

National Park Service E12AC30382
Financial Assistance Application Instructions

Application Checklist

- A complete, signed and dated SF 424-Application for Federal Assistance**
- Project Narrative**
- A complete Budget Information (SF-424A or SF-424C) form**
- Budget Narrative**
- Indirect costs are included in proposed budget; we request no more than 17.5% be applied (a copy of the organization's current approved indirect cost rate agreement or proposal)**
- Signed and dated Assurances (SF-424B or SF-424D) form**

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

I. Basic Eligibility Requirements

Federal law mandates that all organizations applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the Central Contractor Registry (CCR). Individuals submitting an application on their own behalf and not on behalf of a company, state, local or tribal government, academia or other type of organization are exempt from the DUNS number and CCR requirements.

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based organizations may also request a DUNS number by telephone by calling the D&B 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 877-807-1679 (TTY Line)

Once assigned a DUNS number, organizations are responsible for maintaining up to date information with Dun & Bradstreet.

Register with the CCR online at <https://www.bpn.gov/ccr/default.aspx>. Once registered, organizations must renew and revalidate their CCR registration at least every 12 months from the date previously registered. Organizations are strongly urged to revalidate their registration as often as needed to ensure that CCR is up to date and in sync with changes that may have been made to DUNS and IRS information. If your organization does not renew its registration, it will expire. An expired registration will affect your organization's ability to receive financial assistance awards or disbursements of funds already awarded.

Entities identified on the Excluded Parties List System as debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding.

II. Application Requirements

To be considered for funding under this funding opportunity, an application must contain:

- A.** A completed, signed, and dated **Application for Federal Assistance (SF-424)**. The SF-424 form and instructions are available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.

B. Project Narrative

- 1. Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) relevant to the proposed work. **Identify outcomes for similar projects listed.**
- 2. Project Goals and Objectives:** State the long-term goal(s) of the project. Objectives are the specific steps to be taken to reach the stated goals. State the objectives of the project, which must be specific, measurable, and realistic (attainable within the project's proposed period of performance). State the predications and/or anticipated outcomes/benefits of the project.
- 3. Project Activities, Methods and Timetable:** State the proposed project activities, and describe how they relate to the stated project objectives. Provide a detailed description of the method(s) to be used in carrying out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the proposal narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.
- 4. Anticipated Products/Outputs:** Describe any expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail if/how products will be distributed to resource managers, researchers and other interested parties. Detail any applicability of the project methods/activities/outcomes to other projects.
- 5. Project Monitoring and Evaluation:** The project must incorporate a monitoring and evaluation plan that will allow proponent to ascertain the quality of benefits and outputs and to ensure that the benefits/outputs reach the intended beneficiaries. Describe how you/your organization (or others) will monitor project progress and measure the project's impacts. Include details on how you/your organization will assess progress towards reaching objectives, and, as applicable, how project participants and beneficiaries will participate in these activities.
- 6. Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization and all cooperating entities and/or individuals. **Provide a brief, 1-2 pages, curriculum vitae for all primary team members with internet links or attached copies of pertinent research they have performed. CVS shall not include Social Security numbers, names of family members, or any other personal or sensitive information.** Identify complete contact information for an individual within your organization that will oversee/manage the project activities on a day-to-day basis. This is the person commonly referred to as the Project Officer or Project Manager.
- 7. Sustainability:** As applicable, detail which of the proposed project activities are expected to continue beyond the life the proposed project period, and the expectation of how and at what level these future activities will be funded.

- C. A completed **Budget Information for Non-Construction Programs (SF-424A)** or **Budget Information for Construction Programs (SF-424C)** form. Use the SF-424A if your project does not include construction and the 424C if it does include construction. The budget forms are available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.

When developing your budget, bear in mind the following:

- Cost Principles: Financial assistance awards and sub-awards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations, A-21, Cost Principles for Educational Institutions, and A-87, Cost Principles for States and Local Governments, as applicable to the recipient organization type. These OMB circulars are available online at <http://www.doi.gov/pam/financialassistance/resources/index.html>.
- Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions (do not include this type of equipment in your budget). Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment, in your budget narrative (see section II, E below).
- Indirect Costs – to accomplish project objectives, we request that a rate of no more than 17.5% be applied.

E. Budget Narrative

Provide a separate description supporting/justifying the proposed basis of costs and cost category totals. The narrative must make a clear connection of cost to project activities, and show how cost category amounts were determined. Requests for personnel salary and benefits must be well documented, including the baseline salary figure and the estimate of time (as a percentage) to be directly charged to the project.

F. Assurances

Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF-424B)** if your project does not involve construction. Use the **Assurances for Construction Programs (SF-424D)** if it does involve construction.

III. Submission Instructions and Evaluation

Proposals may be submitted through Grants.gov funding opportunity. Proposals will be evaluated by a team of independent evaluators and in according to a rating scale of 10% past performance, 30% Qualifications/Experience/Resources, 30% project Delivery of Program Objectives, 30% Project Delivery of Joint Program Objectives. The evaluation criteria and rating scale is provided below for your reference.

IV. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final award can be made. Successful applicants will receive written notice in the form of a Notice of Award letter. Notice of Award letters are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent via courier mail (FedEx, DHL, Airborne Express). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

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

- Program legislation/regulation
- Special terms and conditions
- Code of Federal Regulations/Regulatory Requirements/Policy, as applicable:
 - 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System

- 2 CFR Part 170 Reporting Sub-awards and Executive Compensation
- 2 CFR Part 1400 Government-wide Debarment and Suspension (Non-procurement)
- 2 CFR Part 175 Trafficking Victims Protection Act of 2000
- 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
- 43 CFR 12(E) Buy American Requirements for Assistance Programs
- 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
- 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
- 43 CFR 43 Government-wide Requirements for a Drug-Free Workplace
- 43 CFR 18 New Restrictions on Lobbying
- 305 DM 3, Integrity of Scientific and Scholarly Activities

Recipient Financial Reporting Requirements: Interim SF-425, Federal Financial Reports are required. A final SF-425, Federal Financial Report is required within 90 calendar days of the end date of the award. This form can be accessed on the Internet at http://www.whitehouse.gov/omb/grants_forms/.

Recipient Performance Reporting Requirements: Interim performance reports will be required no more frequently than quarterly, and no less frequently than annually. A final performance report is required and is due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. The USFWS will detail the performance reporting frequency applicable to the award in the Notice of Award letter.

EVALUATION CRITERIA AND RATING SCALE
Funding Opportunity: E12AC30382

Criterion 1- Past Performance – 10%

Criterion 1	
Past Performance	Weight 10%
Work History	Describe past work experience with the National Park Service and/or relevant organizations and projects.
Youth and At-Risk Populations Project Planning	Describe past work experience involving project planning.
Rating Value	
Comments	

Criterion 2 – Qualifications, Experience, and Resources – 30%

Criterion 2	
Qualifications, Experience, and Resources	Weight 30%
Knowledge	Discuss why the applicant is qualified to work in public health and parks and recreation programs.
Experience	Demonstrate knowledge and experience with public health and park and recreation projects utilizing an interdisciplinary approach.
Planning	Demonstrate planning experience public health and park and recreation projects with an interdisciplinary approach.
Resources	Demonstrate that the applicant has resources to accomplish the listed Project Objectives with the capacity for an interdisciplinary approach involving public health and parks and recreation planning in the Funding Opportunity Announcement.
Rating Value	
Comments	

Criterion 3 – Project Delivery of Program Objectives – 30%

Criterion 3	
Project Delivery of Program Objectives	Weight 30%
Collaboration	Discuss how the applicant will substantially collaborate with the NPS.
Planning	Discuss how the applicant will be substantially involved with the NPS in project development and cooperative efforts.

Guidance	Discuss how the applicant will provide NPS with information on details related to public health and park and recreation projects.
Education/Training	Discuss how the applicant will provide the NPS with guidance on public health and park and recreation projects.
Rating Value	
Comments	

Criterion 4 – Project Delivery of Joint Program Objectives – 30%

Criterion 4	
Project Delivery of Joint Program Objectives	Weight 30%
Cooperation	Discuss how the applicant will cooperate to the fullest extent possible to assure that the efforts of each party are coordinated and result in the fulfillment of the principal purpose of this agreement.
Collaboration	Discuss how the applicant will participate and collaborate in the management and performance of the scope of work by reviewing and approving one stage before approving the next stage of work and to be substantially involved in the direction of work as related to other projects.
Enhance Health and Rec Opportunities	Discuss how the applicant will work with NPS to develop a range of public health and park and recreation program activities.
Rating Value	
Comments	

REVIEW AND SELECTION PROCESS

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

1. Merit Review

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

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

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

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

Each Merit Review Panel member will be required to provide written strengths and weaknesses with regard to the evaluation criteria. The strengths and weaknesses will serve as a basis to assigning a numerical score to the Applications.

A strength is an aspect of an Application that, when compared to the stated evaluation criterion, appears to positively affect the probability of successful mission accomplishment of the potential financial assistance agreement.

A weakness is an aspect of an Application that, when compared to the stated evaluation criterion, appears to negatively affect the probability of successful mission accomplishment of the potential financial assistance agreement.

Subsequent to completing individual merit reviews, the Merit Review Chairperson and coordinate the development of the Consensus Strengths and Weaknesses and Consensus Scores.