Funding Opportunity Announcement

Natural Resource Management (NRM) Education and Training of Botanically Sophisticated Restoration Workers; Outreach to Local schools to Benefit Natural Resource Goals

Funding Agency: US Army Corps of Engineers, Portland District 333 SW First Ave Portland, OR 97204	**Funding Instrument:** Cooperative Agreement **Funding Opportunity Number:** W9127N2020002 **CFDA Number:** 12.010 **Program Title:** US Army Corps of Engineers, Portland District Environmental Stewardship Program
Issue Date: August 19, 2020	**Application Due Date:** September 18, 2020

Overview:
The US Army Corps of Engineers (USACE), Portland District (NWP) intends to enter into a cooperative agreement with a non-Federal public entity or non-profit entity for land stewardship and restoration services on USACE land in the Willamette Valley, Oregon. This cooperative agreement will assist NWP in fulfilling environmental stewardship responsibilities consisting of restoration and management of native prairie landscapes and wildlife habitat at southern Willamette Valley Lakes while providing education and training to participants such as young professionals, veterans, displaced workers, college students, and other community members in botanically sophisticated ecological restoration design, implementation, and community involvement, and to provide opportunities for local primary school students to produce and install native plant materials in restoration sites. The recipient's participants will gain experience with and expertise in plant identification, project planning, development, and implementation.

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

The partner for this cooperative agreement must be a non-Federal public entity or non-profit entity that serves the local community and has experience in land stewardship and restoration using small crews and is capable of training recipients to identify all elements of the flora; and to manage native plant growing and planting environmental education programs in local primary schools.

Estimated Total Funding: $200,000	**Estimated Number of Awards:** 1

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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 the grants and agreements administrator Patrick.P.Collins@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

The purpose of this agreement is to provide education and training in botanically sophisticated ecological restoration design, implementation, and community involvement to participants such as young professionals, veterans, displaced workers, college students, or other community members; and to provide opportunities for local primary school students to produce and install native plant materials in restoration sites, participating in stewardship of local habitats and gaining knowledge and appreciation of the environment on USACE Portland District lands. 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. Program activities may occur at any site in the Willamette Valley Project but will be concentrated at the southern lakes: Fern Ridge, Fall Creek, Dexter, Lookout Point, Hills Creek, Cottage Grove and Dorena. We expect no more than one week at Cougar, Foster-Greenpeter, or Detroit-Big Cliff during the period of performance.

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 outreach activities for public education and interpretive services.

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

   USACE NWP develops and operates water resources and public lands within the Willamette Valley Project's jurisdictions. The goal of this cooperative agreement is to implement creative stewardship techniques and effect accomplishments within its environmental stewardship mission, and provide a specific opportunity to further the USACE's national organization interest for developing knowledge and applications in natural resources management. It also represents an opportunity to further the USACE's national organization objectives for interpretive service, community outreach, and partnerships.

   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 is engaged in diverse opportunities enabling work in a resource oriented 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 on USACE projects.

   Each specific project proposed under this Agreement will be individually evaluated by both parties to make certain 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 will mutually benefit USACE and the recipient in providing opportunities benefiting environmental stewardship efforts while developing a working relationship and assisting job training and education opportunities.

   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 and ethics as well as botanical identification and ecological restoration skills. Participants will gain exposure to tasks benefiting the environment or aid in improving public recreation areas.

3. DESCRIPTION OF SERVICES:

Work will include the following:

a. Prairie and Wildlife Habitat Restoration
   - Perform selective identification and removal of invasive vegetation from wetland, upland prairie, woodland and other habitat types by pulling and/or cutting.
   - Produce and plant native seed and nursery stock in habitat restoration sites.
   - Perform irrigation, weeding, and mulching to insure the establishment of restoration plantings.
   - Perform other services as determined by the POC at Willamette Valley Project in support of prairie and wildlife habitat restoration.
   - Work will frequently require use of chain saws, chippers, and other power tools commonly used in land management jobs

b. Perform native plant seed collection, native plant propagation and other duties in support of environmental restoration and native plant nursery 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, and natural history of native ecosystems. Provide training and work experience in native and invasive plant identification and ecological restoration design and implementation methods.

d. Perform environmental education in collaboration with local primary schools to produce native plants and install them at nearby USACE sites in order to provide knowledge and direct experience of native habitats to students in local communities.

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 two 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.

- The specific dates the work crew will be on site will be determined through coordination between the recipient and the Grants Officer Representative. Work will occur on approximately 22 mutually agreeable days over the course of the agreement's first year. Additionally, three to five primary schools will be engaged in native plant nurseries on their sites, to install plants on one or two field trips to USACE lakes.

- The number of crew days and amount of primary school education for optional periods will be determined by funding availability and mutual agreement.

- Work may occur at any USACE Willamette Valley lake, but will be concentrated in Lane County, with no more than seven days at Linn County 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 adults desiring training and experience in native and invasive plant identification and botanically sophisticated ecological restoration methods.

b. Provide one work crew consisting of three to ten participants and one supervisor for approximately 22 days during the performance period, to be further coordinated with the Grants Officer Representative.

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 USACE intent and 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.

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 with personal protective equipment for the work to be accomplished. This will include a hard hat, gloves, eye protection, and ear protection as required.

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

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

k. 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.

l. 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 USACE staff members 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 Recipient's acquisition 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 – Assistance Programs.

   Through this cooperative agreement, USACE will use a non-Federal public entity or non-profit entity to provide the opportunity for job training and education in natural resources management to participants living within local Willamette Valley communities 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 NWP Environmental Stewardship Program.

2. Substantial Involvement – USACE manages public land and through this cooperative agreement will provide job training and education in natural resource management to participants in communities near the Willamette Valley Project. USACE will provide a work site for the recipient's participants to practice stewardship and restoration as well as ecological education and study; frequent 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 – Estimated funding the initial year is $35,000. The cost of one year of the Cooperative Agreement is estimated to be as much as $40,000. The total cost of the cooperative agreement is estimated to be $200,000. The annual cost will not exceed $40,000.

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. 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 submission of one application.

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 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 providing a breakdown of the proposed **daily rate**

   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.

      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

   d. 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.

   e. 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 adult training, primary school programs, 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 quality control. Include the following:

         a. The applicant's plans for obtaining the necessary work crews, 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 supervise 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) to be used to execute the program.

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.

f. 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 September 18, 2020, 10:00 a.m. Pacific time. Applications received on www.grants.gov or by the grants specialist after the due date and time will not be considered.

5. Submission Instructions

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, submissions can be received by e-mail or courier.

a. Preferred Method - Internet via Grants.gov:
All applicants using Grants.gov to submit proposals must be registered and have an 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.

b. 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

c. Backup Method 2 – Courier:
Send one unbound copy of your complete proposal to:
US Army Corps of Engineers, Portland District
Attn: CECT-NWP-P, Grants and Agreements Specialist
333 SW 1st Ave
Portland, OR 97204

6. Reimbursement of pre-Federal 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 (1) is eligible in accordance with **Section C** of the announcement, preference will be given to Youth Service Organizations and Conservation Corps Organizations in accordance with 33 U.S.C. § 2339; (2) submitted all information required by **Section D**; and (3) satisfied all mandatory requirements.

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 and meet the description of services outlined in Section A of this announcement.
- Provide participant work crews 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.
- Supply all necessary supplies and equipment to perform work described in Section A of this announcement.
- Successfully execute training/education programs for participants including both adults and primary school students.

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. Applicants are required to submit an SF 424A providing a breakdown of the proposed **daily rate**. 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 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

Announcement Issue Date:	August 19, 2020
Announcement Due Date:	September 18, 2020
Estimated Award Date:	September 30, 2020

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 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
Tel: 503-808-4594

US Army Corps of Engineers, Portland District
Attn: CECT-NWP, Grants Officer
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 preaward 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 W9127N-20-2-0002.
4. Questions regarding the proposal submission should be submitted no later than September 15, 2020, 10:00am. Questions received after this date may not be answered.