

Funding Opportunity Announcement

Natural Resource Management Training and Education in Washington and Idaho

Funding Agency : <i>US Army Corps of Engineers, Seattle District 4735 E Marginal Way South Seattle, WA 98134</i>	Funding Instrument: Cooperative Agreement Funding Opportunity No: W912DW-18-2-RFP1 CFDA No: 12.010 Program Title: Youth Conservation Services
Issue Date: May 24, 2018	Application Due Date: June 25, 2018
Overview: This announcement represents an opportunity to enter into a cooperative agreement with an organization for outdoor education and training while accomplishing maintenance on public lands consisting of park maintenance, vegetation management, prescribed burns, landscaping and similar services. The U.S. Army Corps of Engineers (USACE) is seeking organizations that offer challenging education and job-training experience that helps young adults develop the skills they need to lead full and productive lives and offer opportunity for aid with formal post high school education. Statutory Authority: Water Resources Development Act of 2000, Section 213, Public Law 106-541, 114 Stat. 2593, 33 U.S.C. 2339.	
Estimated Total Funding: \$700,000	Estimated Number of Awards: 1(one)
Contents of Full Text Announcement	
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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 Monique.a.paano@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 IV of the Funding Opportunity Announcement for complete application submission information.	

Section I: Funding Opportunity Description

The Government and the Recipient are bound to each other by a duty of good faith and best effort to achieve the goals of the agreement. This agreement is not intended to be, nor shall it be construed as, by implication or otherwise, a partnership, a corporation, or other business organization.

Statement of Work

The U.S. Army Corps of Engineers, Seattle District, develops and operates water resources and public lands within Washington and Idaho at WA: Chief Joseph Dam, Mud Mountain Dam, Howard Hanson Dam, and Lake Washington Ship Canal and ID: Albeni Falls Dam. The goal of this cooperative agreement is to implement creative stewardship techniques and effect accomplishments within its recreational and environmental missions and to provide a specific opportunity to further training and education opportunities. It represents an opportunity to further the Corps' national organization objectives for affirmative action, interpretive service, community outreach, and partnerships.

The purpose of this agreement is to provide job training/experience for young adults at least 16 years of age interested in working in the natural resources management field.

1.1.1 EDUCATION AND STEWARDSHIP OBJECTIVES:

The Corps is engaged in diverse opportunities enabling work in a natural resource environment and acquisition of strong ethics regarding proper management and use of public land resources. By utilizing these opportunities, participants will receive technical, applied, and practical job training/skills and education otherwise not available. Work projects may include maintenance services on Corps lands consisting of park maintenance, vegetation management, and landscaping. Specific sites where work may be conducted may include all projects listed above within Seattle District. Individual task orders will be issued off of the task order by location.

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

1.1.2 BENEFITS

Training future members of the natural resources workforce so that they will have the experience necessary to complete their education and have an immediate impact with their future employers is an integral part of this cooperative agreement.

The Recipient will benefit by learning outdoor ethics and work skills. They will gain exposure to tasks that benefit the environment and aid in improving public lands.

By pooling resources, the parties may take advantage of resource opportunities available only under a cooperative agreement.

2. **Obligation Of The Parties:**

2.1. The Recipient will:

- Recruit, select, and enroll eligible participants and refer appropriate participants to the Corps in accordance with available funds, Federal regulations, Equal

Employment Opportunity Laws, needs of participants, and the terms of this Agreement. Participants shall be at least 16 years of age.

- Indemnify the Corps against any liability for damage to life or property arising from the actions or omissions of Recipient's participants, employees, contractors, or agents. Such protection from damages may be provided by commercial insurance or self-insurance. The Corps shall be liable for its actions and omissions in accordance with the Federal Tort Claims Act, as applicable.
- 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 the Corps.
- Provide crews available for work during June – October at mutually agreed times.
- Provide a supervisor to direct work who will be responsible for all supervision and discipline of participants assigned to scopes of work under this agreement.
- Assure that training accomplishment is documented for each participant under this agreement. These records shall be available to the Corps for review.
- Ensure that each participant is properly equipped and dressed for work to be accomplished. This will include a work shirt, hard hat, gloves and a pair of laced safety work boots, if required.
- Perform work in accordance with EM 385-1-1, "U.S. Army Corps of Engineers Safety and Health Requirements Manual," and FED-OSHA regulations. EM 385-1-1 can be down-loaded from: <http://www.usace.army.mil/Safety-and-Occupational-Health/Safety-and-Health-Requirements-Manual/>
- Arrange for transportation to and from work sites, ensure participants bring food and water as required for rest breaks, and provide for first aid and other customary supervisory care of the participants at the work sites.
- Provide basic hand tools such as shovels, loppers, hand saws, rakes, etc.
- Provide basic gas powered tools such as string trimmers, hedge trimmers, chainsaws, etc. and associated training with these tools, if applicable for the work.
- Provide applicable Personal Protection Equipment (PPE) for recipient supplied tools.
- Ensure that all tools and equipment provided by the Corps are returned to the Corps in a like condition as when loaned, except for normal wear and tear.
- Act in conformance with State and Federal laws and regulations pertaining to Wage and Hours, Equal Employment Opportunity, Civil Rights, and Child Labor.

2.2. The Corps will:

- Submit project information in support of scopes of work, including objectives and locations, diagrams, specifications, location maps, schedules and other required details. Task orders will be issued off of the main agreement.
- Supply sufficient materials as applicable, heavy equipment and special tools not provided by the Recipient including additional required personal protective equipment, or special labor support, as required to perform each scope of work.
- Ensure there is sufficient work to productively occupy the participants during scheduled work hours.

- Assign a Corps staff person to serve as a point of contact (POC) and resource advisor for the duration of this scope of work, to provide technical assistance to the crew supervisor, provide specific task instruction, instructions on the proper use of tools and materials, demonstrate task completion, and otherwise engage and encourage the work crew.
- Coordinate work schedules to accommodate participation in education, vocational training, counseling, or related activities.

2.3. Performance Reports

Recipient shall submit monthly performance progress reports and financial reports, during the performance period. Report shall contain a narrative of work performed during the season and detail how goals and objectives were met.

2.4. Modifications

- Modifications to this agreement may be proposed by either party, but neither party shall implement a change until the change has been negotiated and approved by the Corps 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 Corps to change this agreement.
- Revision of budget/program plans: Recipient shall request prior approval for plan changes in accordance with 2 CFR 200.308.
- The Grants Officer may unilaterally issue modifications for minor or administrative matters, such as changes in key personnel, paying office, etc.

2.5. Subawards

- The Recipient shall apply to each subaward the administrative requirements of 2 CFR 200 applicable to the particular type of subrecipient.
- Recipients awarding contracts under this agreement shall assure that contracts awarded contain, at a minimum, the provisions in Appendix B to DoDGARS Part 22.

2.6. Procurement

The Recipient's systems for acquiring goods and services under this agreement shall comply with 2 CFR 200.

Section II: Award Information

1. Type of Award Instrument - A single cooperative agreement.
2. Substantial Involvement – USACE will provide a work site for the recipient to practice natural resources education and training, guidance in the form of educational presentations and review of protocols and reports. USACE will also supply some tools for some of the activities to be returned to USACE at the end of the period of performance.

3. Funding – Funding for this agreement will total no more than \$700,000 between 2018 and 2023.
4. Periods of Performance – This cooperative agreement is approved for use between 2018 and 2023. Task orders will be issued off of this agreement at individual projects listed above as being in WA and ID within Seattle District.

Section III: Eligibility Information

1. Eligible Applicants – Non-Federal public and non-profit entities.
2. Cost Sharing – Not required.

Section IV: 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 Monique Paano (206) 764-6084,
Monique.a.paano@usace.army.mil.

2. Content and Form of Application Submission

All mandatory forms and any applicable optional forms 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 Nonconstruction Programs
 - c. SF 424 B – Assurances – Non-Construction Programs
 - d. Program Narrative – Brief program description illustrating applicant's ability to meet the goals and objectives described in Section I of the announcement.
 - e. SF-LLL – Disclosure of Lobbying Activities
 - f. Certificate of Authority
 - g. Attachment A – Certifications
 - a. Lobbying
 - b. Debarment, Suspension, and Other Responsibility Matters
 - c. Drug-Free Workplace (Recipients other than individuals)
 - d. Environmental Tobacco Smoke
3. Application shall be submitted NO LATER THAN 25 June 2018.
 4. Applicants are required to attach their proposals and any supporting documentation in PDF format to Block 15 of the SF-424 cover page.
 5. Submission Instructions

Applications must be submitted through www.grants.gov.
Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The Government bears no responsibility for

data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants must be registered and have an account with Grants.gov. It may take up to three weeks to complete Grants.gov registration. For more information on registration, go to <http://www.grants.gov/ForApplicants>.

Section V: 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 that the applicant is (1) eligible in accordance with Section III of the announcement; (2) all information required by Section IV has been submitted; and (3) all mandatory requirements are satisfied.

b. Merit Review

The application and program narrative will be evaluated on whether the applicant demonstrates the ability to meet the goals and objectives of the program. Specifically, the narrative will be evaluated to ensure the applicant:

1. Demonstrated the ability to successfully execute training/education programs for young adults
2. Has experience with conservation programs
3. Has adequate management capability and adequate financial and technical resources to execute the program.
4. Has a satisfactory record of executing Government programs (if a prior recipient).
5. Has a record of integrity and business ethics.
6. Ability to work in Washington and Idaho.

c. Budget Review

Budget realism and reasonableness of costs. Submit a preliminary budget estimate based on the information in Sections I and II.

2. Review and Selection Process

Proposals will undergo a multi-stage evaluation procedure. First, the proposals will be screened to confirm all required submittals and information have been received, and the applicant is eligible to receive Federal awards. Second, a technical team from within USACE will review the proposals to determine if the merit criteria have been met. Third, the program manager will review recommendations from the technical team to reach a final decision for award.

3. Anticipated Award Date:

Announcement Issue Date:	May 24, 2018
Announcement Due Date:	June 25, 2018

Estimated Award Date: July 9, 2018

Section VI: Award Administration Information

1. Award Notices

Written 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 Requirements

The cooperative agreement issued as a result of this announcement is pursuant to the administrative requirements in 2 CFR 200.

3. Reporting

Recipient will be required to submit progress, financial, and property reports quarterly, semiannually, or annually as stipulated in the terms and conditions of the final cooperative agreement.

Section VII: Agency Contact

Monique Paano, Grants Specialist, Contracting Division
USACE, Seattle District Tel: 206-764-6084
4735 East Marginal Way South E-mail: Monique.a.paano@usace.army.mil
Seattle, WA 98134

Section VIII: Other Information

1. Only Grants Officers are legally authorized to bind the Government to an agreement.
2. Responses should reference Program Announcement W912DW-18-2-RFP1.
3. Questions regarding the proposal submission should be submitted no later than June 15, 2018. Questions received after this date may not be answered.

ATTACHMENT A - CERTIFICATIONS

1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(1) The recipient certifies, to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

(3) The applicant shall communicate the requirements to comply with Subpart C of the OMB guidance in 2 C.F.R. Part 180, as implemented by the Department of Defense in 2 C.F.R. part 1125, to persons at the next lower tier with whom the recipient enters into transactions that are "covered transactions" under Subpart B of 2 C.F.R. part 180 and the DoD implementation in 2 C.F.R. part 1125.

3. DRUG-FREE WORKPLACE (RECIPIENTS OTHER THAN INDIVIDUALS)

As required by the Subpart B of 32 C.F.R. Part 26, which implements Sections 5151-5160 of the Drug Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D, 41 U.S.C. § 701, *et seq.*)--

(1) The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the recipient's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(i) The dangers of drug abuse in the workplace;

(ii) The applicant's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the cooperative agreement be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the cooperative agreement, the employee will:

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose cooperative agreement activity the convicted employee was working, unless the Federal agency has designated a central point for receipt of such notices. Notice shall include the identification number(s) of the each affected cooperative agreement;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:

(i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or

(ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(2) The applicant may insert in the space provided below the site(s) for the performance of work done in connection with the specific cooperative agreement.

Place of performance:

☐ Check if there are workplaces on file that are not identified here.

4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application, the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: _____

Printed Name and Title of Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

CERTIFICATE OF AUTHORITY

To be completed by counsel for the Recipient

I, _____, do hereby certify that I am the designated legal representative of the (*Insert Applicant/Recipient here*) for purposes of this Cooperative Agreement between (*Applicant/Recipient*) and the U.S. Department of Defense, that (*Applicant/Recipient*) is a legally constituted public body with full authority and legal capability to perform the terms of the Cooperative Agreement between the Department of Defense and (*Applicant/Recipient*) administered by the U.S. Army Corps of Engineers and that the persons who have executed this Cooperative Agreement on behalf of the (*Applicant/Recipient*), in particular, _____ have acted within their legal authority.

IN WITNESS WHEREOF, I have made and executed this certification this _____ day of _____ 2018.

[fill in name and address of attorney]