

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management

**NOTICE OF
FUNDING OPPORTUNITY ANNOUNCEMENT**
for
Federal Financial Assistance

PROGRAM TITLE:

**BLM FY2019 Bureau-wide Management Studies
Support Program for National Conservation Lands**

FUNDING OPPORTUNITY NUMBER:

L18AS00007

ANNOUNCEMENT TYPE:

**Request for Applications
Issued (Date): August 2, 2018**

CFDA NUMBER & TITLE:

- 15.224 - Cultural Resource Management
- 15.225 - Recreation Resource Management
- 15.230 - Invasive & Noxious Plant Management
- 15.233 - Forests & Woodlands Resource Management (stewardship agreements)
- 15.237 - Rangeland Resource Management
- 15.244 - Fisheries and Aquatic Resource Management
- 15.245 - Plant Conservation and Restoration Management
- 15.246 - Threatened and Endangered Species
- 15.247 - Wildlife Resource Management

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BLM

Bureau of Land Management—Financial Assistance

LEGISLATIVE AUTHORITY:

This Bureau of Land Management (BLM) Federal Financial Assistance Funding Opportunity is being announced under the following legislative authorities:

FEDERAL LAND POLICY AND MANAGEMENT ACT OF 1976 (FLPMA), 43 USC §1737 (b), Public Law 94-579

**FEDERAL NOXIOUS WEED ACT (Public Law 93-629, as amended) 7 USC §2814
Management of undesirable plants on Federal lands**

GOOD NEIGHBOR AUTHORITY (GNA), Consolidated Appropriations Act, 2014 PL 113-76 and the Agricultural Act of 2014 PL 113-79, 16 USC §2113a

**HEALTHY FORESTS RESTORATION ACT OF 2005, 16 USC 6501, PL 108-148. Section 6501
NATIONAL TRAILS SYSTEM ACT, 16 USC 1246, PL 90-543, as amended by PL 95-625, 96-87, and 98-11. Section 1246**

PUBLIC RANGELANDS IMPROVEMENT ACT OF 1978, 43 USC 1906, PL 95-514. Section 9. Section 1906

SIKES ACT, 16 USC 670h and 670j. PL 86-797, Title II, Sec. 202, as added PL 93-452, Sec 2; as amended PL 97-396, Sec 4. Sec 670h

TAKE PRIDE IN AMERICA ACT (TPIA), Public Law 101-628, as amended, 16 USC §4601, 4605

WATERSHED RESTORATION AND ENHANCEMENT AGREEMENTS (aka THE WYDEN AMENDMENT), 16 USC 1011 , PL 104-208, Section 124, as amended by PL 105-277, Section 136, as amended by PL 108-7, Section 135. Section 1011

WILD AND SCENIC RIVERS ACT, 16 USC 1281, PL 90-542, Section 1281

Projects will be awarded under specific legislative authority that pertains to that particular project.

**DEADLINE FOR SUBMISSION OF
APPLICATIONS:
October 15, 2018, 2:30 p.m. Local Time**

A. PROGRAM DESCRIPTION

1. Description of Program

- a. **Background:** The BLM is unique in its mission of managing the public lands for multiple use and sustained yield of resources, including conservation. More than 30 million acres of BLM land is recognized for outstanding conservation values. Designated for special management by Acts of Congress or Presidential Proclamations.

The BLM manages these special areas to maintain and enhance their conservation values with the goal to conserve, protect, and restore these important landscapes and their outstanding cultural, ecological, and scientific values. These areas range from broad Alaskan tundra to red rock deserts and from deep river canyons to rugged ocean coastlines and include some of America's finest natural and cultural treasures.

The National Conservation Lands include the following unit designations:

- National Monuments and National Conservation Areas;
- Wilderness/Wilderness Study Areas;
- National Wild and Scenic Rivers;
- National Scenic and Historic Trails; and
- California Desert National Conservation Lands.

Natural, Scientific, and Cultural Benefits - The National Conservation Lands protect a myriad of rare species, diverse habitats and ecosystems, historic properties, and cultural resources. These designated lands help ensure that the Nation's extraordinary biodiversity and cultural heritage will be sustained for present and future generations to enjoy.

Recreation Benefits - The National Conservation Lands conserve over 30 million acres of rugged landscapes for the public to explore and enjoy, and hosts more than one-fourth of all recreation on BLM lands. These diverse lands provide opportunities for recreationists of all kinds, from white-water rafters and rock climbers to hunters and fishermen, hikers and skiers to boaters and off-highway vehicle riders. The BLM manages units that include over 2,700 recreation sites and 22 visitor centers, and serves approximately 14 million visitors annually.

- b. **Objectives:** The National Conservation Lands financially supports studies aimed at increasing our understanding of the resources present on BLM lands and the effectiveness of BLM's resource management decisions. The program seeks to develop and maintain strong partnerships with State, local, and private stakeholders in shared conservation stewardship by engaging partners in conducting management-focused research on the National Conservation Lands. Results from these studies on National Conservation Lands will inform

management strategies utilized throughout BLM as well as other land management entities.

The Management Studies Support Program for National Conservation Lands aligns with the Secretary's priorities. In the DOI Strategic Plan for Fiscal Years 2018-2022, it states within Missions Area 1, Goal #1, and Strategy #2: **Bureaus administer their resource management and conservation programs on more than 400 million acres of upland, wetland, and aquatic lands within their jurisdiction. Many of these lands have special status as national parks, seashores, monuments, wildlife refuges, wilderness areas, national conservation lands or wild and scenic rivers. Land managers utilize earth and natural science, social science, partnerships with other DOI bureau, federal, state, local and tribal entities, and other tools and resources (including its front-line managers) in managing these lands and waters.**

The Management Studies Support Program for National Conservation Lands will utilize partnerships with State, local, and tribal entities to gather the best available data for BLM's land management decisions.

The Management Studies Support Program for National Conservation lands aligns with the Federal Land Policy and Management Act of 1976 which states that BLM has the ability to cooperate with partners on investigations, studies, and experiments involving the management and protection of public lands.

Sec. 307. [43 U.S.C. 1737] (a) The Secretary may conduct investigations, studies, and experiments, on his own initiative or in cooperation with others, involving the management, protection, development, acquisition, and conveying of the public lands.

- c. All awards under this funding opportunity must benefit the general public:

2. Program Expected Outcomes:

- A. The National Conservation Lands program requires specific performance goals and outcomes to be accomplished. Proposals must identify how the project incorporates at least one of the following themes:
 - i. **Management-Driven Research:** On-the-ground research that provides information that can directly inform a pertinent and pressing management question.
 - ii. **Citizen-Supported Studies:** On-the-ground research that engages citizens (volunteers) as assistants in data collection, compilation, or data analysis to improve BLM's management of the National Conservation Lands.
- B. **Research topics should address one or more of BLM's priorities:**

- environmentally-responsible development of energy and minerals
- effective management of borderlands
- supporting working landscapes
- managing multiple-uses on public lands
- supporting traditional land uses such as grazing
- Provide access to hunting, fishing, and other recreational opportunities on the National Conservation Lands.

For more information on BLM's management priorities, please visit our website:
<https://www.blm.gov/about/how-we-manage>.

- C. project proposal must identify specific deliverables or outcomes to be accomplished (e.g. reports, peer-reviewed articles, GIS files, outreach tools). At a minimum, deliverables must include:
- i. Annual progress reports;
 - ii. A final report, suitable for distribution to BLM staff; and
 - iii. A manager's summary (less than one page report that helps inform managers' decisions).

B. FEDERAL AWARD INFORMATION

1. Award Instrument

In accordance with the Legislative Authority, awards made under this FOA will be through a cooperative agreement. The recipient should expect Bureau of Land Management (BLM) to have substantial involvement in the project. Substantial involvement may include:

- Joint collaboration between the BLM and recipient in carrying out management, development, implementation, and evaluation of the proposed work;
- Training of recipient personnel;
- Review and approval by the BLM of one stage of work prior to the start of the next stage;
- Review and approval by the BLM of modifications or subawards prior to their award;
- Participation in selecting recipient project staff;
- Directing or redirecting of recipient work by the BLM because of relationships to other projects;
- The ability to immediately halt work because of failure to meet agreement objectives; and
- Close monitoring and/or operational involvement in the proposed work.

2. Expected Number of Awards

BLM anticipates making 15 awards in FY 2019 depending on availability of funding. If funding in the later part of the fiscal year becomes available there could be additional awards. BLM anticipates dispersing funding across states where BLM lands are located.

3. Individual award amounts by the BLM Washington Office, National Conservation Lands Division, will be no more than \$25,000 per award and could fund subsequent fiscal years depending on approved appropriation.

Individual projects may be awarded additional funding utilizing BLM State Office funding. No project can be funded for more than \$100,000 total (combined BLM Washington Office and BLM State Office funding).

4. Total Expected Funding to be Awarded through this Announcement: \$300,000**5. Anticipated Period of Performance Start Date: April 1, 2019****6. Length of Project:** In general, proposed project completion should be completed within the shortest timeframe need to meet all the expected program outcomes. Application packages for projects requiring more than a three-year timeframe will only be considered for funding under limited circumstances.**7. Additional Funding Information**

Funding for this project(s) is not guaranteed and is subject to the availability of funds and evaluation of proposals is based on the criterion in this announcement. In appropriate circumstances, BLM reserves the right to partially fund proposals in discrete portions or phases of proposed projects. If BLM chooses to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award; and therefore maintains the integrity of the competition and selection process. Funded proposals through this competition is not a guarantee of future funding.

BLM reserves the right to make additional awards under this announcement if additional funding becomes available after the original award selections are made,

Any additional selections for award will be made no later than September 30, 2018.

Any additional selections must be made in accordance with the terms of this announcement and BLM policy.

Only BLM Grants Management Officers (GMO) are authorized to obligate funds for financial assistance.

This FOA is being released prior to the passage of a Consolidated Appropriations Act for FY 2019 by Congress. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability and/or level of funding for this

program.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following types of entities are eligible to apply for award under this announcement. Failure to meet eligibility requirements will result in precluding the BLM from making an award. Eligible applicant types are:

- State, local government, Indian Tribe, Institution of Higher Education (IHE), or Nonprofit Organization

2. Cost Sharing or Matching

This program has no cost sharing or matching requirements.

3. Other Eligibility Restrictions

This financial assistance opportunity is also open to all partners under any Cooperative Ecosystem Studies Unit (CESU) program. CESUs are partnerships that provide research, technical assistance, and education. If a cooperative agreement is awarded to a CESU partner under a formally negotiated Master CESU agreement, indirect costs are limited to a rate of no more than 17.5% of the indirect cost base recognized in the partner's Federal Agency-approved Negotiated Indirect Cost Rate Agreement (NICRA).

D. APPLICATION AND SUBMISSION INFORMATION

*****PRIOR TO SUBMITTING PROPOSAL*****

***** APPLICANTS MUST COORDINATE EACH PROPOSED PROJECT WITH THE APPROPRIATE STATE LEAD OR UNIT MANAGER CONTACT PRIOR TO SUBMITTING THEIR APPLICATION (REFER TO PAGE 27 ~ SECTION G OF THIS ANNOUNCEMENT).**

***** IDENTIFY IF YOUR PROPOSAL IS A CONTINUATION OF AN EXISTING BLM COOPERATIVE AGREEMENT AND PROVIDE CURRENT BLM AGREEMENT NUMBER (i.e., L17AC00000). IDENTIFY FY 2019 WORK TO BE ACCOMPLISHED WITH NEW MILESTONES AND GOALS. FOLLOW ATTACHMENT A FOR SUBMITTING YOUR PROPOSED WORK.**

This announcement includes all information, documents, and electronic addresses needed to submit an application through www.Grants.gov. Paper copies may be requested by contacting the individual(s) listed on the application coversheet.

1. Unique Entity Identifier and System for Award

Each applicant (unless the applicant is an individual or Federal awarding agency that is exempt 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:

- a. Provide a valid DUNS number (Dun & Bradstreet Universal Numbering System) on its application. DU Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number. Request a DUNS number online at <http://fedgov.dnb.com/webform> or by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:
U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1) For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)
- b. Entity Registration in SAM: Federal law mandates that all entities applying for Federal financial assistance must have a current registration in the System for Award Management (SAM). Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information.
- c. Continue to maintain an active SAM registration with current information at all times during which the applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency.

2. Intergovernmental Review

Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental review of Federal Programs.” E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state’s designated entity for more information on the process the state requires to be followed when applying

for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

The period of performance for projects awarded under this program is one or more years. Project proposals must be designed and budgeted accordingly. For multi-year projects, budgets and project activities should be clearly articulated in phases/years and support for future phases/years will be contingent on project performance, satisfactory reporting and financial management, and availability of program funds. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for additional funding.

3. Application Package

Applications must include all required Standard Forms (SF) shown below, a Proposal (Attachment A), a Budget Detail (Attachment B), and a copy the applicant's approved federal agency Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. Non-governmental organizations that have not previously received award funds or have not had an active award within 3 (three) years must complete a Financial Assistance Evaluation Questionnaire. A copy of the questionnaire may be requested by contacting the individual(s) listed on the application coversheet.

WHAT TO SUBMIT:

Form Name and Number	✓
SF-424 Application for Federal Assistance **If a continuation of existing cooperative agreement with the BLM mark continuation in item 2 “Type of Application” and identify current agreement number in item 5b.	✓
SF-424A Budget Information - Non-Construction Programs	
SF-424B Assurances - Non-Construction Programs	
Grants.gov Disclosure of Lobbying Activities Form	
Project Proposal (Attachment A to this document)	
Budget Detail (Attachment B to this document)	
Federal Agency-approved Negotiated Indirect Cost Rate Agreement (NICRA), if applicable	
Conflict of Interest Statement, when applicable	
Financial Assistance Evaluation Questionnaire (if applicable)	

**Failure to provide complete information may cause delays, postponement, or rejection of the application.

- a. Project Proposal (Attachment A)

1. Attachment A is a suggested project proposal template and may be used when submitting your proposal. The proposal must be no longer than 15 pages, with a type-face no smaller than 11-point, and have at least one (1) inch margins on all sides. The 15 page limit includes all text, figures, references, and vitae, but does not include the Budget Detail (Attachment B).
 2. All proposals are confidential.
- b. Budget Detail and Justification of costs (Attachment B- Suggested Format)
1. 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 (and the SF-424C for construction awards). For clarification and simplicity, it is best to discuss each expense by object class in the order that they appear on the SF424A. Include detailed descriptions of all cost justifications (see suggested format attachment B for more detail). Additionally, provide any cost sharing and matching funds in the same level of detail as the federal funds. The budget narrative submitted with the application must match the dollar amounts on all required forms. Please explain each calculation and provide a narrative that supports each budget category (the SF-424 must equal total costs identified on the SF-424A form which must match the budget narrative).
 2. Costs proposed to NOFO awards must be reasonable, allowable, allocable, and necessary to the supported activity. Refer to [2 CFR §200](#), for applicable administrative requirements and cost principles.
 3. **If your award is for multi-year or multiple year funding, you must provide a budget and budget justification for each year.** Show each year in a separate column on the SF-424A and use a separate column for listing any match funds. NOFO expects that applicants will ensure that no Federal or non-Federal grant funds will be expended for in-kind goods or services, for purposes of providing transportation, travel, and other expenses for any Federal employee.
 4. Budget Detail and Narrative form (Attachment B) is an suggested format to present the breakdown of your estimated costs by category needed to accomplish project activities. Estimated costs should be described in sufficient detail so that they may be checked for reasonableness. Include a description of any cost share (cash, in-kind, etc.) listed. ***Lump sum costs are not acceptable in any category, without a detail breakdown of how the cost were arrived out. No profit or fees are allowable.***
 5. **Required Indirect Cost Statement and Documentation:**

All applicants must include in their budget justification narrative one of the following indirect cost rate statements and attach to their application any required documentation identified in the applicable statement:

We are:

- a. A state or local government entity receiving more than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
- b. A state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
- c. A non-profit organization that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
- d. 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]. 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.
- e. 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]. However, in the event an award is made, 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 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
- f. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate (includes accepting the 10% de minimus rate, when eligible) are prohibited from charging indirect costs to a Federal award.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs under the award unallowable.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award.

Recipients may not charge to their BLM award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.

- Recipients must have prior written approval from the BLM to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

4. Submission Dates and Times

See announcement cover sheet for the deadline (date and time) for submission of applications. Applications must be received by the BLM prior to the posted deadline. Any application received after the deadline for submission may not be considered for award unless it can be determined the delay was caused by Federal government mishandling.

E. APPLICATION REVIEW INFORMATION

Application Selection Process

Applications eligible for merit review will be evaluated by a field review committee to review, rate, rank, and recommend applications for award using the below 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. The final selection of applications will take place at the BLM Washington Office, National Conservation Lands Division.

The Government reserves the right to reject any and all proposals which do not meet the requirements of this funding opportunity announcement and which are determined to be outside the scope of the authority under which this announcement is posted.

Awards will be made to responsive, responsible applicants who submit proposals which conform to the funding opportunity announcement and are most advantageous to the Government considering the evaluation factors listed below.

The evaluation process will be comprised of the following four screening levels:

1. First Level Screening --Basic Eligibility

- a. 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:

- 1) Program and/or legislative authority requirements are met;
 - 2) Submission is timely;
 - 3) Complete and properly executed SF-424 application package documents (see D. APPLICATION AND SUBMISSION INFORMATION) are included;
- b. Applications must satisfy basic eligibility screening requirements to be considered for further review.
2. **Second Level Evaluation -- Merit Review Evaluation. Each State will be responsible for designating a State Evaluation Committee (Committee) with appropriate expertise and professional qualifications for the Merit Review Evaluation. The BLM State Offices will evaluate proposals only for their specific State. The Committee will review, rate, and recommend eligible applications for award in an objective and unbiased manner using the below evaluation criteria. An overall consensus rating will be determined for each application and submitted to BLM Washington Office, National Conservation Lands Division.**

Projects will be evaluated by the State Evaluation Committee in a two-step process.

Step 1: Assess proposal relevance to themes and coordination with BLM

- a. The Project clearly addresses one or both of the themes listed above (**Yes or No**).
- b. There is clear demonstration of coordination with the appropriate State Lead or unit manager in project design, implementation, and development of management application (**Yes or No**).

Projects that do not meet both of these criteria will not be considered for funding.

Step 2: Rate each proposal that addresses one or more theme and demonstrates BLM coordination using the following criteria

- a. The project products will have direct management application, i.e. address an important conservation and management decision. **(45%)**
There is clear demonstration of the management issue being addressed and how well the information from the project feeds back to that management issue. The form or manner in which the project products will be made available for use by decision-makers or other intended users is clearly defined (e.g., technical reports, decision support tool, new or improved management technique(s)).
- b. Technical Merit **(30%)**

Objectives are clearly stated, procedures are well designed, results are attainable, quantifiable estimates will be statistically reliable and comparable to other studies. There is a clear statement of project objectives and explanation as to how the proposed approach and methods are a technically sound and feasible way to meet those objectives.

c. The project addresses a BLM priority **(15%)**

Maximum score is given if the proposal clearly states how it will address a BLM priority (i.e., environmentally-responsible development of energy and minerals; effective management of borderlands; supporting working landscapes; managing multiple-uses on public lands; supporting traditional land uses such as grazing; or providing access to hunting, fishing, and other recreational opportunities on the National Conservation Lands).

d. The project clearly demonstrates a public benefit **(10%)**

Projects which clearly demonstrate dissemination of information to the public or other public benefits will receive higher scores.

3. Third Level Review – BLM Washington Office, National Conservation Lands Division. The National Office will have a national committee with membership based on expertise and professional qualification to review applications. Eligible applications will be evaluated in an objective and unbiased manner with the following merit review criteria. An overall consensus rating will be determined for each application. The ratings and proposals will be submitted to the Assistant Director of the National Conservation Lands and Community Partnerships for funding determinations.

a. State Evaluation Committee Ranking **(75%)**

b. Project's scope has broad regional or national conservation relevance in line with BLM's priorities **(25%)**

Higher scores given to projects with broader regional or national application compared to projects that have significant but local application.

4. Fourth Level Review - Pre-award Clearance and Approvals

Following the described review process, BLM will also complete a business evaluation and determination of responsibility. During these evaluations the Grants Management Officer will evaluate variables such as:

a. Risk Management. The BLM uses a risk-based approach to evaluate the risk posed by the supporting applicants' projects before it awards Federal funds.

1) BLM 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 BLM 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 justification must provide adequate explanation of, and justification for, each estimated cost
 - (c) Requested equipment must be justified and necessary for completion of the project
 - (d) Cost Sharing/Matching funds must not come from Federal funds

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 BLM determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award

If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

- a. Any award made from this announcement will be based on the application submitted to, and as approved by, the Department of the Interior, Bureau of Land Management, and will be regulated by OMB's Uniform Guidance, [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
- b. Award cannot be finalized until awardee finalizes their enrollment in the Department of the Treasury, Automated Standard Application for Payment (ASAP) System. See following website: <http://www.fms.treas.gov/asap>. If your

organization is not enrolled in ASAP contact the POC on the cover-sheet of this funding opportunity.

- c. Acceptance. Acceptance is defined as the start of work, drawing down of funds, or accepting the award via electronic means. Costs may not be incurred before the effective date listed on the award. Acceptance of a Federal Financial Assistance award from the Department of the Interior, Bureau of Land Management, carries with it the responsibility to be aware of, and comply with, the administrative and national policy requirements and terms and conditions of award.

2. Reporting

Periodic submission of Federal Financial reports (SF-425), Performance/Progress reports, and Youth Employment reports (if applicable) will be required under this financial assistance agreement. Submission of financial and performance/progress reports may be required either quarterly, semi-annually, or annually. Submission of youth employment reports (if applicable) is required quarterly.

3. Administrative and National Policy Requirements

- a. Office of Management and Budget Guidance for Grants and Agreements. By accepting additional Federal funding under the current Federal assistance, your organization agrees to abide by the applicable OMB Guidance for Grants and Agreement in the expenditure of Federal funds and performance under this program. OMB guidance is available at the following web site:
<http://www.ecfr.gov/cgi-bin/text-idx?SID=954b81d94bf127c6de3c76a3c99d8d9f&tpl=/ecfrbrowse/Title02/2subtileA.tpl>
- b. Administrative Requirements.
 - 1) [2 CFR Part 200](#) Subparts A through D - Uniform Administrative Requirements and Cost Principles.
 - 2) [2 CFR Part 200 Subpart F - Audit Requirements](#). Non-Federal entities that expend \$750,000.00, or more, in federal awards in a single year shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, available at:
http://www.whitehouse.gov/omb/circulars_default.
 - 3) Indirect Facilities and Administration (F&A) Costs.
 - (a) [2 CFR Part 200.414](#) - Indirect (F&A) Costs
 - (b) 2 CFR, [Appendix III to Part 200 - Indirect \(F&A\) Costs Identification](#)

and Assignment, and Rate Determination for Institutions of Higher Education (IHEs)

- (c) [Appendix IV to Part 200 - Indirect \(F&A\) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations](#)
- (d) [Appendix V to Part 200 - State/Local Government-wide Central Service Cost Allocation Plans](#)
 - (1) The provisions of 2 CFR 200.414(c) require Federal agencies to accept federally negotiated indirect cost rates. The BLM has applied the following policies, procedures and general decision-making criteria for deviations from negotiated Indirect Cost Rates for financial assistance programs and agreements.
 - (2) Distribution Basis. For all deviations to the Federal negotiated indirect cost rate, including statutory, regulatory, programmatic, and voluntary, the basis of direct costs against which the indirect cost rate is applied must be:
 - (i) The same base identified in the recipient's negotiated indirect cost rate agreement, if the recipient has a federally negotiated indirect cost rate agreement; or
 - (ii) The Modified Total Direct Cost (MTDC) base in cases where the recipient does not have a federally negotiated indirect cost rate agreement or, with prior approval of the Awarding Agency, when the recipient's federally negotiated indirect cost rate agreement base is only a subset of the MTDC (such as salaries and wages) and the use of the MTDC still results in an overall reduction in the total indirect cost recovered. MTDC is the base defined by 2 CFR 200.68, "Modified Total Direct Cost (MTDC)."
 - (iii) In cases where the recipient does not have a federally negotiated indirect cost rate agreement, under no circumstances will the Department use a modified rate based upon Total Direct Cost or other base not identified in the federally negotiated indirect cost rate agreement or defined within 2 CFR 200.68. The purpose of this restriction is to ensure that the reduced rate is applied against a base that does not include any potentially distorting items (such as pass-through funds, subcontracts in excess of \$25,000, and participant support costs) and is based on the requirements outlined in 2 CFR 200.68; 2

CFR 200.414(f); 2 CFR 200 Appendix III, Section C.2.; 2 CFR 200 Appendix IV, Section B.3.f.; and Appendix VII, Section C.2.c.

- (3) Indirect Cost Rate Reductions Used as Cost-Share. Instances where the recipient elects to use a rate lower than the federally negotiated indirect cost rate, and uses the balance of the unrecovered indirect costs to meet a cost-share or matching requirement required by the program and/or statute, are not considered a deviation from 2 CFR 200.414(c) as the federally negotiated indirect cost rate is being applied under the agreement in order to meet the terms and conditions of the award.
- c. Program Legislation and/or Regulations applicable to this announcement:
- i. Scientific integrity is vital to Department of the Interior (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>, or its equivalent as provided by their organization or State law. For more information go to URL: <https://www.doi.gov/scientificintegrity>.
 - ii. Archaeological Resources Protection Act (16 USC 470aa-mm)
 - iii. National Historic Preservation Act (54 USC 300101 et. seq.)
 - iv. Paleontological Resources Preservation Act (16 USC 470aaa)
 - v. BLM-Manual 6100 – National Landscape Conservation System Management
 - vi. BLM-Manual 6200 –National Monuments, National Conservation Areas, and Similar Designations
 - vii. Proclamation or designating legislation for the area under study (if applicable)
 - viii. Endangered Species Act, 16 USC 1535, PL 93-205, Section 6 as amended by PL 97-304. Section 1535.

- ix. Fish and Wildlife Conservation and Water Resources Developments Coordination Act (Fish and Wildlife Coordination Act), Public Law 85-624 as amended, 16 U.S.C. §661 and §664

4. Standard Award Terms and Conditions

- a. Code of Federal Regulations/Regulatory Requirements, as applicable (contact your program officer with any questions regarding the applicability of the following):
- 1) [2 CFR Part 25](#), *Universal Identifier and System of Award Management*
 - 2) [2 CFR Part 170](#), *Reporting Subawards and Executive Compensation*
 - 3) [2 CFR Part 175](#), *Award Term for Trafficking in Persons*
 - 4) [2 CFR Part 180](#) & [2 CFR Part 1400](#), *Government-wide Debarment and Suspension (Non-procurement)*
 - 4) [2 CFR Part 182](#) & [2 CFR Part 1401](#), *Requirements for Drug-Free Workplace (Financial Assistance)*
 - 5) [43 CFR 18](#), *New Restrictions on Lobbying*: Submission of an application also represents the applicant's certification of the statements in [43 CFR Part 18, Appendix A](#), *Certification Regarding Lobbying*.
 - 6) [41 USC §4712](#), *Pilot Program for Enhancement of Recipient and Sub-recipient Employee Whistleblower Protection*: This requirement applies to all awards issued after July 1, 2013 and shall be in effect until January 1, 2017.
 - 7) [41 USC §6306](#), *Prohibition on Members of Congress Making Contracts with Federal Government*: No member of or delegate to the United States Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit.
 - 8) [Executive Order 13513](#), *Federal Leadership on Reducing Text Messaging while Driving*: Recipients are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order.
 - 9) [Executive Order 13043](#), *Increase Seat Belt Use in the United States*: Recipients of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

- 10) [Executive Order 13658](#), *Minimum Wage for Contractors*, seeks to increase the efficiency and cost savings in the work performed by parties who contract with the Federal Government by increasing the hourly minimum wage paid by those contractors and any subcontractors. (see 79 CFR 9851).
- 11) Scientific integrity is vital to Department of the Interior (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>, or its equivalent as provided by their organization or State law. For more information go to URL: <https://www.doi.gov/scientificintegrity>.
- 12) **Prohibition on Issuing Financial Assistance Awards to Entities that Require Certain Internal Confidentiality Agreements**

Section 743 of Division E, Title VII of the Consolidated and Further Continuing Resolution Appropriations Act of 2015 (Pub. L. 113-235) prohibits the use of funds appropriated or otherwise made available under that or any other Act for grants or cooperative agreements to an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Recipients must not require their employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Recipients must notify their employees or contractors that existing internal confidentiality agreements covered by this condition are no longer in effect

- b. Payment Mechanism. Payment will be made by draw-down reimbursement through the Department of the Treasury, Automated Standard Application for Payment (ASAP) System. See following website: <http://www.fms.treas.gov/asap> Treasury Circular 1075 (31 CFR 205) requires that draw-downs to a recipient organization shall be limited to the minimum amounts needed and shall be timed to be in accordance with the actual, immediate cash requirements of the recipient organization in carrying out the

purposes of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursements by the recipient organization for direct program or project costs and the proportionate share of any allowable indirect costs

- c. **Conflicts of Interest.** Applicants must notify the BLM in writing of any actual or potential conflict of interest that are known at the time of application or that may arise during the life of this awards, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interest. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the recipient and/or recipient's employees and sub-recipients in the matter. Applicants must notify the BLM in writing in their application if any key project personnel, including subrecipient and contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the applicant. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award.

5. Special Award Terms and Conditions:

- a. **Liability, Insurance, and Indemnification.** Recipients of awards arising from this announcement will be required to agree to the following:
 - 1) **Liability.** The BLM assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act, 28 USC 2671.
 - 2) **Indemnification.** The recipient hereby agrees:
 - (a) To indemnify the federal government, Bureau of Land Management (BLM), from any act or omission of the recipient, its officers, employees, or (members, participants, agents, representatives, as appropriate) (1) against third party claims for damages arising from one or more activities carried out in connection with this financial assistance agreement and (2) for damage or loss to government property resulting from such an activity, to the extent the laws of the

State where the recipient is located permit. This obligation shall survive the termination of this agreement.

- (b) To purchase public and employee liability insurance at its own expense from a responsible company or companies with a minimum limitation of one million dollars (\$1,000,000.00) per person for any one claim, and an aggregate limitation of three million dollars (\$3,000,000.00) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Prior to beginning the activities authorized herein, the recipient shall provide the BLM with confirmation of such insurance coverage. Each policy shall have a certificate evidencing the insurance coverage and identifying the assistance agreement number.
- (c) To pay the United States the full value for all damage to the lands or other property of the United States caused by the recipient, its officers, employees, or (members, participants, agents, representatives, agents as appropriate).
- (d) To provide workers' compensation protection to the recipient's officers, employees, and representatives.
- (e) To cooperate with the BLM in the investigation and defense of any claims that may be filed with the BLM arising out of the activities of the recipient, its agents, and employees.
- (f) In the event of damage to or destruction of the buildings and facilities assigned for the use of the recipient in whole or in part by any cause whatsoever, nothing herein contained shall be deemed to require the BLM to replace or repair the buildings or facilities. If the BLM determines in writing, after consultation with the recipient that damage to the buildings or portions thereof renders such buildings unsuitable for continued use by the recipient, the BLM shall assume sole control over such buildings or portions thereof. If the buildings or facilities rendered unsuitable for use are essential for conducting operations authorized under this agreement, then failure to substitute and assign other facilities acceptable to the recipient will constitute termination of this agreement by the BLM.
- (g) Flow-down. For the purposes of this clause, "recipient" includes such sub-recipients, contractors, or subcontractors as, in the judgment of the recipient and subject to the Government's

determination of sufficiency, have sufficient resources and/or maintain adequate and appropriate insurance to achieve the purposes of this clause.

- (h) Identified Activities. All activities carried out in connection with financial assistance arising from this funding opportunity announcement.
- b. Recipients must successfully complete an appropriate Defensive Driving Course before operating a Government-owned vehicle (GOV).
- c. Recipients must successfully complete appropriate safety and training requirements before operating Government-owned equipment, 4-wheel all-terrain vehicles (ATV) or other Government-furnished property (GFP).
- d. Recipient/Sub-recipient Personnel Security and Suitability Requirements.
 - 1) If performance of this grant/cooperative agreement requires recipient/sub-recipient personnel to have a Federal government-issued personal identification card before being allowed unsupervised access to a DOI facility and/or information system, the Program Officer will be the sponsoring official, and will make the arrangements for personal identity verification and card issuance.
 - 2) At least two weeks before start of grant/cooperative agreement performance, the recipient will identify all recipient and sub-recipient personnel who will require physical and/or logical access for performance of work under this grant/cooperative agreement. The recipient and sub-recipient must make their personnel available at the place and time specified by the Program Officer in order to initiate screening and background investigations. The following forms, or their equivalent, may be used to initiate the credentialing process:
 - (a) OPM Standard Form 85 or 85P
 - (b) OF 306
 - (c) Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the recipient or sub-recipient, as applicable)
 - (d) Release to Obtain Credit Information
 - (e) PIV card application (web-based)
 - 3) Recipient and sub-recipient employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute

grounds for denial or revocation of credentials. Government personnel may contact the recipient or sub-recipient personnel being screened or investigated in person, by telephone or in writing, and the recipient agrees to make them available for such contact.

- 4) Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further clearance may not be necessary. Provide the sponsoring office with documentation that supports the individual's status.
- 5) During performance of the grant/cooperative agreement, the recipient will keep the Program Officer apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the Program Officer, Grants Management Officer, and Issuing Office within 24 hours. Replacement will be at the recipient's expense. If reissuance of expired credentials is needed, it will be coordinated through the Program Officer.
- 6) At the end of grant/cooperative agreement's performance, or when a recipient/sub-recipient employee is no longer working under this grant/cooperative agreement, the recipient will ensure that all identification cards are returned to the Program Officer. Before starting work under this agreement, a National Agency Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.
- 7) Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the recipient and the Government concerning the suitability of an individual to perform work under this grant/cooperative agreement, DOI shall have the right of final determination.
- 8) This requirement must be incorporated into any sub-grants/cooperative agreements that require sub-recipient personnel to have unsupervised access to a Federally controlled facility for more than 180 calendar days or unsupervised access to a Federally Controlled Level 3 or 4 information system.
- 9) Federal Information Systems Security Awareness Training. Before the recipient, or any of its employees or sub-recipients, are granted access to the BLM Federal computer system they must first successfully complete

the U.S. Department of the Interior's (DOI) Federal Information Systems Security Awareness Online Course. This course was designed specifically for users of Federal computer systems. The course is a Web-based training product that explains the importance of Information Systems Security and takes approximately one hour to complete. This course is mandatory for all Department of the Interior employees, contractors, recipients, and all other users of DOI computer resources. Topics covered in the course include: threats and vulnerabilities, malicious code, user responsibilities, and new developments affecting Information Systems Security.

G. FEDERAL AWARDING AGENCY CONTACTS – Refer to next page

National Monument (NM); National Conservation Area (NCA); National Landscape Conservation System (NLCS)

Please note: National Conservation Lands contacts are not expected to answer questions on the administration of grants and agreements or to troubleshoot grants.gov issues. The Grants Management Specialists are the experts on grants and agreements. Technical support for project submission can be found at Grants.gov.

Location	Contact Name	Title	Contact Phone	Email
Washington, D.C. Office	Mara Alexander	Science Coordinator	(202) 912-7096	malexander@blm.gov
Alaska State Office	Tom Bickauskas	Alaska NLCS Program Lead	(907) 271-3386	tbicka@blm.gov
Arizona State Office	Ken Mahoney	Arizona NLCS Program Lead	(602) 417-9238	kmahoney@blm.gov
California State Office	Mike Sintetos	California NLCS Program Lead	(916) 978-4639	msintetos@blm.gov
Headwaters Forest Reserve	Chris Heppe	Asst. Field Manager	(707) 825-2351	cheppe@blm.gov
King Range NCA	Greg Wolfgang	NCA Manager	(707) 986-5402	gwolfgan@blm.gov
California Coastal NM	David Ledig	Monument Manager	(831) 582-2213	dledig@blm.gov
Berryessa Snow Mountain NM	Rebecca Wong	Monument Manager	(707) 468-4023	rwong@blm.gov
Ford Ord NM	Eric Morgan	Monument Manager	(831) 582-2212	emorgan@blm.gov
Carrizo Plain NM	Johna Hurl	Monument Manager	(661) 391-6093	jhurl@blm.gov
Piedras Blancas Outstanding Natural Area	Ryan Cooper	Monument Manager	(805) 927-2968	racooper@blm.gov
Sand to Snow NM	Jihadda Govan	Monument Manager	(909) 382-2697	jihaddagovan@fs.fed.us
Mojave Trails NM	Kyle Sullivan	Monument Manager	(951) 697-5385	ksullivan@blm.gov
Santa Rosa San Jacinto Mountains NM	Ashley Adams	Monument Manager	(760) 833-7136	ashley_adams@nps.gov
Colorado State Office	Chad Schneckenburger	Colorado NLCS Program Lead	(303) 239-3738	cschneckenburger@blm.gov
Browns Canyon NM	Keith Berger	Field Manager (RGFO)	(719) 269-8515	kberger@blm.gov
Canyon of the Ancients NM	Marietta Eaton	Monument Manager	(970) 882-5616	meaton@blm.gov

Dominguez-Escalante NCA / McInnis Canyons NCA	Collin Ewing	NCA Manager	(970) 244-3049	cewing@blm.gov
Gunnison Gorge NCA	Edd Franz	NCA Manager	(970) 240-5337	efranz@blm.gov
Dominguez-Escalante NCA / McInnis Canyons NCA	Nikki Grant-Hoffman	Ecologist	(970) 244-3020	mnhoffman@blm.gov
Browns Canyon NM	Joseph Vieira	Project Manager	(719) 246-9966	jvieira@blm.gov
Eastern States Office	Peter De Witt	Eastern States NLCS Program Lead	(561) 746-7680	pdewitt@blm.gov
Idaho State Office	Robin Fehlau	Idaho NLCS Program Lead	(208) 373-3825	rfehlau@blm.gov
Morley Neson Snake River Birds of Prey NCA	Amanda Hoffman	NCA Manager	(208) 384-3336	alhoffman@blm.gov
Craters of the Moon NM	Holly Crawford	Monument Manager	(208) 732-7288	hcrawford@blm.gov
Montana/Dakotas State Office	Jaime Tompkins	Montana/Dakotas NLCS Program Lead	(406) 896-5037	jtompkins@blm.gov
Nevada State Office	Barb Keleher	Nevada NLCS Program Lead	(775) 861-6628	bkeleher@blm.gov
New Mexico State Office	McKinney Briske	New Mexico NLCS Program Lead	(575) 525-4334	mbriske@blm.gov
Oregon-Washington State Office	Jerry Magee	Oregon-Washington Wilderness/ NLCS Program Lead	(503) 808-6086	gmagee@blm.gov
Cascade-Siskiyou NM	Joel Brumm	Assistant Monument Manager	(541) 618-2256	jbrumm@blm.gov
San Juan Islands NM	Marcia deChadenedes	Monument Manager	(360) 468-3051	mdechade@blm.gov
Steens Mountain CMPA	Rhonda Karges	Andrews Field Manager	(541) 573-4433	rkarges@blm.gov
Yaquina Head ONA	Janet Johnson	Yaquina Head Manager	(541) 574-3142	janetjohnson@blm.gov
Utah State Office	Allison Ginn	Utah NLCS Program Lead	(801) 539-4053	aginn@blm.gov
Grand Staircase-Escalante NM	Dana Backer	Science Program Administrator	(435) 644-1257	dbacker@blm.gov
Bears Ears NM	Amber Johnson	Outdoor Recreation Planner	(435) 587-1505	a2johnson@blm.gov

Red Cliffs & Beaver Dam Wash NCAs	Dawna Ferris	NCA Manager	(435) 688-3216	d8ferris@blm.gov
Wyoming State Office	Noelle Glines-Bovio	Wyoming NLCS Program Lead	(307) 775-6035	nglinesbovio@blm.gov

END
FUNDING OPPORTUNITY ANNOUNCEMENT



I. ATTACHMENT A: PROJECT PROPOSAL FORMAT

Instructions: A Project Proposal must be submitted with the Standard Form (SF) 424 Application for Federal Assistance for all BLM Assistance Agreements. Complete each section below. Use additional sheets as needed.

****If this is a continuation of existing BLM cooperative agreement, identify the current BLM agreement number and project title below.**

Applicant Name:

Organization Name:

Project Title:

Location (National Conservation Lands unit):

****BLM Agreement Number (if applicable):**

This work will occur on: Public Lands Both Public & Private Lands

1. RESEARCH THEME AND TECHNICAL APPROACH:

- Management-Driven Research*
- Citizen-Supported Studies*

2. PARTNERSHIPS AND ROLES: Provide the names, titles, and the specific roles of each partner (including BLM contributions) that will be involved in this project through added expertise, funding, in-kind contributions, etc.

3. PROBLEM STATEMENT AND IMPLICATIONS: Describe the conservation/management problem and how the project addresses this need. Include a description of the geographic area(s).

4. OBJECTIVES: Describe the project goals and objectives and how they will address the management problem. Objective statements should be directly linked to management needs described in the Problem Statement.

5. SCOPE: Identify whether the project addresses a local, regional, or national conservation issue.

6. METHODS AND STUDY AREA: Clearly describe methodologies and how they will achieve the stated objectives. Methods must detail the means by which each of the objectives will be achieved. Provide sufficient detail so that the likelihood of achieving each of the objectives can be fully evaluated. Include a description of the proposed study area(s).

7. PROJECT DURATION: Provide the start date and completion date (the completion date is when deliverables are provided to the BLM Project Officer).

8. PRIORITY: State how the problem relates to a BLM priority (i.e., environmentally-responsible development of energy and minerals; effective management of borderlands; supporting working landscapes; managing multiple-uses on public lands; supporting traditional land uses such as grazing; or providing access to hunting, fishing, and other recreational opportunities on the National Conservation Lands).

9. PRODUCTS AND SCHEDULE: Provide specific products expected and delivery dates.

For example:

- June 30, 2019: GIS data layer of collection locations, as .shp files.
- Jan. 31, 2020: Meeting with BLM monument manager and other partners to discuss results, evaluate management recommendations, and plan implementation.
- Apr. 30, 2020: Annual Report, including results from 2019 field season, .doc format.
- Dec. 31, 2020: Final Report, including results of population analysis and future management recommendations. This document will provide key data for the XX National Monument Management Plan, .doc format.
- Mar. 31, 2021: Publication of 1 or 2 scientific journal articles for further dissemination of this research. (Timing of publication can be variable)

Copies of all annual and final reports should be submitted to the BLM Project Officer and the National Conservation Lands Program Lead (Mara Alexander, malexander@blm.gov).

10. PUBLIC BENEFIT: Describe how this project benefits the general public.



BUDGET DETAIL and NARRATIVE

(Suggested Format)

Instructions: Using the estimated amounts listed on your SF-424A Budget Information form, use this worksheet format to provide details of those estimated costs. In the Justification Boxes, explain the purpose of each cost and provide sufficient detail so costs may be analyzed for reasonableness.

Agreement or Funding Opportunity No.: _____ Date: _____

Organization Name: _____

Project Title: _____

A) PERSONNEL COSTS (SF-424A Object Class Category 6a.)

Provide the name of the person in each position (if known), and provide both the annual (for Multiyear awards) and total: salary/amount each position is paid; the percent of time position contributes to this award; and the number of months the employee is paid. State if any positions are vacant at the time, and if so, anticipated hire date. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects. Recipient should ensure the cost of living increase is built into the budget and justified.

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs (2 CFR §200.413c). Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the approved budget or have the prior written approval of the Grants Officer; and (4) The costs are not also recovered as indirect costs.

Name & Title or Position Title	Salary or Wage	Months or Hours	Matching Funds (if applicable)	BLM Funds
<i>Example: James Smith, Project Coordinator</i>	<i>\$20,000.00/Mo.</i>	<i>3 Mos.</i>	<i>\$15,000.00</i>	<i>\$45,000.00</i>
A) TOTAL PERSONNEL COSTS: (SF-424A Object Class Category 6a. Personnel)			\$	\$

Justification: **EXAMPLE** - Project Coordinator - [Name]: This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to NOFO. This position relates to all program objectives. John Doe will provide 10 months effort for a total of \$xx each year for three years (total \$xx).

B) FRINGE BENEFIT COSTS (SF-424A Object Class Category 6b.)

Fringe benefits are usually applicable to direct salaries and wages. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated. The fringe rate should be proportional among the federal and non-federal share categories. If a fringe rate is greater than 35%, a description and breakdown of the benefits must be provided unless a negotiated indirect cost rate agreement (NICRA) has been provided. If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done. The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Name & Title/Position	Salary/Wage Base (BLM Amounts budgeted in Section A above)	Fringe Benefit Rate (%)	Matching Funds (if applicable)	BLM Funds
<i>Example: James Smith, Project Coordinator</i>	\$20,000.00	30%	\$0.00	\$6,000.00

B) TOTAL FRINGE BENEFIT COSTS: (SF-424A Object Class Category 6b. Fringe Benefits)	\$	\$
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Justification: **EXAMPLE:** The fringe benefit rate for full-time employees for years one and two is calculated at 33%. The fringe rate for the student is calculated at 7%. For years three and four, the fringe rate is anticipated to increase to 34% for employees and remain at 7% for graduate students.

- If fringe rate is greater than 35%:**
Project Coordinator - Salary [amount]
 Retirement 5% of \$35,000 = [amount]
 FICA 7.65% of \$35,000 = [amount]
 Insurance = [amount]
Workman's Compensation, etc. = [amount]
 Total [amount]

C) TRAVEL COSTS (SF-424A Object Class Category 6c.)

Domestic travel includes travel within and between the U.S., the commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Island, and the territories and possessions of the United States. Provide a narrative justification describing the travel staff will perform. List origin and destination, number of trips planned, who will be making the trip, purpose of travel and how it relates to the scope of work, and approximate dates. If mileage is to be paid, provide number of miles and the cost per mile. If travel is by air, show cost of airfare and proposed airline (if known). If per diem/lodging is to be paid, indicate number of days and the amount for each day's per diem and the number of nights and the amount for each night's lodging. Include any ground transportation when applicable. Total each trip planned.

Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "other" category. Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project.

If travel details are unknown, then the basis for proposed costs should be explained (i.e., historical information). Travel costs can be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two if applied consistently and results in reasonable charges. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the Grants Officer (2 CFR §200.474(c)(2)). <http://www.gsa.gov/portal/content/104877>.

Proposed Travel (Lodging & Per Diem)		No. of People	No. of Days	Cost Per Person Per Day	Matching Funds (if applicable)	BLM Funds
To:						
From:						
To:						
From:						
To:	<i>Example: Portland, OR</i>	1	2	\$150.00/ Day	\$100.00	\$200.00
From:	<i>Eugene, OR</i>					

SUB-TOTAL, MILEAGE REIMBURSEMENT - The cost of reimbursement for estimated mileage traveled in recipient vehicles for agreement activities. Give details and the purpose of the travel in the Narrative Box. Current Federal mileage reimbursement rates may be found online at: www.GSA.gov. **NOTE:** Mileage reimbursement rates include all vehicle costs, i.e. fuel, insurance, maintenance, etc.

Proposed Travel (Mileage Reimbursement)		No. of Miles	No. of Trips	Cost Per Mile	Matching Funds (if applicable)	BLM Funds
To:						
From:						
To:						
From:						
To:	<i>Example: Portland, OR</i>	110 Miles	2	\$0.10/ Mile	\$0.00	\$22.00
From:	<i>Eugene, OR</i>					

SUB-TOTAL, OTHER TRAVEL COSTS - The costs of airfare, bus fare, car rental, etc., required for agreement activities. Explain the details and the purpose of the costs in the Narrative Box.

Proposed Other (Travel Reimbursement)	Type	Cost	No.	Matching Funds (if applicable)	BLM Funds

To:						
From:						
To:						
From:						
C) TOTAL TRAVEL COSTS: (SF-424A Object Class Category 6c. Travel)					\$	\$
Justification: EXAMPLE - The Project Coordinator and the Education Specialist will travel to [event location] to provide training at the “Sage Grouse Workshop” being held [date]. They will both travel from [origin] to [destination], and take ground transportation from the airport to the even/hotel.						

D) EQUIPMENT COSTS (SF-424A Object Class Category 6d. Equipment)

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. A recipient organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. For example, a state may classify their equipment at \$1,000 with a useful life of a year. It is recommended that internal policies for equipment are provided in this section in order to avoid requests by BLM for closeout documents and delays during the closeout period.

General use of equipment (i.e., computers, faxes, etc.) must be used 100% for the proposed project if charged directly to the agreement. Maintenance fees for equipment should be shown in the “other” category.

Provide a lease versus purchase analysis. This must accompany every equipment request over \$5,000 even if a lease vs purchase analysis cannot be completed, a statement is required to that effect. General purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support (2 CFR §200.439).

Provide objective-related justification for all equipment items after the detailed budget. The source for determining the budget price for each unit of equipment should be included in the justification. Explain the need and purpose of the equipment in the Justification Box below.

Equipment	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: John Deere Compact Tractor</i>	1	\$17,500.00	\$7,500.00	\$10,000.00

D) TOTAL EQUIPMENT COSTS: (SF-424A Object Class Category 6d. Equipment)			\$	\$
Justification: EXAMPLE - Equipment costs of [\$ amount] is requested for modified gill nets (1x\$20,000), anchors (2x\$6,000), floating and acoustic transmitters and receivers (4x\$10,000). The gill nets will be used for [description]. The anchors are needed for [description]. The transmitters and receivers will be used for [description].				

E) SUPPLY COSTS (SF-424A Object Class Category 6e. Supplies)

List by supply item. An explanation is necessary for supplies costing more than \$5,000, or five percent of the award, whichever is greater. Show unit cost of each item, number needed, and total amount. Provide both the annual (for multiyear awards) and total for supplies. Provide justification of the supply items and relate them to specific program objectives. It is recommended that when training materials are kept on hand as a supply item, that it be included in the “supplies” category. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized and shown in the “other” category. If appropriate, general office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget period.

Requirements for supplies which exceed the thresholds: explain the type of supplies to be purchased, or nature of the expense in the budget narrative; provide a breakdown of supplies by quantity and cost per unit if known; and indicate basis for estimate of supplies, i.e., historical use on similar projects.

If your organization has a written policy for purchasing supplies, please submit a copy with your application. Explain the purpose of the costs in the Justification Box below.

Item	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: Work Gloves, Leather</i>	6	\$10.00/Pair	\$50.00	\$10.00
E) SUPPLY COST TOTAL: (SF-424A Object Class Category 6e. Supplies)			\$	\$

Justification: EXAMPLE - General office supplies will be used by staff to carry out daily activities of the program. Pamphlets will be kept in stock and distributed to schools as needed upon request. Supplies relate to (describe how pamphlets relate to objectives).

Sample Budget

SUPPLIES **Total \$** _____
 General office supplies (pens, pencils, paper, etc.)
 Lab supplies (developing chemicals, petri dishes, etc.)
 12 months x \$100/month = [amount]
 2,000 pamphlets entitled [name] x \$.58 ea. = [amount]

F) CONTRACTUAL COSTS (SF-424A Object Class Category 6f. Contractual)

Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Please note the differences between subaward, contract, and vendor:

- **Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- **Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
- **Vendor** is generally a dealer, distributor or other seller that provides, for example, supplies, expendable materials, or data processing services in support of the project activities.

Provide both the annual (for multiyear awards) and total for contractual. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative.

- **Name of Subrecipient, Contractor, or Vendor:** Include the name of the qualified subrecipient, contractor, affiliation, and contact.
- **Method of Selection:** Include how selection was made. If sole source, include an explanation. Include qualifications.
- **Period of Performance:** Include the dates/length for the performance period. If it involves a number of tasks, include the performance period for each task.
- **Scope of Work:** List and describe the specific tasks to be performed.
- **Criteria for Measuring Accountability:** Include an itemized line item breakdown as well as total contract/award amount. If applicable, include any indirect costs paid under the contract/award and the indirect cost rate used.

Explain the details and purposes of the costs in the Justification Box below.

Contractor Name, Type, etc.	Cost	Matching Funds (if applicable)	BLM Funds
<i>Example: Ace Delivery Service (Yearly Contract)</i>	\$2,500.00	\$0.00	\$2,500.00
F) CONTRACTUAL COST TOTAL: (SF-424A Object Class Category 6f. Contractual)		\$	\$

Justification: **EXAMPLE** - Contractual costs of [\$ amount] is requested for the university to execute a contract with TBD, competed competitively, for [\$ amount] to develop and deploy satellite tags on North Atlantic right whales for 2016 (one year). Expenses will include: (1) personnel and fringe for a technician to implement tag development and testing during Year 1, (2) expenses TBD to travel to Seattle, WA to meet with XX computers engineers to develop a GPS-linked satellite tag, (3) travel for TBD to the Southeast U.S. to lead tag deployments in 2015 and 2016, and (4) tagging supplies (satellite tags, tag darts, measurement electronics for tag testing, other tag testing supplies). TBD will report to the university quarterly to ensure progress. [Attach itemized budget.]

CONTRACTUAL SAMPLE

Name of Organization
 Method of Selection (competitive or sole source; if sole source, provide justification)
 Period of Performance
 Description of Activities
 Method for Maintaining Performance Accountability
 Itemized Budget (include categories used in program budget)

G) CONSTRUCTION COSTS (SF-424A Object Class Category 6g. Construction)

Construction activity is allowable only when program legislation includes specific authority for construction and/or when the BLM operating unit specifically authorizes such activity. Activities under an award are considered construction when the major purpose of the award is construction as defined in this chapter. In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. - FAR Part 2 Definitions.

Most federal programs do not allow construction costs, and those that do typically have detailed instructions describing how to figure construction costs. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Whereas non-construction awards use the SF-424A form; construction awards must use the SF-424C form. Detail provided should include: administrative and legal expenses; land, structures, rights-of-way, appraisals, etc.; relocation expenses and payments; architectural and engineering fees, project inspection fees; site work; demolition and removal; equipment; contingencies; and program income.

Explain the details and purpose of the costs in the Justification Box below.

Contractor: Name/Type/Organization/Etc.	Cost	Matching Funds (if applicable)	BLM Funds
G) CONSTRUCTION COST TOTAL: (SF-424A Object Class Category 6g. Construction)		\$	\$

Justification:

H) OTHER COSTS (SF-424A Object Class Category 6h. Other)

This category contains items not included in the previous categories. 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 and exclude unallowable costs (i.e., alcohol, fundraising, meals and coffee breaks). Provide both the annual (for multiyear awards) and total for other. Give justification for all the items in the “other” category (e.g., separate justification for printing, telephone, postage, rent, etc.). All costs associated with training activities should be placed in the “other” category except costs for consultant and/or contractual. List all expenses anticipated for the training activity in the format above. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. It is recommended that subawards fall under the contractual section rather than the other section.

Explain the details and purpose of the costs in the Justification Box below.

Item	Cost	Matching Funds (if applicable)	BLM Funds
<i>Example: Ace Equipment Rental (Post-Hole Digger, 4 Days)</i>	\$25/Day	\$0.00	\$100.00
H) OTHER COSTS TOTAL: (SF-424A Object Class Category 6h. Other)		\$	\$

Justification: **EXAMPLE** - [\$ amount] is requested for printing informational pamphlets as it relates to our proposed marketing and outreach efforts, stipend costs for reviewing and contributing to the vetting process of the training curriculum, and other miscellaneous costs including phone, and postage and mailing costs.

Sample Budget

- OTHER Total \$ _____
- Printing (\$ _____ per x _____ documents) = [subtotal]
- Telephone (Charges \$ _____ per month x _____ months) = [subtotal]
- Postage (Charges \$ _____ per month x _____ months) = [subtotal]
- Rent (\$ _____ per month x _____ months) = [subtotal]
- Etc. (Charges \$ _____ per _____ x item) = [subtotal]
- Training costs for [name of training] = [subtotal]

I) TOTAL DIRECT COSTS (SF-424A Object Class Category 6i. Sum of 6a.-6h.)

The total of all direct costs applicable to this project.

Total Direct Costs	Matching Funds (if applicable)	BLM Funds
I) TOTAL DIRECT COSTS: (SF-424A Object Class Category 6i. Total, Sum of 6a.-6h.)	\$	\$

J) INDIRECT COSTS (SF-424A Object Class Category 6j. Indirect Charges)

Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified with an individual project or program but are necessary to the operations of the organization. Please refer to the BLM Financial Assistance Standard Terms and Conditions and the 2 CFR 200 for more information about indirect costs and facilities and administrative costs, including more information regarding predetermined, provisional, and fixed rates.

Provide the most recent indirect cost rate agreement with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Foreign grantees that do not have a negotiated indirect cost rate may also elect to charge the de minimis rate limited to an indirect cost rate recovery of 10% of modified total direct costs, and foreign grantees that have a negotiated rate agreement with a U.S. federal agency may recover indirect costs at the current negotiated rate.

(Only mandatory cost sharing or cost sharing specifically committed in the project budget must be included in the organized research base for computing the indirect (F&A) cost rate or reflected in any allocation of indirect costs.)

Use the Narrative Box below to explain how you calculated your indirect cost base and resulting indirect costs.

Indirect Cost Rate to be used on this Grant (%):		
Indirect Cost Base for this Grant:	\$	
Total Indirect Costs	Matching Funds (if applicable)	BLM Funds
J) TOTAL INDIRECT COSTS: (SF-424A Object Class Category 6j. Indirect Charges)	\$	\$

Narrative: SELECT WHICH APPLIES TO YOUR ORGANITION & DELETE THE OTHERS

1. A state or local government entity receiving more than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A non-profit organization that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. 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]. 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.
5. 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]. However, in the event an award is made, 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 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
6. If your organization is a Cooperative Ecosystems Studies Unit (CESU) partner, your indirect cost rate will be 17.5% of your NICRA-determined indirect cost base.

K) TOTALS (SF-424A Object Class Category 6k. TOTALS)

The sum total of all Direct and Indirect Costs (Sum of 6i. & 6j.) Applicable to this agreement.

Total Project Costs	Matching Funds (if applicable)	BLM Funds
K) TOTAL COSTS: (SF-424A Object Class Category 6k. TOTALS)	\$	\$

I certify that to the best of my knowledge the costs detailed above are correct and complete and for the purposes set forth in the associated application for Federal Assistance.

Name & Title of Person Completing Budget