

Office of Insular Affairs

OIA-TAP-OIA Technical Assistance Division



2023  
OIA-TAP2023

03/24/2023

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Signature

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Date

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## A. Program Description

### Authority:

48 U.S. Code § 1469d. General technical assistance.

### Assistance Listing:

15.875

### Program Background, Objectives, and Goals:

The Office of Insular Affairs (OIA) is requesting proposals for its Technical Assistance Program (TAP) which provides grant funding for short-term projects intended to meet the immediate needs of the insular areas.

*The top priorities for this Administration include, but are not limited to: climate change (including food and water security), energy production, natural and cultural resources, youth programs, health initiatives and health IT systems, public safety/emergencies, and invasive species management.*

*Other priorities for this Administration include, but are not limited to: accountability, financial management, economic development, education, management control initiatives, disaster planning, capacity building, and information technology.*

TAP grants are not intended to supplant local funding of routine operating expenses of an insular government or organization or to be used for construction projects. "Routine operating expenses" include the purchase of office supplies and equipment upgrades, such as new computers, that are not necessitated as part of a broader project, such as the installation of new financial management software. TAP grants are not intended to fund the salaries of local, existing, employees (see Section D. Application Restrictions) though they may be utilized to provide temporary short-term expertise if approved in the proposal budget.

TAP funding is not intended for purchase of standard or routine vehicles though specialized vehicles, such as ambulance or fire trucks, may be considered.

Costs associated with providing training should be limited to permanent career staff. OIA's limited grant funding should not, in general, be used to fund the training costs, including travel costs, of insular area political officials with limited terms or appointments.

## B. Federal Award Information

### B1. Total Funding

#### Estimated Total Funding

\$22,300,000

## **B2. Expected Award Amount**

### **Maximum Award**

\$0

### **Minimum Award**

\$0

## **B3. Expected Award Funding and Anticipated Dates**

### **Expected Award Funding**

\$22,300,000

### **Expected Award Date**

September 01, 2023

## **B4. Number of Awards**

### **Expected Number of Awards**

50

## **B5. Type of Award**

### **Funding Instrument Type**

G - Grant

## **C. Eligibility Information**

### **C1. Eligible Applicants**

#### **Eligible Applicants**

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

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

Eligible applicants are non-federal entities such as local government agencies (including local hospitals/health centers and utilities) and institutions of higher education in Guam, American Samoa, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau; and any non-profit organizations whose mission directly benefits the seven insular areas in accordance with regulations contained in 2 CFR 200.

**Per 2 CFR 200.444, OIA cannot provide funding to the Judicial or Legislative branches of local governments.**

Please see the **Application Package Checklist** in the application instructions.

## C2. Cost Sharing or Matching

### Cost Sharing / Matching Requirement

No

### Percentage of Cost Sharing / Matching Requirement

## C3. Other

### Foreign Entities or Projects:

This program may provide funding to foreign entities or for projects conducted outside the United States.

**State Sponsors of Terrorism:** This program will not fund projects in [countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism](#) and therefore are subject to sanctions restricting receipt of U.S. foreign assistance and other financial transactions.

**Office of Foreign Assets Control Sanctions:** This program will not fund projects in countries subject to [comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Control](#) without proper licenses.

**In-Country Licenses, Permits, or Approvals:** Entities conducting activities outside the U.S. are responsible for coordinating with appropriate U.S. and foreign government authorities as necessary to obtain all required licenses, permits, or approvals before undertaking project activities. OIA does not assume responsibility for recipient compliance with the laws, regulations, policies, or procedures of the foreign country in which they are conducting work.

### Excluded Parties:

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

## D. Application and Submission Information

### D1. Address to Request Application Package

### Program Website Link

<https://www.doi.gov/oia/financial-assistance>

## D2. Content and Form of Application Submission

### SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. All applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

On your SF-424, you must include the UEI for the office that the funding flows through. For example, if your office is part of a larger local government, and the funding flows through the Department of Treasury/Administration/Finance/etc., **you must use that offices's UEI, not your offices.** The same replies for the reverse, if your past grant funding had flowed through your office, but a different office submits your application, **be sure they use your offices's UEI.** This may mean you have to submit your proposal from your own office moving forward.

All applicants must submit the signed and dated SF-424B, Assurances for Non-Construction Programs form. The SF-424B, Assurances for Non-Construction Programs are available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>

### Project Summary

Signed and Dated Cover Letter: The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to:

Carmen G. Cantor  
Assistant Secretary Insular and International Affairs  
U.S. Department of the Interior  
1849 C Street, N.W.  
Mailstop 3119  
Washington, D.C. 20240

### Project Narrative

**Application Preparation:** Applications should be prepared and submitted by the entity who would receive the grant award. Applications submitted and prepared by a third party, such as an existing contractor or a potential contractor who may benefit from the grant, are not considered allowable. Please note that grant recipients must follow the applicable procurement procedures contained in 2 CFR 200 when procuring services and goods under OIA grants.

**Application Format:** OIA does not require a standard narrative format; however, your proposal should include all the following elements to receive full consideration:

**1. Detailed Project Description(s):** Describe the project(s) and activities being proposed, in detail.

**2. Detailed Project Timeline(s):** Provide a detailed project timeline for the completion of the projects or activities proposed.

**3. Statement of Need:** Describe, in detail, why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work. For example, if the proposed project assists with resolving a government’s audit findings; detailed information about the audit, the resulting finding, and how this project will assist in resolving that finding, should be included in the project narrative.

**4. Project Goals and Objectives:** State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project’s period of performance).

### **Performance Goals**

All applications must include at least one performance measure (output & outcome) that corresponds to the proposed project objective. If the grant is chosen for award, the applicant will need to report on the performance measure in narrative project reports that are submitted.

The narrative portion of the application must:

- Describe the expected outputs and the potential outcomes to communities, the economy, and the environment.
- Describe how the project supports the Agency’s priorities described in Section A2.
- Describe how progress toward achieving the expected outputs and social, economic, and environmental outcomes will be tracked and measured.

Please note that the performance measures need to be reported on in every Performance Progress Report submitted. If performance goals are not being met, a detailed explanation of why they are not being met should be included in the report.

**5. Priority Listing for Multiple Projects:** If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

*Summary PRIORITY PROJECTS*

*Priority Project (list in priority order)*

*Requested Amount*

1. *Priority 1 - Project [Name]*

\$

2. *Priority 2 - Project [Name]*

\$

3. *Priority 3 - Project [Name]* \$  
*Total Technical Assistance Request for Fiscal Year 2023* \$

**6. Grant Recipient:** Please provide the name, title, and address of person to who the grant award, if made, should be addressed. This is normally the head of the local government or organization.

**7. Recipient Grant Manager:** Please provide the name, title, and contact information for the person who will be the day-to-day grant manager if the proposal is funded. Contact information should include the mailing address, phone number, fax number and email address (as applicable).

**8. Project Abstract:** This should only be one page and should include the following information:

- Award Purpose
- Activities to be performed
- Expected deliverables or outcomes
- Intended Beneficiaries
- Subrecipient activities

### **Application Package Checklist**

A complete **application package** must include:

- Core SF-424 Application for Federal Assistance form
- SF-424A Budget Information – Non-Construction Programs (Or SF-424C)
- SF-424B Assurances – Non-Construction Programs (Or SF-424D)
- Signed and Dated Cover Letter
- Complete Project Narrative: detailed project description, detailed budget, detailed timeline, statement of need, project goals and objectives, priority listing (if applicable), grant recipient, grant manager, first time applicant responses & ASAP Identification
- Performance Measures - at least one performance measure (output & outcome) that corresponds to the proposed project objective
- Letters of Support
- Negotiated indirect cost rate agreement, and detailed calculations spreadsheet showing how final indirect costs were calculated including notations of any variations from the established rates and showing itemized list of costs excluded from the calculations.
- Responses to Financial capability questions in section D.6.
- Copy of your entity's most recent audit, if not available on the single audit clearinghouse website.
- Statement indicating if there is any overlap between this federal application and any other federal application, or funded project. If no such overlap exists, please state in the proposal: "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or



time commitment of key personnel.” Please see the *Overlap or Duplication of Effort Statement* section of this announcement on page 10 for further guidance, if needed.

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, “Budget Information for Non-Construction Programs” form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles per the OIA’s Terms and Conditions. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form. The CFDA number(s) for this program appears on the first page of this announcement.

### **SF-429 Request to Acquire, Improve, or Furnish Real Property**

Applicants seeking approval to acquire real property under an award must complete and submit the SF-429, “Real Property Status Report (Cover Page)” and the SF-429-B, “Real Property Status Report Attachment B (Request to Acquire, Improve, or Furnish)”. These forms are required if the real property is acquired with Federal funds, with recipient cost share or matching funds, or as an in-kind contribution under the award. These forms may be found on <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

### **Budget Narrative**

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407 “Prior written approval (prior approval)” for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, include the source, the amount, and the valuation methodology used to determine the total value. See 2 CFR 200.306 “Cost sharing or matching” for more information.

**Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s) and activities. A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as “OTHER”, in full. If your project exceeds \$500,000, please provide tier options with detailed descriptions, to make selection of individual tiers possible when TAP funds are limited. If charging indirect cost, please include or attach a copy of the negotiated indirect cost rate agreement and detailed calculations spreadsheet showing how final indirect costs were calculated including notations of any variations from the established rates and showing itemized list of costs excluded from the calculations. Please note that all activities and costs to be charged to the grant must be in full compliance with the applicable cost principles:

<b>Entity incurring costs</b>	<b>Applicable directive</b>
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State, local, or Federally recognized Indian Tribe	2 CFR 200 Subpart E - Cost Principles; 200.416-200.417 - Special Considerations for States, Local Government, and Indian Tribes
Non-profit organization	2 CFR 200 Subpart E – Cost Principles
Institution of Higher Education	2 CFR 200 Subpart E – Cost Principles; 200.418 - 200.419 – Special Considerations for Institutes of Higher Education

**Conflict of Interest Disclosure**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

*(a) Applicability.*

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

(2) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in [2 CFR §200.318](#) apply.

*(b) Notification.*

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

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

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

*(d) Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

*(e) Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR §200.339](#), Remedies for noncompliance, including suspension or debarment (see also [2 CFR §180](#)).

**Uniform Audit Reporting Statement**

All U.S. states, local governments, federally recognized Indian tribes, institutions of higher education, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant’s fiscal year must submit a Single Audit report for that year through the

[Federal Audit Clearinghouse's Internet Data Entry System](#), in accordance with 2 CFR 200 subpart F. U.S. state, local government, federally recognized Indian tribes, institutions of higher education, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

### **Certification Regarding Lobbying**

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

### **Disclosure of Lobbying Activities**

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the [SF-LLL, "Disclosure of Lobbying Activities"](#) <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html> form if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non- appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

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

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from NPS, the applicant must immediately notify the NPS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

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

#### **Identifier and System for Award Management (SAM.gov) Registration: (DOI Standard Template Language)**

This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which replaced the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free.

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

Applicants can register on the [SAM.gov](#) website. The “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov “[Register with SAM](#)” page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity’s IRS information. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

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

#### **Due Date for Applications**

03/24/2023

#### **Application Due Date Explanation**

Electronically submitted applications must be submitted no later than 5:00 p.m., ET, on the listed application due date.

### **D5. Intergovernmental Review**

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the state’s process under [Executive Order 12372](#).

## D6. Funding Restrictions

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the [IBC Email Submission Form](#). See the [IBC Website](https://www.doi.gov/ibc/services/finance/indirect-cost-services) <https://www.doi.gov/ibc/services/finance/indirect-cost-services> for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the OIA to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

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

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

We are:

- A U.S. state, territorial or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state, territorial or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states, territories and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." or "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we

will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §[2 CFR 200.68](#)]. We understand that we must notify the OIA in writing if we establish an approved rate with our cognizant agency at any point during the award period.

- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in [2 CFR §200.68](#). We understand that we must notify the OIA in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by OIA
- A [insert your organization type] that will charge all costs directly.

### **Application Restrictions**

Applications should not include requests to fund force accounts:

**Force Accounts:** A force account refers to a grantee's own (existing) personnel being charged to the grant. In general, OIA is opposed to funding force accounts with its grants, however, outside expertise and consultant services will be considered if detailed in the project narrative and budget.

**OIA Technical Assistance personnel cannot review proposals before they are submitted for any reason. We can provide technical assistance with grants.gov, but cannot provide any other assistance with writing or reviewing your proposal before submission due to the competitive nature of the process and prohibitions on providing unfair advantage to one applicant over another.**

### **Financial Capabilities**

**All applicants must answer the following questions:**

1. Does your organization have independent financial capabilities that can comply with the financial management and accounting requirements detailed in 2 CFR 200, including, but not limited to, policies and procedures in place that meet the financial management standards in 2 CFR §200.302 (yes/no)?
2. Does your organization have a financial unit? If so, please describe the staffing and structure (such as the number of CPAs, utilization of accounting software etc.)
3. Has your organization received and managed federal grant funding before?



4. Does your organization undergo an independent financial audit? Please specify the last audit year that was completed and include a copy of this audit. Did your organization receive an unqualified opinion on their independent audit (Yes/No)? If no, did your organization receive a qualified, adverse, or disclaimer of opinion on the independent audit (yes/no)? Did your organization receive a qualified, adverse, or disclaimer of opinion on the independent audit (yes/no)?
5. Has your organization ever completed a single audit? Was this audit uploaded on the single audit clearinghouse? If so, please provide the EIN number for the audit. If it was not uploaded, please provide a copy.
6. Does your organization have a FAPIIS record, or any adverse performance information (yes/no)?

## D7. Other Submission Requirements

**Submission Deadline:** The submission deadline is March 24th, 2023. THE DEADLINE HAS BEEN EXTENDED DUE TO THE CRASH OF GRANTS.GOV ON MARCH 17TH.

**Decision Timeframe:** Decisions on funding of project proposals will be made by September, 2023.

All applicants, but especially first-time applicants, are strongly encouraged to review Code of Federal Regulations Title 2, Part 200 (2 CFR 200) to familiarize themselves with the Department of the Interior’s administrative requirements, particularly the financial management requirements, associated with managing federal grant funding. 2 CFR 200 can be viewed using the following link: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

## E. Application Review Information

### E1. Criteria

**1. The narrative is clear and detailed, and the desired outcome is identified, and the performance measures are identified and measurable.**

**Maximum Points: 20**

<b>20</b>	The project description is clear and detailed, and the desired outcome is clearly identified, the performance measures are identified and measurable.
<b>15</b>	The project description somewhat detailed, and the desired outcome is identified, the performance measures are somewhat identified.

<b>1</b>	The project description is not clear or there are no performance measures identified.
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**2. The project aligns with one or more of the Office of Insular Affairs’ TAP priorities listed in the announcement and/or aligns with Congressional and/or Administration priorities.**

**Maximum Points: 20**

<b>20</b>	<p>The proposed project aligns with one or more of the current Administration’s top priorities (listed below).</p> <p><i>Climate change (including food and water security), energy production, natural and cultural resources, youth programs, health initiatives and health IT systems, public safety/emergencies, and invasive species management.</i></p>
<b>15</b>	<p>The proposed project aligns with one or more of the current Administration’s other priorities (listed below).</p> <p><i>Accountability, financial management, economic development, education, management control initiatives, disaster planning, capacity building, and information technology.</i></p>
<b>1</b>	The proposed project minimally aligns with one of the TAP priorities.

**3. The Project budget is reasonable.**

**Maximum Points: 10**

<b>10</b>	The Grant application budget is comprehensive and well detailed. All budget items are allowable reasonable, and directly relevant to the project. The budget reflects competitive sourcing and reasonable cost comparisons. Indirect Cost Rate agreement was included, along with the calculations.
<b>5</b>	The grant application budget presents basic information, although there are some questions and possible inadequacies in terms of appropriateness, technical soundness, and application. Indirect Cost Rate agreement was included, along with the calculations.
<b>1</b>	The grant application budget minimally presents basic information. Some budget items may not be appropriate and there are major questions regarding technical soundness and applicability.

**4. The project timeline in reasonable.**

**Maximum Points: 10**

<b>10</b>	The grant application timeline is reasonable, comprehensive, and well detailed. It maintains the three year or less grant period for TAP grants.
<b>5</b>	The grant application presents a timeline with general appropriateness, although it is less detailed and there are some questions or concerns regarding the proposed project length.



<b>1</b>	The grant application presents a timeline that minimally presents basic information.
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**5. If the applicant is a previous OIA grantee, their prior performance was acceptable.**

**Maximum Points: 10**

<b>10</b>	Recipient has met all objectives in previous award(s) and reported on outcomes and performance measures; on schedule to meet all objectives in current award(s) or Recipient met most objectives in previous award(s) and the reason(s) for delay or non-performance was(were) unavoidable or recipient has no past or current award with the bureau.
<b>5</b>	Recipient has no previous awards or recipient may have had issues with meeting objectives in current or past award(s) or in reporting on outcomes and performance measures, but was responsive to bureau communications or request for information or action related to the issue(s). Issue(s) was(were) resolved.
<b>1</b>	Recipient failed to deliver proposed outcomes/outputs on previous award(s); significantly behind schedule or failing to meet maintenance of effort required on current award(s) due to failures within recipient's control to correct. Recipient significantly failed to comply with award terms and conditions. Recipient was not responsive to communications or requests for information or action related to the issues. Issues were never resolved.

**6. Reporting Compliance**

**Maximum Points: 10**

<b>10</b>	Recipient has a history of submitting timely performance and financial reports.
<b>5</b>	Recipient has no previous reporting requirement; or Recipient has asked for reporting extensions for performance and financial reports or has been periodically late in submitting these reports.
<b>1</b>	Recipient has been consistently late in submitting performance and financial reports.

**7. Federal Awardee Performance and Integrity Information System (FAPIS)**

**Maximum Points: 5**

<b>5</b>	The recipient has no FAPIS record.
<b>3</b>	The recipient has negative performance information in FAPIS but program has positive prior experience with recipient.

1	The recipient has negative performance information in FAPIIS but bureau/office can mitigate risk by adding conditions to the award.
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**8. The project has support and/or participation from major stakeholders and local government officials. Maximum Points: 15**

15	<p>In order to obtain a score of 10, the application must include one of the following:</p> <ul style="list-style-type: none"> <li>- The proposal is in the top third of the Governor or President’s list of priority projects. (A Governor’s priority ranking will affect score more than a letter of support. I.E. if you only have one letter of support from the Governor but your proposal is ranked low by the Governor, the score we assign will be based on Governor’s priority listing.)</li> <li>- The proposal includes at least three letters of support from key partners and supporters <u>outside</u> of its own organization or agency and/or has known Congressional or Administration support (including such things as historical support by Congress and/or Administration).</li> </ul>
7	<p>In order to obtain a score of 5, the proposal must contain one of the following:</p> <ul style="list-style-type: none"> <li>• The proposal is in the middle third of the Governor or President’s list of priority projects.</li> <li>• At least one letter of support has been submitted, and the proposal demonstrates that there will be local government involvement in the project.</li> </ul>
1	<p>The project will have little, if any, support.</p> <ul style="list-style-type: none"> <li>• The proposal is in the bottom third of the Governor or President’s list of priority projects.</li> </ul>

**E2. Review and Selection Process**

Prior to award, the program will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the program may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Bureau may choose not to fund the selected project.

The program may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Bureau is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR 200.205. Programs document applicant risk evaluations using the Bureau's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.207 should be applied the award.

The Technical Assistance Review Committee will review and evaluate all eligible applications. The Technical Assistance Review Committee will provide recommendations to the Assistant Secretary for Insular and International Affairs for final project selection. The Assistant Secretary will select the successful proposals. The Assistant Secretary and/or designated official will consider the merit review, as well as the amount of funds available and the following program policy factors when making recommendations for funding:

1. Geographic distribution of funding
2. Emergency Situations

All applications for funding will be considered using the criteria outlined above. In order to comply with financial assistance regulations, 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," past performance information will be recognized during the selection process. Scores will be provided to the applicant if requested.

### **E3. CFR – Regulatory Information**

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

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

#### **Discussions and Award**

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) OIA needs additional information to determine that the recipient can comply with the requirements of DOI Financial Assistance Regulations and/or (3) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by OIA will preclude award to the applicant.

**Application reviews will be conducted once OIA receives full year TAP appropriations.** OIA will act on applications in as timely a manner as possible, however, outside factors such as

the Congressional appropriations cycle, may delay the review process. Generally, OIA TAP reviews and awards take place during the spring and summer. OIA anticipates that grant recipients and projects will be selected in the spring and summer of 2023. Applicants will be notified of the final determination on their applications, generally via email or via Grant Solutions, by the end of the fiscal year.

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

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

#### **1. Award Instrument Information**

- Projects will be funded, subject to availability of funds, by issuance of a grant agreement.
- Agreements will include a cover letter signed by an Office of Insular Affairs Official and a grant award document issued by the grant manager.
- The recipient shall obtain prior approval for any budget or program revisions.

#### **1. Term of the Agreement**

- Agreement terms are typically from 18 months to 3 years.
- Prior to the expiration of the grant agreement, modifications may be proposed by either party and will become effective upon written approval.

#### **1. Funding Restrictions**

- All funding is contingent upon the availability and appropriation of funds by the United States Congress.
- Costs must be allowable in accordance with the applicable Federal cost principles referenced in 2 CFR 200, Subpart E – Cost Principles.

#### **1. Submission from Successful Applicants**

- If selected for possible award, the Office of Insular Affairs reserves the right the request additional or clarifying information for any reason deemed necessary.

#### **1. Award Notices**

- After an applicant's proposal is selected for award, the applicant will receive a letter from the Office of Insular Affairs. This letter will detail the next steps in the awarding process.

- The Office of Insular Affairs anticipates that the grant recipients and projects will be chosen during the spring and summer of 2023 once full year appropriations are received by the Office of Insular Affairs.

## F. Administration and National Policy Requirements

- Code of Federal Regulations – By accepting financial assistance, your organization agrees to abide by the applicable Federal regulations in the expenditure of Federal funds and performance under this program: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### F2. Administrative and National Policy Requirements

Code of Federal Regulations – By accepting financial assistance, your organization agrees to abide by the applicable Federal regulations in the expenditure of Federal funds and performance under this program: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

See the “[DOI Standard Terms and Conditions](#)” for the administrative and national policy requirements applicable to DOI awards.

#### Data Availability

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

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

(b) The Federal Government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

### F3. Reporting

#### Financial Reports

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only

exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

The standard grant reporting requirements are listed below:

- An SF-425 Federal Financial Report will be due semi-annually for the periods beginning January 1 and ending June 30 and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period (i.e. January 31 and July 31). Final reports are due 120 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Terms and Conditions section of the award. Additional requirements are assigned on a case-by-case basis and may also be found in the Terms and Conditions section of the award.

### **Performance Reports**

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

The standard grant reporting requirements are listed below:

- A narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30 and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period (i.e. January 31 and July 31). Final reports are due 120 days after the expiration or termination of the award.
- Please note that the performance measures need to be reported on in every Performance Progress Report submitted. If performance goals are not being met, a detailed explanation of why they are not being met should be included in the report.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Terms and Conditions section of the award. Additional requirements are assigned on a case-by-case basis and may also be found in the Terms and Conditions section of the award.

### **Significant Development Reports**

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

### **Real Property Reports**

Recipients and subrecipients are required to submit status reports on the status of real property

acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

### **Conflict of Interest Disclosures**

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award.

Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in [2 CFR 200.339 Remedies for Noncompliance](#), including termination of the award.

### **Other Mandatory Disclosures**

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

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

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

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

## G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First and Last Name:

Hailey McCoy

Address:

1849 C St, NW, Washington DC 20240

Telephone:

Email:

hailey\_mccoy@ios.doi.gov

## G2. Program Administration Contact

For **program administration assistance**, contact:

First and Last Name:

Charlene Leizear

Address:

1849 C St, NW, Washington DC 20240

Telephone:

Email:

Charlene\_Leizear@ios.doi.gov

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

Grants.gov Customer Support

1-800-518-4726

[Support@grants.gov](mailto:Support@grants.gov)

**For GrantSolutions technical registration, submission, and other assistance contact:**

GrantSolutions Customer Support

1-866-577-0771

[Help@grantsolutions.gov](mailto:Help@grantsolutions.gov)

## H. Other Information

### H1. Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by OIA.

Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System.

Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the



Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

## **H2. Audits**

In accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, non-Federal entities that expend financial assistance of \$750,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Non-Federal entities that expend less than \$750,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503. In addition, grantees are subject to site visits and audits by the Department of Interior (DOI) and other Federal officials.

## **H3. Marketing and Branding**

A graphic of the U.S. flag, accompanied by the following language, "Funding provided by the U.S. Department of the Interior, Office of Insular Affairs", should be displayed on all signage that is intended to identify the project and funders, as appropriate. The graphic and language should be included for all programs, projects, assistance, activities, and public communications, including news articles, partially or fully funded by the Office of Insular Affairs. The U.S. flag may replace or be used in conjunction with the Department of the Interior, Office of Insular Affairs seal. If the seal is displayed, it must remain intact and unchanged, and may only be displayed using either the standard color scheme or a single color that complements the background where it appears. The U.S. flag and language should be publicly displayed on the final product. The OIA grant manager should be contacted for an electronic version of the U.S. flag and Office of Insular Affairs seal if needed.

## **H4. Modification or Changes to the Announcement**

Notices of any modifications to this announcement will be posted on Grants.gov. When you download the application materials at Grants.gov, you can also register to receive notifications by email of any changes or modifications to this announcement.

## **H5 . Government Right to Reject or Negotiate**

The Office of Insular Affairs reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

## **H6. Notice of Right to Conduct a Review of Financial Capability**

The Office of Insular Affairs reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award.

## **H7. Notice of Potential Disclosure under Freedom of Information Act**

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

## **H8. Personally Identifiable Information**

In responding to this Announcement, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the Application Package. These documents will

be used by the Technical Assistance Grant Program Review Panel in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

**1. Public PII:**

PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.

**2. Protected PII:**

PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual, such as identity theft.