

# **Bureau of Ocean Energy Management**

BOEM - Acquisition Policy and Financial Assistance

2024

M24AS00339

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## A. Program Description

### A1. Authority

Public Law 118-42 - Consolidated Appropriations Act, 2024, Division G- Department of the Interior (DOI), Environment, and Related Agencies, Title I. Section 111

Title V of the Older Americans Act of 1965

### A2. Background, Purpose and Program Requirements

BOEM is authorized under the Public Law 118-42 - Consolidated Appropriations Act, 2024, Division G- Department of the Interior (DOI), Environment, and Related Agencies, Title I. Section 111, to enter into cooperative agreements with, private nonprofit organizations designated by the Secretary of Labor under Title V of the Older Americans Act of 1965 to utilize the talents of older Americans in programs authorized by other provisions of law administered by the Secretary and consistent with such provisions of law. Partnering with a qualified nonprofit organization(s) is a cost-effective human capital tool designed to obtain the services of experience workers aged 55 and older on a temporary basis through a cooperative agreement to assist the BOEM in reaching its priorities and strategic goals. This allows the BOEM to focus on identifying its need for specific expertise while not having to dedicate time and resources to recruit, hire and directly administer those resources.

*Note: by law, BOEM Experienced Workers Program enrollees cannot displace or reduce the non- overtime hours, wages, or employment benefits of any Department of the Interior employees; perform work of Department of the Interior employees who are in a layoff status from the same or a substantially equivalent job or function; or affect existing contracts for services. Participants are not Federal employees. Also reference below section 2. Program Expected Outcome*

BOEM has an opportunity to partner with one or more qualified nonprofit organization(s) under the Experienced Services Program. The partner organization(s) will have (at a minimum) responsibility for:

- Recruiting, screening, placing, and paying participants based on an approved work description and cost amount. BOEM will develop position descriptions in conjunction with the nonprofit organization(s). Selection of qualified applicants is done in cooperation with the designated BOEM Program Officer or assigned Technical Adviser (This person oversees the work activities of one or more participant and verifies the participant time sheet) but the organization notifies the participant of their acceptance.
- The organization provides payroll, time record maintenance, recordkeeping, and administrative support to participants.
- The organization screens the applicants and forwards qualified applicants to BOEM for review and consideration. BOEM will make recommendation on selection to the partner organization for placement. Participants earn benefits (leave, unemployment, wage increases, etc.) Participants may be authorized to use government owned vehicles to conduct official government business. Participants can work between 16-40 hours a week assisting the BOEM on various mission focused projects.

#### **Program Expected Outcome**

- a. Supply qualified candidates 60 years and older to the BOEM in accordance with the 118th, of the Public Law 118-42 - Consolidated Appropriations Act, 2024.
- b. Recruit, screen, enroll, and interview candidates based upon the approved position descriptions and provide viable candidates to the BOEM.
- c. Use funds provided by the BOEM for recruiting, screening, enrolling, and administering payroll and benefits for selected candidates. Administrative functions also include processing training and travel reimbursements for all required and/or approved travel and training.
- d. Provide orientation to the new enrollees on administration of payroll, benefits, and other procedures and protocol of the BOEM ESP. Address all questions and provide guidance pertaining to these matters. Ensure enrollees receive a copy of the position description and reporting dates.

Qualified individuals who are a part of the ESP will support the BOEM on projects related to Renewable Energy, Information Technology, Administrative, and others. Specific project descriptions and work will be detailed in the task orders. The subsequent regions or locations are not limited to the following: nationwide, state Alaska, California, Louisiana, and Washington, D.C.

These projects will enable the BOEM to carry out its mission to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement. ESP participants will provide technical assistance and support to the BOEM in developing and executing projects that benefit the general public and provide support to BOEM employees. The ESP participants will not replace or displace current BOEM employees.

#### **Public Benefit of the Program:**

The Experienced Services Program provides a cost-effective recruitment opportunity to obtain the services of non-federal, experienced workers aged 55 and older. Through agreements with eligible nonprofit organizations, the BOEM will be able to recruit and utilize the services of these workers on a project-specific basis to enhance its capacity to achieve its mission, goals, and objectives. Skilled and experienced older Americans, including veterans, will have the opportunity to put their talents and experience to use on a part-time to full-time basis. Enrollment in the program will not impact the retirement benefits of retired federal employees.

**Catalog of Federal Domestic Assistance (CFDA) Number**

15.079

**Authorization Legislation**

15.079

**Funding Goals**

Funding Opportunity Goals ESP participants will provide technical engineering, information technology, administrative support, regulatory expertise, and other assistance to BOEM. The bureau will be able to recruit and utilize services on a project-specific basis to support projects related to renewable energy, decommissioning, well intervention, and others. Skilled and experienced older Americans, including veterans, will have the opportunity to put their talents and experience to use on a part-time to full-time basis.

**A3. Technical Assistance and Information for Prospective Applicants**

N/A

**B. Federal Award Information**

**B1. Total Funding**

**Estimated Total Funding**

\$10,000,000

**B2. Expected Award Amount**

**Maximum Award Amount**

\$2,000,000

**Minimum Award Amount**

\$1,550,000

## **B3. Anticipated Dates**

### **Award Start Date**

July 18, 2024

## **B4. Period of Performance**

### **Length of Project Periods**

60-month project period with five 12-month budget periods

### **Length of Project Period Explanation of Other**

#### **Project Period 1 Expectation Duration in Months**

60

In general, recipients must complete projects within the shortest timeframe needed to meet all the expected program outcomes. A project may occur over multiple years, but the task agreement must end no later than the period of performance end date on the associated master agreement. Each task agreement provided by the BOEM will have a start and an anticipated project end date.

## **B5. Numbers of Awards**

### **Expected Number of Awards**

If more than one applicant applies, BOEM may award to one or more potential organizations. As funding becomes available for potential projects, there may be a task agreement associated with the master cooperative agreement, and no further competition is required.

## **B6. Type of Award**

### **Funding Instrument Type**

CA - Cooperative Agreement

**Master Cooperative Agreement** - A master cooperative agreement is an agreement with a non-Federal entity in which more than one project is anticipated. This type of cooperative agreement includes a detailed description of all types of work that can be done under the agreement. The master cooperative agreement will also establish the overarching terms and conditions agreed to by the BOEM and the non-Federal entity and are not funded. Specific projects and funding under a master agreement are identified through task agreements, issued under the applicable legal authority documented in the master cooperative agreement. Specific task agreements will always reference and be subject to the terms and conditions of the master cooperative agreement.

## **B7. Other Federal Information**

### **Type of Competition**

Open to All Eligible Applicants

## C. Eligibility Information

### C1. Eligible Applicants

12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

#### **Additional Information on Eligibility**

The following entities are eligible to apply for an award under this announcement. Failure to meet eligibility requirements will preclude the BOEM from making an award. Eligible applicant types are:

- This program is limited to qualified nonprofit organizations subject to 26 U.S.C. 501(c)(3) of the tax code (26 U.S.C.501(c)(3) and must be designated by the Secretary of Labor under Title V of the Older Americans Act of 1965. Applicants must submit proof of establishment with the application.

### C2. Cost Sharing or Matching

#### **Cost Sharing/Matching Requirement**

No

#### **Percentage of Cost Sharing / Matching Requirement:**

### C3. Other

#### **Excluded Parties:**

BOEM conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Bureau cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

Program participants under this agreement must meet the criteria described in the Public Law 118-42 - Consolidated Appropriations Act, 2024, Division G- Department of the Interior(DOI), Environment, and Related Agencies, Title I. Section 111.

## D. Application and Submission Information

## D1. Address to Request Application Package

2CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards applies to this program.

Notice of Funding Opportunities (NOFO) for this listing will be posted on [Grants.gov \(opens in new window\)](#).

The application must be submitted through the [www.Grants.gov](#) portal at “[Apply for Grants.](#)” The applicant can locate the application package by visiting the Grants.gov portal and searching on CFDA number 15.079 or Announcement M24AS00339 in the Grants.gov search engine. The announcement is also available in Grant Solutions (GS).

## D2. Content and Form of Application Submission

### SF-424, Application for Federal Assistance

The electronic submission system requires several preliminary registration steps before the actual proposal can be submitted (go to [www.grants.gov](#) and click on “Applicants” on top menu bar, go to “Apply for Grants”, Register as an Organization or Register as an individual). See Section D7 below.

Scientific Integrity Scientific integrity is vital to DOI activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI’s reputation and ability to uphold the public’s trust. All work performed must comply with the DOI Scientific Integrity Policy posted to <http://www.doi.gov/ScientificIntegrity>, or its equivalent as provided by their organization or State law.

Complete this form with all applicable information. The application must be signed and dated.

Individuals applying for and receiving funds separate from a business or non-profit organization he/she may own or operate, and any entity waived from the SAM.gov registration requirements by the funding bureau or office must submit the appropriate signed and dated Assurances form. All required application forms are available on with this announcement on Grants.gov.

### Project Summary

#### Project Narrative

The cover sheet of the proposal shall contain the following information:

1. Project Title:
2. Applicant/Employee(s):
  - i. Name:
  - ii. Address:
  - iii. Phone:
  - iv. Fax:
  - v. E-mail:

3. Name of Organization/Company:
4. Contact Information for Technical and Administrative Negotiations
5. Project Status:New/Continuation
6. Project Duration:(years or months)
7. Proposed Start Date:
8. Proposed Draft Final Report Submission Date:
9. Proposed Completion Date:
10. Amount Requested From BOEM:
11. Amount and Sources of Non-Federal Match:
12. Total Project Cost:
13. Signature, Name, and Contact Information of Applicant/Employee(s):
14. Proposal Endorsement, including Signature, Name, Contact Information of Applicant/Employee(s):
15. Signature, Name and Contact Information of Applicant/Employee(s)

## Proposal Text

The proposal must be in 11 to 12-point Times New Roman, Arial, or similar font with 1" page margins. Non-conforming proposals will not be considered. Text, figures, etc., in support of items 1-9 below should be no longer than 15 pages.

Please include the following in the proposal:

1. **MISSION AND OBJECTIVES** - Describe your mission and objectives and how it relates to the objectives of this announcement. Describe how your objectives of the project support your mission.
2. **RECRUITING QUALIFICATIONS: KNOWLEDGE, EXPERIENCE, AND RESOURCES:**
  - Describe your organization's knowledge and experience recruiting participants for scientific, technical engineering, information technology, and regulatory positions etc..
  - Please address the following:
    1. How is your organization qualified to develop and implement strategic marketing plans and recruitment strategies to advertise highly qualified participants within the geographic service area?
    2. What print and web publications are used to support your marketing plans and recruitment strategies?
3. How does your organization assess marketing and recruiting successes? How does it apply the results of the assessments and adjust its strategies? How often are the assessments performed?
4. How does your organization coordinate an application, interviewing, and hiring process for candidates in a clear and timely manner?
5. What is your organization's past work experience related to program recruitment?
6. What are the time frames and processes used by your organization for resume review, interview notification, and interview scheduling?

7. YOUR ORGANIZATION MUST DEMONSTRATE RECRUITMENT FOR QUALIFIED CANDIDATES 55 AND OLDER TO ASSIST BOEM IN REACHING BUREAU STRATEGIC GOALS:

- Describe your organization, including a description of all recruitment services/programs offered.
- Describe any particular organizational focus, such as types of individuals (ages/skills/abilities/other demographics) targeted for recruitment.
- Describe the geographical area covered by your organization's services.
- Describe any previous experience your organization has in delivering 55 and older programs for the Federal government.
- Provide details on your recruitment process and identify how long the process typically takes. Regarding participant screening and eligibility reviews, attach a copy of any related recruitment questionnaire(s) and application form(s). Describe any diversity considerations incorporated into your recruitment process.

1. DESCRIBE THE HUMAN CAPITAL, TECHNICAL RESOURCES, AND SKILLS OF YOUR ORGANIZATION TO ACCOMPLISH THE LISTED RECRUITING NEEDS. INCLUDE AN ESTIMATE OF THE AMOUNT OF PERSONNEL TIME YOUR ORGANIZATION WOULD DEVOTE TO THIS TASK.

- Identify staff with appropriate technical expertise and describe their qualifications, including the supervisor overseeing the participant.

1. TECHNICAL APPROACH:

- Describe the techniques, processes, and methodologies used.
- Describe expected goals and outcome and how program effectiveness will be measured and evaluated.
- Describe how you will achieve the proposed objectives within the proposed period of performance (POP). (Include a detailed project work plan narrative to summarize the schedule.)
- Describe significant goals or milestones and how they will be measured.
- Describe tasks and relationships of partners, if applicable.

1. DIRECT BENEFIT TO THE GENERAL PUBLIC:

- Describe how this project will impact the general public.

1. QUALIFICATIONS/PAST PERFORMANCE:

- List key project personnel and responsibilities, along with their contact information.
- Describe the time they will dedicate to the project and how their experience and qualifications are appropriate to the project's success.
- List contractors, sub-awards, consultants, if known, and their qualifications.
- List federally funded assistance agreements (not contracts) recruiting 55 and older experience programs that your organization performed within the last 3- years, and describe how you documented and/or reported on whether you were making progress toward achieving the expected results(e.g., outputs and outcomes) under those agreements.

1. PLANNING, COLLABORATION, AND EVALUATION:

- Describe your organization’s knowledge and experience planning and collaborating with federal agencies and/or other partner organizations and evaluating 60 and older programs.
  - How will your organization collaborate with BOEM to assure the coordination of the efforts of each party and the fulfillment of the program’s objectives?
  - How will your organization work with the BOEM to develop a set of evaluative tools to enhance the BOEM ESP?
1. LEVERAGING OF RESOURCES (Cost is not normally evaluated. However, it is reviewed during the merit review and will be used as a tie-breaker).
    - Demonstrate how you leverage funds or resources with other federal and/or non-federal sources of funds or resources to carry out the proposed project.

Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form. Federal award recipients and sub recipients are subject to Federal award cost principles per the [“DOI Standard Award Terms and Conditions”](#). The CFDA number(s) for this program appears on the first page of this announcement.

### **Budget Narrative/Detailed Spreadsheet**

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407 “Prior written approval (prior approval)” for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. All applications must have a complete detailed budget narrative explaining and justifying the federal and the non-federal expenditures by object class category as listed on SF-424A - Section B (Budget Category) for non-construction awards. Include detailed descriptions of all cost justifications.

### **Budget Justification Narrative**

This information will provide more details than the SF-424A form and will provide adequate information for the Contracting Officer to conduct a detailed analysis of the costs to determine they are reasonable, allowable, and allocable. Please include the following:

1. Salaries and Wages. List positions, rate of compensation, and estimated number of hours. If contract employees are hired, include their total time, rate of compensation, job titles, and roles.
2. Fringe Benefits/Labor Overhead. Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Provide a copy of the negotiated rate agreement, if available.
3. Supplies. Enter the cost for all tangible property. Include the cost of office, laboratory, computing, and field supplies separately. Provide detail on any specific item that represents a significant portion of the proposed amount. Provide a statement of what supplies will be purchased in accordance with 2 CFR 200.318–326.

4. Equipment. Show the cost of all special-purpose equipment necessary for achieving the project's objectives. "Special-purpose equipment" means scientific equipment having a useful life of more than one year and having an acquisition cost of \$5,000 or more per item. If available, each item should be itemized and include a full justification and a dealer or manufacturer quote. General-purpose equipment (also used for purposes other than this project) must be purchased from the applicant's operating funds. Title to non-expendable personal property shall be vested solely with the Awardee. Under no circumstances shall property title be vested in a sub-tier Awardee. Provide a statement that equipment will be purchased in accordance with 2 CFR 200.318–326 and managed in accordance with 2 CFR 200.313.
5. Services or Consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-Awardees by name (including consultants), the estimated amount of time required, and the quoted rate per day or hour. Sub-applicant proposals should provide cost breakdowns at the same level of detail as the applicant's proposal. If you will be hiring contract employees, include their total time, compensation rate, job titles, and roles. Provide a statement that salaries will be charged at the actual rate and that the rate is comparable to others doing similar work within the organization.
6. Travel. State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Calculations of other special transportation costs (such as charges for the use of applicant-owned vehicles or vehicles rental costs) should also be shown. Applicants are encouraged to include in the proposal a plan to present findings at one to two major meetings (see above **Proposal Text item 1**).
7. Other Direct Costs. Itemize the different types of costs not included elsewhere. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project.
8. Total Direct Charges. Totals for items 1–7.
9. Indirect Charges (Overhead). Indirect cost/general and administrative (G&A) cost. Show the proposed rate, cost base, and proposed amount for indirect costs based on the cost principles applicable to the Applicant's organization. If the Applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Provide a copy of the negotiated rate agreement with the Applicant's Federal cognizant audit agency. [*If applicable.*]
10. Amount Proposed. Total items 8 and 9.
11. Multi-year Projects. The Applicant shall provide summary information as well as a detailed budget for each year. Funds requested for the final year of performance shall comprise a minimum of 15% of the project's total anticipated budget. [*If applicable.*]

### **Conflict of Interest Disclosure**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Please reference the [Federal Activities Inventory Reform Act](#) for additional details.

(a) *Applicability.*

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) *Notification.* (1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it. (e) *Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

### **Single Audit Reporting Statement**

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

### **Certification Regarding Lobbying**

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

### **Overlap or Duplication of Effort Statement**

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or

time commitment of key personnel. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel”. If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

### **D3. Unique Entity Identifier and System for Award Management (SAM)**

**Identifier and System for Award Management (SAM.gov) Registration:** This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which replaces the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

#### **Register with the System for Award Management (SAM)**

Applicants can register on the [SAM.gov](#) website. The “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov “[Register with SAM](#)” page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). Entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity’s IRS information. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

### **D4. Submission Dates and Times**

#### **Application Due Date**

06/18/2024

## Application Due Date Explanation

### D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the “State Point of Contact (SPOC) List” to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental Review of Federal Programs.” States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state’s prior review requirements for Federal assistance applications.

### D6. Funding Restrictions

#### Indirect Costs: Individuals

#### Indirect Costs: Organizations

#### Required Indirect Cost Statement to be submitted with Application

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: “Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.” or “Attached is a copy of our current negotiated indirect cost rate agreement.”]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we

will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.

- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §2 CFR 200.68]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.68. We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.
- A [insert your organization type] that is submitting this proposal for consideration under the ["Program Title"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per the Financial Assistance Interior Regulation (FAIR) 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from **[insert Bureau Here]** to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that **[Insert Bureau Here]** approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that the indirect costs are not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

## **Prohibited Uses of Awards Funds**

## Reimbursement of Pre-Award Costs

### D7. Other Submission Requirements

**Please be aware that the electronic submission process requires first time users to register using an e- Authentication process. This registration process can be somewhat complex and can take up to 3 weeks to complete. Be advised that it is virtually impossible to begin the process of electronic submission for the first time if you start just a few days before the due date. If you are from a university, contact your Office of Sponsored Programs. They may already have completed the registration process and should work with you to submit the application.**

If you have any questions or problems with the registration process, or the completion of the application package, please contact the grants.gov help desk at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

Briefly, when you submit a grant application package to Grants.gov, you will receive a confirmation screen as well as three additional emails over two business days from Grants.gov informing you of your application processing status: 1. Confirmation screen

2. Submission Receipt (with “Track My Application” link) 3. Submission Validation (or Rejection with Errors) 4. Agency Retrieval

CONFIRMATION: Submission Confirmation Screen.

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov.

NOTIFICATION 1: Submission Receipt Email Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation. This email also contains a tracking number for use while tracking the status of the submission as well as a “Track My Application” link, to use to see the progress of your submission.

**NOTIFICATION 2: Submission Validation Receipt Email – This is the important one!**

After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination. Grants.gov will not post the application if there are errors. Failure to correct errors and submit by the date and time for closing may not be a reason for accepting a late application.

NOTIFICATION 3: Grantor Agency Retrieval Email Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a **third and final email** from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system. **IF YOU HAVE NOT RECEIVED THIS E- MAIL WITHIN FOUR DAYS OF THE CLOSING DATE, PLEASE CONTACT THE CONTRACTING OFFICER.**

If you need help entering your proposal, you can reach the **Grants.gov Contact Center at: 1-800- 518- 4726**. Their hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, and they are closed on Federal Holidays.

During the application period an applicant may submit a revised or corrected proposal through grants.gov. Include a cover letter as the first page of the proposal stating that the proposal is revised and indicating that the previous submittal is to be withdrawn from consideration. See Section 11, Application Preparation Instructions, which describes requirements for the proposal and other application components.

**Please allow sufficient time for the proposal to be submitted electronically through Grants.gov and allow time for possible computer delays. Applicants are strongly advised not to wait until the last minute for submission. A proposal received after the closing date and time will NOT be considered for award. If the BOEM determines that a proposal will not be considered for award due to lateness, the applicant will be notified immediately.**

## D8. Application Checklist

SF-424, Application for Federal Assistance or Application for Federal Assistance-Individual

SF-424B or D, Assurances

Project Narrative

SF-424A or C, Budget Information

Budget Narrative

SF-LLL, Disclosure of Lobbying Activities (when applicable)

## E. Application Review Information

### E1. Criteria

#### Mission and Objective

**Maximum Points: 10**

Demonstrates how your mission and objectives relates to the BOEM priorities addressed in the objectives of the NOFO, and how these objectives support your mission.

#### Recruiting Qualifications: Knowledge, Experience and Resources

**Maximum Points: 25**

- Demonstrates knowledge and experience recruiting participants for scientific, technical engineering, information technology, and regulatory positions.
- Demonstrates recruitment for qualified candidates 55 and older to assist BOEM in reaching BOEM strategic goals.

- Describes the human capital, technical resources and skills needed to accomplish the listed recruiting needs. Including an estimate of the amount of personnel time that would be devoted to this task.

**Technical Approach**

**Maximum Points: 25**

- Describes the techniques, processes, methodologies to be used.
- Describes expected goals and outcome and how program effectiveness will be measured and evaluated
- Describes how the proposed objectives will be achieved within the proposed period of performance (POP).
- Describes significant goals or milestones and how they will be measured.
- Describes tasks and relationships of partners, if applicable.

**Planning, Collaboration and Evaluation**

**Maximum Points: 10**

Describes your organization’s knowledge and experience planning and collaborating with federal agencies and/or other partner organizations and evaluating 55 and older experience programs.

**Leveraging of Resources**

**Maximum Points: 5**

Cost is not normally evaluated. However, is reviewed during the merit review and will be used as a tiebreaker.

**Qualifications/Past Performance**

**Maximum Points: 25**

- Lists key project personnel and responsibilities, along with their contact information.
- Describes the time to be dedicated to the program, and how their experience and qualifications are appropriate to the success of the program.
- Lists contractors, sub awards, consultants, if known, and their qualifications.
- Provides a list of federally funded assistance agreements (not contracts) that your organization performed in recruiting 55 and older experience workers within the last three years (no more than 5) and describe how you documented and/or reported on whether you were making progress toward achieving the expected results(e.g., outputs and outcomes) under those agreements.

**E2. Review and Selection Process**

**First Level Screening--Basic Eligibility**

- Applications will be screened by the Grants Management Officer to ensure that applications meet basic eligibility requirements. Depending on the specifics of the opportunity, screening may include, but is not limited to, the following:
  - Program and/or legislative authority requirements are met;
  - Submission is timely; and
  - Complete and properly executed SF-424 application package documents.

**Second Level Evaluation**

- Merit Review Evaluation: Eligible applications will be evaluated using the following merit review criteria using numerical scoring based on a 100-point maximum score.

### **Third Level Review Pre-Award Clearance and Approvals**

- Following the described review process, BOEM will also complete a business evaluation and determination of responsibility. During these evaluations the Grants Management Officer will evaluate variables such as:
  - Risk Management. The BOEM uses a risk-based approach to evaluate the risk posed by the supporting applicants' projects before it awards Federal funds.
1. BOEM is required to review information available through OMB-designated eligibility and/or financial integrity databases, such as the Federal Awardee Performance and Integrity Information System (FAPIIS). The BOEM considers factors such as:
    - a. Financial stability;
    - b. Quality of management systems;
    - c. History of performance managing Federal awards, timeliness of compliance with reporting requirements, conformance to the terms and conditions of previous Federal awards, etc.;
    - d. Reports and findings from audits performed; and
    - e. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
  2. Budget review is based on the following:
    - a. Budget line items must be allowable, allocable, reasonable in price, and appropriate for the level of effort needed to accomplish the project.
    - b. Budget details and narrative must provide adequate explanation of, and justification for, each estimated cost.
    - c. Requested equipment must be justified and necessary for completion of the project. If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized. If the BOEM determines that a

### **Applications must satisfy basic eligibility screening requirements to be considered for further review.**

- a. Applications eligible for merit review will be evaluated by an ad hoc evaluation team assembled to review, rate, rank, and recommend applications for award using the above evaluation criteria. Evaluation teams are made up of two or more qualified personnel familiar with the program and who have been certified to have no conflict of interest with any persons or organizations applying for award.
- b. Reviews are treated as confidential documents. Once award decisions are made, applicants may request in writing a written summary of the evaluation of their application/proposal.

## **E3. CFR - Regulatory Information**

## **E4. Anticipated Announcement and Federal Award Dates**

Applications are due by 5:00 PM Eastern Time on the Application Due Date listed in Section D4.

## **F. Federal Award Administration Information**

### **F1. Federal Award Notices**

Awards based on the application submitted to and approved by BOEM are subject to the terms and conditions incorporated into the Notice of Award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. Recipient acceptance of a Federal award from the Service carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

### **F2. Administrative and National Policy Requirements**

See the “DOI Standard Terms and Conditions” for the administrative and national policy requirements applicable to DOI awards.

#### **Data Availability**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#): (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification. (b) The Federal Government has the right to: (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

See the Service’s General Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

## **F3. Reporting**

### **Financial Reports**

All recipients must use the SF-425, Federal Financial Report form for financial reporting. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

### **Performance Reports**

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a final performance report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

### **c. Significant Development Reports**

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify [Insert Bureau Here] in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

### **d. Real Property Reports**

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

### **Conflict of Interest Disclosures**

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics

website for more information on these restrictions. The [Insert Bureau Here] will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

### **Other Mandatory Disclosures**

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

### **Reporting Matters Related to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

## **G. Federal Awarding Agency Contact(s)**

### **First Name**

Dominique

### **Last Name**

Bruce-Morton

### **Address**

45600 Woodland Road, Sterling, Virginia 20170

### **Telephone**

703-787-1342

### **Email**

Dominique.Bruce-Morton@bsee.gov

## **G2. Administrative/Budget Questions Program Office Contact**

**For programmatic technical assistance, please contact:**

**First Name**  
**Last Name**  
**Address**  
**Telephone**  
**Email**

### **G3. Grants Staff Contact**

**For financial, awards management, or budget assistance, contact:**

**First Name**  
Dominique  
**Last Name**  
Bruce-Morton  
**Address**  
45600 Woodland Road, VAE-AMD Sterling, VA 20170  
**Telephone**  
703-787-1342  
**Email**  
dominique.bruce-morton@bsee

### **G4. Technical Support**

**For Grants.gov technical registration and submission, downloading forms and application packages, contact:**

**Name**  
Grants.gov Customer Support  
**Telephone**  
1-800-518-4726  
**Email**  
Support@grants.gov

### **H. Other Information**

All correspondence pertaining to this Agreement prepared by the Awardee shall have a courtesy copy (with attachments) sent to the CO. Correspondence pertaining to this Agreement received by the Awardee (excluding correspondence to and from the BOEM) shall be copied and sent to the CO according to the schedule below. All correspondence shall be clearly marked with the Award Number M24AS00339 on the first page.

**Paperwork Reduction Act Statement**  
**Geospatial Data Act**

All geospatial data\* collected for or produced through the use of the Department of the Interior financial assistance funds are required to meet all relevant standards established by the Federal Geospatial Data Committee (FGDC) as authorized by Geospatial Data Act of 2018, Pub. L. 115-254, Subtitle F – Geospatial Data, §§ 751-759C, codified at 43 U.S.C. §§ 2801–2811. Interior requires fully compliant metadata on all Geographic Information Systems files developed for financial assistance projects. If a funded financial assistance project involves acquiring or collecting geospatial data, the recipient is required to search GeoPlatform.gov to determine that no existing Federal, State, local or private data meet the Government’s needs and are available at no cost before acquiring or collecting additional geospatial data.

Geospatial Data Act of 2018, Pub. L. 115-254, Subtitle F – Geospatial Data, §§ 751-759C, codified at 43 U.S.C. §§ 2801–2811 - Federal recipient collection of geospatial data through the use of the Department of the Interior financial assistance funds requires a due diligence search at the GeoPlatform.gov list of datasets to discover whether the needed geospatial-related data, products, or services already exist. If the required data set already exists, the recipient must use it. If the required data is not already available, the recipient must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance and standards established by the Federal Geospatial Data Committee (FGDC) posted at [www.fgdc.gov](http://www.fgdc.gov).

Recipients must submit a digital copy of all GIS data produced or collected as part of the award funds to the bureau or office via email or data transfer. All GIS data files shall be in open format. All delineated GIS data (points, lines or polygons) should be established in compliance with the approved open data standards with complete feature level metadata.

\*Geospatial data refers to data regarding natural or man-made, imaginary, or physical features. It also includes location information, and information referring to boundaries, points of interest, and mobility data.

#### **Requirements for Availability of Data (2 CFR § 1402.315)**

All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

The Federal Government has the right to:

1. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
2. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.