INFORMATION

A. Eligible Applicants

Non-Profit Organizations Section 501(c)(3) of the IRS code exempts payment of federal income taxes for charitable, religious, scientific, literary and educational organizations. It is the most commonly used section in the IRS code granting tax exemption. Unless a non-profit corporation files a 501(c)(3) application with the IRS, it will not be exempt from paying federal income taxes.

B. Cost-Sharing or Matching Requirement

A total match of 50:50 is required annually for the entire award. A cost match for each project is not required. The sum total of all the local match contributions can be totaled to achieve the required cost sharing contribution. Labor and volunteer time can be considered as part of the match.

Section IV: APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

PLEASE NOTE: APPLICATIONS FOR THIS ANNOUNCEMENT WILL BE SUBMITTED ELECTRONICALLY THROUGH GRANTS.GOV. AND TO JUNE.ZASTROW@NPS.GOV SUBMISSION INFORMATION IS POSTED IN PART B OF SECTION IV BELOW.

An **Application Package** has been included within this Funding Opportunity Announcement for your convenience, found in **Appendix C**. The **Application Package** contains three mandatory forms, which must be submitted with your proposal, forms include: form **SF-424** (Application for Financial Assistance), form **SF-424A** (Budget Information), and form **SF-424B** (Assurances). The Application Package can also be accessed and downloaded from the Synopsis page of this announcement in Grants.gov.

B. Contents and Form of Application Submission

You must complete the mandatory forms and any applicable optional forms, in accordance with the instructions on the forms and the additional instructions below, as required by this Funding Opportunity Announcement. **Do not include any proprietary or personally identifiable information as defined in Appendix B.**

Standard Form 424 (SF 424) - Application for Federal Assistance

Complete this form as much as possible with all applicable information.

Standard Form 424A (SF 424A) - Budget Information

You must provide an estimated cumulative budget for the total project in your proposal. A detailed budget will be required per individual task agreements generated under the Cooperative Agreement during the term of the agreement.

Standard Form 424B (SF 424B) – Assurances

This form must be signed and submitted with you application.

Standard Form LLL (SF LLL) – Disclosure of Lobbying Activities

This form must be signed and submitted with you application.

Indirect Charges

Most states, Universities and larger non-profits have a negotiated indirect cost rate with Federal Government. This agreement **must be submitted** with any proposed project. Smaller organizations may not have an agreement with the Federal Government. In these cases, the indirect cost rate must be accompanied by a determination from an independent auditing firm. This determination will include the indirect cost rate, the calculations of the indirect cost rate including the base and

indirect costs pools and the associated dollar figures for both. Proposals that fail to document their indirect costs will have those costs disallowed.

Project Narrative - Proposal Submission Format

The proposal is a narrative description that should specifically address each of the review criteria (see Section V). The proposal text must be no longer than 10 pages, no smaller than font size 11, and have 1-inch margins. The 10-page limit includes all text, figures, references, and resumes (Forms SF-424, SF-424A, SF-424B, and the statement of indirect charges are not counted as part of the 10 page limit). Additionally, only information that is pertinent to the proposal should be included.

Complete Application Package should include:

- Completed SF 424 – Application for Financial Assistance
- Completed SF 424 A – Budget Information
- Project Narrative
- Indirect Cost Rate
- Signed SF 424B – Assurances
- Signed SF LLL – Disclosure of Lobbying Activities

C. Submission From Successful Applicants

If selected for award, NPS reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)

D. Submission Dates and Times

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by **May 28, 2014**. You are encouraged to submit your application well before the deadline. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.** If it is determined that a proposal will not be considered due to lateness, the applicant will be notified. **Application preparation time may take several weeks, so please start the application process as soon as possible.**

WHERE TO SUBMIT

APPLICATIONS MUST BE SUBMITTED TO THE NATIONAL PARK SERVICE BY MAY 28, 2014. APPLICATIONS MUST BE SUBMITTED TO GRANTS.GOV AND BY EMAIL TO June_zastrow@nps.gov.

Funding Opportunity Announcement – P14AS00051

Applicants are encouraged to participate in national conference call this is tentatively scheduled for April 8, 2014 10:00am-12:00pm (MST) to review program goals, objectives and requirements. **Call in number 1-866-564-6416: Password 1278466.** Applicants are encouraged to hold any questions regarding the announcement until that time. Questions after the conference call will be posted as modifications to the Funding Opportunity Announcement weekly every Friday, by close of business, until the end date of the announcement.

E. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 122372 "Intergovernmental Review of Federal Programs." Applicants subject to EO 122372 must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process. The names and addresses of the SPOC's are listed in the OMB's home page at:

<http://www.whitehouse.gov/omb/grants/spoc.html>

F. Submission and Registration Requirements

STEP 1. Registration Process Requirements

There are several one-time actions you **must** complete in order to submit an application with the Federal Government. Each applicant must register with the **Central Contractor Registry (CCR)**. You are required to have a **DUNS number** (Dun and Bradstreet Data Universal Numbering System) in order to register with CCR. Use the Grants.gov Organization Registration Checklist to guide you through this process at:

<http://www.grants.gov/section3/OrganizationRegCheck.pdf>

IMPORTANT: During the CCR registration process, you will be asked to designate an EBusiness Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN). **Applicants, who are not registered with CCR, should allow at least 21 days to complete these requirements.**

START THIS PROCESS EARLY DON'T DELAY!

STEP 2. Questions

SECTION VIII of this announcement explains how to submit other questions to the Department of Interior, relative to the content and requirements of this announcement VIA E-MAIL TO june_zastrow@nps.gov Answers to all applicant questions will be posted as modifications to the Funding Opportunity Announcement weekly every Friday, by close of business, until the end date of the announcement.

G. Award Documents

Projects will be funded, subject to the availability of funds, by issuance of task agreements placed against the (NPS/recipient) master cooperative agreement. Each task agreement will identify the amount of funding provided by the NPS, provide a detailed Statement of Work (SOW) for the project, project plan, and project budget.

A task agreement issued by the NPS and signed by the NPS Contracting Officer obligates NPS funds. Notification of a successful proposal does not constitute authority to incur costs. Costs incurred **prior** to receipt of a signed cooperative and subsequent task agreement **will not** be reimbursed. Once the cooperative agreement and subsequent task agreement for a successful proposal has been signed by the NPS Contracting Officer, the recipient may incur costs as specified in the approved budget submittal.

H. Funding Restrictions

Funding. All funding is contingent upon the availability and appropriation of funds by the United States Congress.

Cost Principles. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 2 CFR Part 230 (OMB circular A-122 – “Cost Principles for Non-Profit Organizations”).

Pre-award Costs. Pre-award costs will **not** be reimbursed for any Task Agreements under any awards concluded from this Funding Opportunity Announcement.

Section V: Application Review Information

A. REVIEW CRITERIA

NPS WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT SEPARATELY ADDRESS EACH OF THE MERIT REVIEW CRITERION. Each applicant is required to provide a detailed narrative of the following criteria elements. It is HIGHLY recommended that the Project Narrative have sections labeled as follows:

Criterion 1	
Organizational Scope	Weight 25%
National perspective, local collaboration skills	The selected national partner needs to have a national scope in order to provide consistent outreach and services to locations throughout the country. At the same time, the partner(s) should be supportive of creative approaches and capable of identifying, engaging, and collaborating with successful established local groups to support projects efficiently and effectively.
Outreach and Administrative skills	The partner needs to be familiar with NPS and the administrative requirements of its Challenge Cost Share Program. It needs to have sufficient resources to effectively manage the program and account for its requirements.

Criterion 2		
Working with Community-Based organizations and Young Adults		Weight 25%
Experience in youth development and service learning	Demonstrated experience with programs which engage youth in parks and public lands. Experience working with youth and young adults in order to help evaluate proposals and to match them with appropriate resources. Strong outreach to and credibility with youth servicing organizations.	
Working with community-based organizations	Demonstrated experience partnering with community groups and citizen-based organizations in projects on parks and public lands. Experience working with small volunteer based organizations to help build their capacity and to match them with appropriate resources. Strong outreach to and credibility with urban servicing organizations.	

Criterion 3		
Funding Creativity		Weight 30%
Leveraging funding and compounding opportunities	Partner(s) has demonstrated ability to leverage additional resources. The funds made available in Task Agreements under this cooperative agreement are seen as stimulus, and the ability of partner(s) to leverage additional funding and other resources from other non-Federal sources will be a key consideration in selecting among proposals.	
Creativity and resiliency	Partner has demonstrated creativity in considering ways to use partnerships, resource sharing, and other means to accomplish the purpose of this agreement	

Criterion 4		
Broad Engagement		Weight 20%
Experience in urban, diverse, under-served communities:	Partner(s) has repeatedly shown success in reaching underserved populations and diverse participants. Partner(s) has extensive experience partnering with community groups in urban and underserved areas. Partner can give evidence of ability to successfully recruit and support the workplace needs of diverse participants.	

B. REVIEW AND SELECTION PROCESS

NPS personnel will review all the proposals. All proposals for funding will be considered using the criteria outlined above. A summary of the review panel comments may be provided to the applicant if requested.

1. Merit Review

Each criteria element will be scored on a 0-10 point scale:

10:	Superior	(100 % of weighted average)
8:	Good	(80 % of weighted average)
6:	Satisfactory	(60 % of weighted average)
4:	Marginal	(40 % of weighted average)
2:	Poor	(20 % of weighted average)
0:	Not Acceptable	(No score)

The following numerical rating values may be assigned: 10, 8, 6, 4, 2, and 0. The scoring of each criterion must be based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following will be used as a guideline:

<u>Rating</u>	<u>Descriptive Statement</u>
10	Superior: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates no weaknesses.
8	Good: Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.
6	Satisfactory: Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains weaknesses and/or a number of minor weaknesses.
4	Marginal: Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or significant minor weaknesses.
2	Poor: A the likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.
0	Not Acceptable: Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

2. Selection

The Selection Official may consider the merit review recommendation, program policy factors and the amount of funds available.

3. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) the Government needs additional information to determine that the recipient is capable of complying with the requirements of DOI Financial Assistance Regulations and/or (3) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

Section VI: Award Administration Information

A. Award Notices

After an applicant's proposal is selected for award, a cooperative agreement will be sent for signature. Work cannot begin before the recipient receives a fully executed copy of the cooperative agreement and subsequent task agreements.

Notice of Selection

NPS will notify the applicant selected for award by July 15, 2014. This notice of selection is **not** an authorization to begin performance. (Pre-award expenses will not be reimbursed).

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

B. Administrative and National Policy Requirements

1. Office of Management and Budget (OMB) Circulars

By accepting Federal financial assistance, your organization agrees to abide by the applicable OMB circulars and federal regulations in the expenditure of federal funds and performance under this program. <http://www.whitehouse.gov/omb/circulars>

2 CFR Part 215 (OMB Circular A-110) "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations."

2 CFR Part 220 (OMB Circular A-21) "Cost Principles for Educational Institutions."

2 CFR Part 225 (OMB Circular A-87) "Cost Principles for State, Local and Indian Tribal Governments."

2 CFR Part 230 (OMB Circular A-122) "Cost Principles for Non-Profit Organizations."

OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

*43 CFR Part 12, Subpart E, "Buy American Requirements for Assistance Programs."
FAR Clause 52.203-12, Paragraphs (a) and (b), "Limitation on Payments to
Influence Certain Federal Transactions."*

2. Standard Award Terms and Conditions

This agreement incorporates the Standard Award Terms and Conditions found at the following Dept. of Interior website as if they were given here:

<http://www.gov/pam/TermsandConditions.html>

Acceptance of a Federal Financial Assistance award from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation/regulation.
- Special terms and conditions.
- Code of Federal Regulations/Regulatory Requirements, as applicable (Contact your program officer with any questions regarding the applicability of the following):

[2 CFR Part 175 Trafficking Victims Protection Act of 2000](#)

[43 CFR 12\(A\) Administrative and Audit Requirements and Cost Principles for Assistance Programs](#)

[43 CFR 12\(E\) Buy American Requirements for Assistance Programs](#)

[43 CFR 12\(C\) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local](#)

[43 CFR 12\(F\) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations](#)

[43 CFR 43 Government-wide Requirements for a Drug-Free Workplace](#)

[43 CFR 42 Government-wide Debarment and Suspension \(Non-procurement\)](#)

[43 CFR 18 New Restrictions on Lobbying](#)

3. Endorsements

Recipient 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 this award 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 this award 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.

A recipient further agrees to include this provision in a sub-award to a sub-recipient, except for a sub-award to a State government, a local government, or to a federally recognized Indian tribal government.

4. Special Terms and Conditions

- a. Order of Precedence. Any inconsistency in the agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 43 CFR Part 12; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; and (e) all agreement sections, documents, exhibits, and attachments; (f) and the recipient's project proposal.
- b. Modifications. The agreement may be modified by written agreement signed by both the recipient's Authorized Representative and the NPS Contracting Officer. Administrative changes (i.e. Contracting Officer name change, etc.) which do not change the statement of work, agreement amount, etc. or otherwise affect the recipient may be signed unilaterally by the Contracting Officer. Additionally, a unilateral modification may be utilized if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR, Subpart C, Section 12.83 for State, Local and Indian Tribal Governments or Subpart F, Section 12.961 for institutions of higher education, hospitals, other non-profit and all other organizations.

All other changes shall be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the NPS Contracting Officer shall be allowed in any manner or degree to modify or otherwise effect the terms of the agreement.

All requests for modification of the agreement shall be made in writing, provide a full description of the reason for the request and be sent to the attention of the NPS Contracting Officer. Any request for project extension shall be made at least 30 days prior to the expiration date of the agreement or the expiration date of any extension period that may have been previously granted. Any determination

to extend the period of performance or to provide follow-on funding for continuation is solely at the discretion of the NPS.

5. Payments

1. **Method of Payment.** Payment will be made by advance and/or reimbursement through the Department of Treasury's ASAP system.
2. **Requesting Advances.** Requests for advances must be made submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the FA recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.
3. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.
4. **Adjusting payment requests for available cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
5. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the FA recipient.
6. **Supporting Documents and Agency Approval of Payments.** Additional supporting documentation and prior Agency (NPS) approval of payments may be required when/if a FA recipient is determined to be "high risk" or has performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the FA recipient when they submit a request for payment. The Recipient must then notify the NPS Awarding Officer identified on the Assistance Agreement that a payment request has been submitted. The NPS Awarding Officer may request additional information from the recipient to support the payment request prior to approving the release of funds, as deemed necessary. The FA recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

In order to ensure proper payment, it is required that the recipient register with the Central Contractor Registration (CCR), accessed at <http://www.ccr.gov>. Failure to register can impact payments under this Agreement and/or any other financial assistance or procurements documents the recipient may have with the federal government.

6. Liability

The recipient agrees:

- a. To indemnify, save and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any act or omission of the Recipient(s), its officers, employees, or (members, participants, agents, representatives, agents as appropriate) arising out of or in any way connected to activities authorized pursuant to this Agreement. This obligation shall survive the termination of this Agreement.
- b. To purchase public and employee's liability insurance at its own expense from a responsible company or companies with a minimum limitation of One Million Dollars (\$1,000,000) per person for any one claim, and an aggregate limitation of Three Million Dollars (\$3,000,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Prior to beginning the work authorized herein, the recipient shall provide the NPS with confirmation of such insurance coverage.
- c. To pay the United States the full value for all damage to the lands or other property of the United States caused by the recipient, its officers, employees, or representatives [as in Paragraph 1].
- d. To provide workers' compensation protection to recipient officers, employees, and representatives.
- e. To cooperate with the NPS in the investigation and defense of any claims that may be filed with the NPS arising out of the activities of the recipient, its agents, and employees.
- f. In the event of damage to or destruction of the buildings and facilities assigned for the use of the recipient in whole or in part by any cause whatsoever, nothing herein contained shall be deemed to require the NPS to replace or repair the buildings or facilities. If the NPS determines in writing, after consultation with the recipient, that damage to the buildings or portions thereof renders such buildings unsuitable for continued use by the recipient, the NPS shall assume sole control over such buildings or portions thereof. If the buildings or facilities rendered unsuitable for use are essential for conducting operations authorized under this Agreement, then failure to substitute and assign other facilities acceptable to recipient will constitute termination of this Agreement by the NPS.

C. Reporting

Financial Status Reports

Report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The financial information will be reported by completing and submitting the Federal Financial Report (FFR). Reports may be required quarterly, semi-annually or annually. The reporting requirements will be determined by the Contracting Officer and defined in the individual Task Agreements.

Reports shall be submitted no more than 30 calendar days after the end of the reporting period. The final FFR is no more than 90 calendar days after the end date of the agreement. The recipient shall submit a completed original Federal Financial Report (FFR).

The FFR can be downloaded at:

http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf

The NPS Contracting Officer will review the report for patterns of cash expenditures and assess whether performance or financial management problems exist. Before submitting the FFR to the NPS Contracting Officer, recipients must ensure that the information submitted is accurate, complete, and consistent with the recipient's accounting system. The recipient's Authorized Certifying Official's signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in the agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

Performance Reports

Recipients shall submit an annual performance report to the NPS Contracting Officer and the Agreement Technical Representative at the end of each year of the agreement detailing project activity and participant profile information.

A detailed outline of all the reporting requirements for this award will be outlined in the task agreement executed each year. Included will be a plan for systematic outreach to NPS parks and programs for candidate projects, a detailed review and evaluation of each applicant, and a report on the results of each award including accounting for the cost sharing.

Non-Compliance

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards.

Section VII: Agency Contacts

Contracting Officer

Andrew E. Lubner Andrew_Lubner@nps.gov

Section VIII: Questions

A. Questions

Questions regarding the content of the announcement must be submitted by e-mail to:

June C. Zastrow, June_Zastrow@NPS.gov, Contract Specialist,

Section IX: Other Information

A. Modification or Changes to the Announcement

Notices of any modifications to this announcement will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

B. Government Right to Reject or Negotiate

NPS reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. Evaluation and Administration by Non-Federal Personnel

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

D. Notice of Right to Conduct a Review of Financial Capability

NPS reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

E. Notice of Potential Disclosure Under Freedom of Information Act

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

Appendix A - Definitions

"Applicant" means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a Funding Opportunity Announcement.

"Application" means the documentation submitted in response to a Funding Opportunity Announcement.

"Authorized Organization Representative (AOR)" is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization's E-Business Point of Contact designated in the CCR.

"Award" means the written documentation executed by a NPS Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

"Budget" means the cost expenditure plan submitted in the Application, including both the contribution and the Applicant Cost Share.

"Consortium (plural consortia)" means the group of organizations or individuals that have chosen to submit a single Application in response to a Funding Opportunity Announcement.

"Contracting Officer" means the NPS official authorized to execute Awards on behalf of NPS and who is responsible for the business management and non-program aspects of the Financial Assistance process.

"Cooperative Agreement" means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between NPS and the Applicant during the performance of the contemplated activity.

"Cost Matching" or **"Cost Sharing"** means the respective share of Total Project Costs to be contributed by the Applicant and by NPS. The percentage of Applicant Cost Share is to be applied to the Total Project Cost (i.e., the sum of Applicant plus NPS Cost Shares) rather than to the NPS contribution alone.

"Central Contractor Registry (CCR)" is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements, which require application submission through Grants.gov, require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

"Credential Provider" is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity

Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

“Data Universal Numbering System (DUNS) Number” is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. http://www.grants.gov/applicants/request_duns_number.jsp

“E-Business Point of Contact (POC)” is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov.

“E-Find” is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants <http://www.grants.gov/search/searchHome.do>

“Financial Assistance” means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For NPS, it NPSs not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

“Funding Opportunity Announcement (FOA)” is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

“Grant” means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between NPS and the Applicant during the performance of the contemplated activity.

“Grants.gov” is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

“Key Personnel” mean the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants.

“Marketing Partner Identification Number (MPIN)” is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to login to Grants.gov to assign privileges to the individual(s) authorized to submit applications on behalf of your organization. The MPIN must have 9 digits containing at least

one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

“Modification” means a revision to a Funding Opportunity Announcement.

"Participant" for purposes of this Funding Opportunity Announcement only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Funding Opportunity Announcement.

"Project" means the set of activities described in an Application, State plan, or other document that is approved by NPS for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

“Proposal” is the term used for the documentation submitted in response to a Funding Opportunity Announcement. Also see Application.

“Recipient” means the organization, individual, or other entity that receives a Financial Assistance Award from NPS, is financially accountable for the use of any NPS funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

"Selection" means the determination by the NPS Selection Official that negotiations take place or certain Projects with the intent of awarding a Financial Assistance instrument.

"Selection Official" means the NPS official designated to select Applications for negotiation toward Award under a subject Funding Opportunity Announcement.

"Substantial Involvement" means significant involvement on the part of the Government. NPS's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

"Total Project Cost" means all the funds to complete the effort proposed by the Applicant, including NPS funds plus all other funds that will be committed by the Applicant as Cost Sharing.

Appendix B – Personally Identifiable Information

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

1. **Public PII:** PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.
2. **Protected PII:** PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in the files listed above to be evaluated by the Merit Review Committee.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual.
- Ratings
- Disciplinary actions
- Performance elements, standards, or work expectations are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers
- Bank account numbers

- Security clearance history or related information (not including actual clearances held)

Listed below are examples of Public PII that Applicants may include in the files listed above to be evaluated by the Merit Review Committee:

- Phone numbers (work, home, cell)
- Street addresses (work and personal)
- Email addresses (work and personal)
- Digital pictures
- Birthday cards
- Birthday emails
- Medical information pertaining to work status (i.e. individual A is out sick today)
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include a Social Security Number
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work email address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (e.g. to be used in a program describing a speaker)
- Academic credentials
- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop unless it contains a Social Security Number

Appendix C - Application Package

Forms SF 424, SF 424A, SF 424B