

**The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
State Recreational Boating Safety (RBS) Grant Program**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the System for Award Management (SAM) system.

UEI Updates in Grant Application Forms:

On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, SAM.gov. This new identifier is the UEI. Entities that had a DUNS Number were automatically assigned a UEI. New entities needing a UEI must register in SAM.gov at: <https://sam.gov/content/entity-registration>.

Additional Information can be found on Grants.gov:

<https://www.grants.gov/forms/forms-development/planned-uei-updates>

Grants.gov registration information can be found at: <https://grants.gov/applicants/applicant-registration>.

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A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS), United States Coast Guard (USCG),
Office of Auxiliary & Boating Safety, Boating Safety Division

2. Assistance Listing Number

97.012

3. Assistance Listing Title

Boating Safety Financial Assistance

4. Funding Opportunity Title

State Recreational Boating Safety (RBS) Grant Program

5. Funding Opportunity Number

DHS-USCG-STATE-2025

6. Authorizing Authority for Program

46 U.S.C. §§ 13101-13110

7. Appropriation Authority for Program

Dingell-Johnson Sport Fish Restoration Act, Chp. 658, § 4, 64 Stat. 432, as amended (classified to 16 U.S.C. § 777c); Surface Transportation Assistance Act of 1982, Pub. L. No. 97-424, § 531(a), 96 Stat. 2187-2191 (1983), as amended (classified to 26 U.S.C. § 9503)

8. Announcement Type

Formula

9. Program Overview, Objectives, and Priorities

a. Overview

The mission of the National RBS Program is to ensure the public has a safe, secure, and enjoyable recreational boating experience by implementing programs designed to minimize the loss of life, personal injury, and property damage while cooperating with environmental and national security efforts.

b. Objectives

The strategic plan of the National RBS Program has three initiatives designed to prevent deaths and injuries of recreational boaters. They are:

- 1) **Initiative 1:** Positively Influence Recreational Boater Behavior
- 2) **Initiative 2:** Positively Influence Recreational Boat and Accessory Manufacturers
- 3) **Initiative 3:** Leverage Recreational Boating Data

c. Priorities

The Boating Safety Division will facilitate the execution of the three initiatives via the courses of action (CoA) and activities listed in the strategic plan.

The strategic plan can be found online at: [RBS Strategic Plan 2022-2026](#).

B. Federal Award Information

1. Available Funding for the NOFO

\$123,905,473.00

2. Period of Performance

12 months

Extensions are not permitted. Please refer to **Section H.1. Period of Performance**.

3. Period of Performance Start Date

10/01/2024

4. Period of Performance End Date

09/30/2025

5. Funding Instrument Type: Cooperative Agreement

The USCG is the lead agency in the development and maintenance of the Strategic Plan of the National RBS Program. The USCG has entered into a Memorandum of Agreement (MOA) with each state recipient. The MOA provides a complete list of the USCG's roles and responsibilities that qualify as substantial involvement, as well as the requirements and expectations of each state. If you do not have a copy of your MOA, please reach out to your regional RBS Specialist.

C. Eligibility Information

1. Eligible Applicants

This program is not open to the public. Eligibility is determined by federal statute. Applications can only be accepted from the designated state authority or agency.

2. Cost Share

Per [46 U.S.C. §13104 \(b\)](#): *The amount received by a State under this section in a fiscal year may be not more than one-half of the total cost incurred by that State in developing, carrying out, and financing that State’s recreational boating safety program in that fiscal year.*

All eligible, approved RBS expenditures may count towards the state share (unless those expenditures are already counted towards another federal grant) and should be reported.

The total state share must be equal to, and can be greater than, the total federal share, but states are not required to “match expenses” item-for-item.

The USCG may reimburse a state for up to one-half of its total state expenditures pending the availability of federal funds. Once a state receives reimbursement, the funds no longer have a federal identity and can be spent per the state’s discretion.

D. Application and Submission Information

1. Key Dates and Times

- a. Application Start Date:** 07/05/2024
- b. Application Submission Deadline:** 09/30/2024* at 11:59:59 PM EDT

All applications must be received by the established deadline.

**States that require programmatic approval and/or signed award agreements prior to October 1st are strongly encouraged to submit their applications by August 31, 2024. This will allow USCG staff sufficient time to review and approve the submitted application ahead of the period of performance.*

- c. Program Start Date:** 10/01/2024

Programs are authorized to begin on October 1, 2024, pending programmatic approval. This date will be used on the Final Allocation Chart.

d. Anticipated Award Date:

No later than 03/31/2025

The USCG begins programmatically approving applications after the first application deadline of August 31st, however, the formal award-making process and issuance of documents are based upon the receipt of trust funds via an interagency transfer.

- 1) Upon receiving the funds from the U.S. Department of Interior via the U.S. Treasury, the USCG will initiate the award-making process by releasing the Final Allocation Chart.
- 2) The Final Allocation Chart may be released as early as December or as late as February. There is no set schedule.
- 3) The USCG will work with a state, as appropriate, to ensure its budget is aligned with the amount of federal funding available for its use.
- 4) Award documents are typically generated on a rolling basis pending the coordination with the state and the USCG Grants Management Branch.
- 5) **Do not fill out any award documents until they are provided by your Grants Management Specialist.**

Please see **Sections E.2. Review & Selection Process** and **F.1. Notice of Award** for more information.

2. Agreeing to Terms & Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award.

3. Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

4. Unique Entity Identifier and System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 C.F.R. § 25.110, must:

- a. Be registered in SAM.gov before application submission.
- b. Provide a valid UEI in its application.
- c. Always maintain an active SAM registration with current information during the federal award process.

5. Steps Required to Obtain a UEI, Register in SAM.gov, and Submit an Application

To apply for a federal award under this funding opportunity, all applicants must:

- a. Apply for or verify their Employer ID Number (EIN) from the Internal Revenue Service
- b. Have an account with <https://login.gov/>
- c. Register for, update, or verify their SAM account and UEI and make sure the account is active.
- d. Create a Grants.gov account.
- e. Add a profile to a Grants.gov account.
- f. Establish an Authorized Organizational Representative (AOR) in Grants.gov.
- g. Submit application in Grants.gov.
- h. Continue to maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well on all predecessors that have been awarded a federal contract or grant within the last 3 years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before the federal award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Further, following a federal award, a recipient's SAM registration must remain active for the duration of the federal award. If a recipient's SAM registration expires during the federal award period of performance, DHS may take a remedy for noncompliance at 2 C.F.R. § 200.339, which could include terminating the federal award.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements (if applicable), based off of <https://www.grants.gov/grantors/grantor-standard-language>.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, the USCG requires applicants to submit applications through Grants.gov.

7. How to Register to Apply through Grants.gov

General Instructions: Registering in Grants.gov is a multi-step process and the following provides instructions about how to register. Applicants should read the registration instructions carefully and prepare the necessary information before beginning the Grants.gov registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to make sure it does not impact an applicant's ability to meet required application submission deadlines.

Organizations must have a UEI Number with an active SAM registration, and Grants.gov account to apply for a federal award under this funding opportunity.

Creating a Grants.gov account can be completed online in minutes, but UEI SAM registrations may take several weeks. Therefore, an applicant should complete its registration in sufficient time to make sure it does not impact its ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: <https://www.grants.gov/applicants/applicant-registration>

- a. **Obtain Employer Identification Number:** All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting: "Apply for an Employer Identification Number (EIN) Online | Internal Revenue Service (irs.gov)."
- b. **Create a login.gov account:** Applicants must have a login.gov account to register with SAM or update their SAM registration. Applicants can create a login.gov account at the "Create Account" page. Applicants with existing SAM accounts can use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked. Refer to the Frequently Asked Questions page on SAM.gov for more information on the login.gov requirements for SAM registration.
- c. **Register with SAM:** All applicants applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent an applicant from applying through Grants.gov. SAM registration must be renewed annually. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/applicants/applicant-registration> or
<https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Register%2FRegister.htm&callingApp=custom>.

Note: The regulation at 2 C.F.R. § 25.200 requires that, in maintaining an active SAM registration with current information, an applicant must provide information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

- d. **Create a Grants.gov Account:** The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/applicants/applicant-registration>.
- e. **Add a Profile to a Grants.gov Account:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. Enter the UEI Number for the organization in the UEI field while adding a profile to add an Organization Applicant Profile to your Grants.gov account.

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Register%2FAddProfile.htm&callingApp=custom>.

- f. **EBiz POC Authorized Profile Roles:** After users register with Grants.gov and creates an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving users permission to complete and submit applications on behalf of the applicant. Users will be able to apply online for an applicant any time after they have been assigned an AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#callingApp=custom&t=Applicants%2FManagement%2FManageOrganizationRoles.htm>.

For more detailed information about the EBiz POC login, refer to: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=LoginAndMyAccount%2FEBizPOCLogin.htm&callingApp=custom>.

- g. **Track Role Status:** To track a user's role request, refer to: <https://grants.gov/applicants/applicant-registration>.
- h. **Electronic Signature:** When applications are submitted through Grants.gov, the AOR's name who submitted the application on behalf of an applicant is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the applicant as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

8. How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. Users can create individual instances of a workspace for each NOFO.

Below is an overview of applying on Grants.gov. Complete instructions on how to apply for opportunities using Workspace can be found at:

<https://grants.gov/applicants/workspace-overview/>.

- a. **Create a Workspace:** Creating a workspace allows users to complete it online and route it through an organization for review before submitting.
- b. **Complete a Workspace:** Completing a workspace includes adding participants to the workspace to work on the application together, completing all the required forms online or by downloading PDF versions, and checking for errors before submission. The Workspace progress bar will display the state of the application process users apply. Users may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- c. **Adobe Reader:** If users decide not to apply for an applicant by filling out webforms, users can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to a local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://grants.gov/applicants/adobe-software-compatibility>.

- d. **Mandatory Fields in Forms:** Users will note fields marked with an asterisk and a different background color. These are mandatory fields that must be completed to successfully submit an application.
- e. **Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and UEI number. Applicants must complete the SF-424 information first to trigger this feature. Once it is completed, the information will transfer to the other forms.
- f. **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting an application package at least 24-48 hours prior to the close date to provide time to correct any potential technical issues that may disrupt the application submission.

- g. Track a Workspace Submission:** A Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application after successfully submitting a workspace application. The number will be listed on the Confirmation page that is generated after submission. Use the tracking number to access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

Additional training resources, including video tutorials, can be found at: <https://grants.gov/applicants/applicant-training>.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. Contact the number listed in the application package for questions related to the specific grant opportunity.

If you are experiencing difficulties with your submission, call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

9. Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by **09/30/2024 at 11:59:59 PM EDT**. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. Users with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of the application. The AOR will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of timely submission.

When DHS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application via email to the AOR who submitted the application.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives an application. Again, Grants.gov will provide either an error or a successfully received transmission via email to the AOR attempting to submit the application. The Grants.gov Support Center reports that some users end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

10. Content and Form of Application Submission

a. Format

Applications should be written in Times New Roman, 12 pt. black font, and one-inch margins.

b. Page Limits

There are no page limits for this program, however, states are encouraged to be clear, concise, and only provide required information.

c. Application Form & Components

1) Application for Federal Assistance (SF-424)

This form includes the state agency and authorized representative contact information for the application, as well as the estimated budget request for the year. When filling out the form ensure the budget numbers match what you fill out in either the SF-424A or Budget Tool. Please see **Section D.10.c.2. Budget Information** for complete information.

2) Budget Information – Non-Construction Programs (SF-424A or Budget Tool):

- a) States will input budget information in two primary locations:
 - i. SF-424, Box. 18 Estimated Funding –
 - Ensure that the state share is, at a minimum, equal to the federal share.
 - The numbers in this box should be an informed estimate that corresponds to the SF-424A or Budget Tool.
 - ii. SF-424A or Budget Tool –
 - The SF-424A is an optional form in Grants.gov. States may opt to use the Budget Tool instead.
 - **The Budget Tool is not posted in Grants.gov. It will be emailed separately to the Boating Law Administrators.**
 - Ensure that the total amount listed in the SF-424A, or Budget Tool matches the numbers in the SF-424, Box 18. Estimated Funding.
- b) Budget Guidance:
 - i. The budget is an informed estimate. It should be reasonable and achievable, and reflective of the projects, goals, and items identified in the narrative and Equipment List.
 - ii. The total share must be, at a minimum, equal to the total federal share. Only include a state share that exceeds the federal share if the state anticipates spending that amount. There is no need to include inflated budget amounts.

- iii. States should base its budget request on its estimated available federal funds. This may include:
 - Prior-year unobligated funds: Unbudgeted, unused federal dollars from previous, unexpired allocations.
 - Carryover: Estimated unused federal dollars from the currently approved budget, i.e., FY24 that ends on September 30th.
 - The estimated allocation published in the FY25 Estimated Allocation Chart dated March 29, 2024.
- iv. Please contact your Grants Management Specialist prior to submitting your application if you need assistance calculating your state's available federal funds.

3) **Equipment List Template (See the “Related Documents” tab on Grants.gov):**

States are required to include the following items on their equipment list: vessels, vehicles, and personal equipment necessary to conduct approved RBS activities, as defined by your state. Items may include, but are not limited to boats, motors, radios, and trailers.

- a) **Please include any item that will be purchased during the fiscal year regardless of the funding source (i.e., federal vs. state share).** These purchases must be approved to count towards your total state share expenditures.
 - b) The equipment List Template includes examples of previously approved items. **Review the examples but remove and replace them with your own expenses.**
 - c) The spreadsheet allows you to calculate the quantity, cost per unit, and the percentage the item will be prorated to the grant, per your state policies, as applicable.
 - d) If you request to purchase an item that will also be used for non-RBS activities, the amount charged to the grant should be prorated in proportion to its calculated use for RBS activities.
 - i. The total amount of the item should be included in the subtotal column and the percentage of the proration should be adjusted to calculate the dollar amount charged to the grant. For example: if a vehicle will only be used half of its time on RBS activities, the percentage of proration should be 50 percent (50%).
 - ii. States should not prorate an item based upon the intended federal vs. state share.
- 4) **Assurances – Non-Construction Programs (SF-424B):** This is required for all applicants.
- 5) **Budget Information – Construction Programs (SF-424C):** Required if you include any include any construction costs on the F-424A. A separate SF-

424C is required for each individual construction project (e.g., If you are submitting 23 public access projects, 23 Budget Information Sheets are required.) Ensure the totals reported here match the totals reported in the Construction line of the SF-424A.

- 6) **Site Map(s): Required if** you are submitting any SF-424Cs. A site map is required for each construction or public access project submitted. The purpose of this map is to provide the USCG with a small-scale, project-specific map of the area and enable the USCG to determine precisely which building, dock, boat ramp, etc., is the subject of the project. Map guidance:
 - a) Architectural drawings are not required.
 - b) Aerial photos, satellite images, or map depictions obtained from the internet are well suited for this purpose, but do not preclude the use of other types of site maps.
 - c) The location of the structure in relation to the site must be annotated on the site map.
 - d) A single-sided 8.5"x11" sheet is preferred, but not required.

- 7) **Area Map(s): Required if** you are submitting any SF-424Cs. An area map is required for each construction or public access project submitted. The purpose of this map is to provide the USCG with a large-scale of the project location(s).
 - a) More than one project may be included on an area map.
 - b) It may be photocopied from an atlas with a X (or Xs) marking the site(s), downloaded from various internet mapping sites, etc.
 - c) A single sided 8.5"x11" sheet is preferred, but not required.

- 8) **Assurances – Construction Programs (SF-424D):** All applicants are required to submit this form whether construction is part of their budget or not.

d. Program Narrative Guidance

- 1) The program narrative should include a list of all ongoing and planned RBS activities that are anticipated by the state during the period of performance, regardless of the funding source for the activities (i.e., federal vs. state). The USCG reviews and approves these activities as a verification that the State RBS Program is compliant with programmatic statute.

- 2) States should write their narrative directly in response to the bullet points published in **Section D.10.e. Program Narrative Structure**. You are encouraged to use the Word document posted on Grants.gov as a template for your narrative. The bullet points request key information about your program that will help the USCG staff to better understand, monitor, and provide tailored technical assistance to your state. Having this information directly in the narrative makes it easier to contextualize the functions or activities to be

funded, the internal processes of your state, and how your program addresses the core statutory requirements of the RBS program.

- 3) The bullet points are intentionally structured to match those listed in the SF-424A Section B. You are encouraged to use this as an opportunity to describe and justify the associated costs for each category, provide any necessary itemizations, and include any pertinent information related to activities requested for approval.
- 4) **Best Practices:**
 - a) Your application is NOT a wish list. You should only include what you can reasonably accomplish and spend during the period of performance.
 - b) The narrative should address each bullet point in the order in which they appear. Your responses do not need to be extensive.
 - c) Note, as appropriate, if a section of the bullet points does not apply to your program so the USCG staff knows that it is not missing or unaddressed.
 - d) Provide website hyperlinks wherever relevant.
 - e) Verify that your narrative aligns with the budget requests. If you include any numbers in your narrative, ensure that they match what is in your budget.
 - f) **Indicate any areas where you anticipate a significant variation from the previous grant cycle and provide an explanation.** This helps the USCG staff follow and understand the continuity of the program.
 - g) **Identify any projects or activities that you were unable to complete last grant cycle that you plan to do this year.** It is important to make this distinction, otherwise it may appear as a duplication of previous efforts or funding requests.
 - i. Note: **An incomplete project or activity is NOT an automatic indicator of poor performance.** The USCG understands that not everything happens as it should, but having an awareness of those challenges can help staff better assist you.
- 5) **DO NOT INCLUDE IN YOUR APPLICATION PACKAGE:**
 - a) Financial Agreements
 - b) Program background
 - c) Need and approach
 - d) Performance initiatives
 - e) Strategic plans
 - f) Copies of contracts
 - g) Procurement documentation
 - h) Staff resumes and photos
 - i) **Documents that contain Personal Identifiable Information**

e. Program Narrative Structure

Please address the following bullet points in your narrative:

1) Administration

- a) Explain how your state administers the grant on a day-to-day basis.
 - i. You may use the example applications for guidance, but your description should be tailored to your agency's structure and delegation of duties.
- b) List the types of activities charged to this section of the budget.
 - i. This may include, but are not limited to, internal controls, website maintenance, legislative rulemaking, policy and procedure development, budgeting, and payments, etc.
- c) Include a list of the offices and positions that manage the grant.
 - i. Write a list of their primary tasks and responsibilities.
 - ii. You may include titles and position descriptions, but you are not required to include names.
- d) Identify which items your state charges to this category as equipment, supplies, and other, as applicable.

2) Law Enforcement

- a) Provide a summary of your state's RBS law enforcement activities for this period of performance
- b) Summarize the personnel conducting law enforcement activities
 - i. You may include titles and position descriptions, but you are not required to include names.
- c) Identify which items your state charges to this category as equipment, supplies, and other, as applicable
 - i. Please summarize how your state classifies items such as, but not limited to, weapons, radios, life jackets, and other items you may use for RBS law enforcement activities.

3) Education

- a) Describe the boating education requirements and/or opportunities available in your state
- b) Include the method of delivery (online, classroom, etc.) and the targeted demographics, if applicable (adults, high school programs, etc.)
- c) Describe how an education program may be structured and its approved content
- d) Describe all those involved in delivering a course:
 - i. What are their roles?
 - ii. How do they contribute to the program's delivery?
 - iii. What is the level of engagement with the intended audience?
- e) Identify which items your state charges to this category as equipment, supplies, and other, as applicable.

4) Navigational Aides

- a) Explain how your state defines an aid to navigation (ATON)
 - i. Do you have specific markers for state waters?

- ii. Does your state use information aids and how are they delineated, e.g., no wake, slow speed, etc.?
- b) Indicate if your state has a vessel strictly dedicated to ATON maintenance and repairs.
 - i. For example, this might be a vessel that is specifically outfitted to tend to buoy repairs, etc.
- c) Identify and explain if a non-state entity is responsible for your ATON maintenance and repairs.
- d) Identify which items your state charges to this category as equipment, supplies, and other, as applicable.

5) **Boat Registration & Fees**

- a) Describe how the vessel registration process is managed in your state
- b) Clearly identify what entity manages your process
 - i. Explicitly state if this is managed by DMV
 - ii. Provide the website for the entity
 - iii. Include a link directly to the online registration
- c) Include the status of any ongoing improvements to your registration process
 - i. Briefly summarize any progress made during the previous grant cycle
 - ii. Note: This is for our general awareness and better understanding of your state's processes. We know improvements and changes take time to implement.
- d) Describe how funds under this category will be used, e.g., database maintenance, document printing, stickers, etc.
- e) Identify which items your state charges to this category as equipment, supplies, and other, as applicable

6) **Public Access & Construction (if applicable)**

- a) Identify what your state defines as equipment, supplies, and other, as applicable
- b) For each individual public access and/or construction site, include the following information:
 - i. **Need:** State the reason why a new facility is needed, or an existing facility needs to be improved, e.g., reduce congestion or repair damage
 - ii. **Objective:** Provide a concise statement of what the project will accomplish in terms of stated need
 - iii. **Location:** Identify the specific location of the facility to be constructed or improved and provide a map designating the location. The map must be detailed enough so that a person could drive to the location using the map provided.
 - iv. **Approach:** Describe the work and how it will be done. Detailed project site plans and specifications are not needed unless specifically requested by the USCG. If applicable, describe third party arrangements for operation of the facility, including how revenue from any user fees will be handled.

- v. **Estimated Cost:** Provide the work schedule, estimated total cost, and the anticipated cost by year for accomplishing the objectives. The work schedule will include the components of the major structures to be constructed such as boat ramps, parking lots, or toilet facilities.
 - c) Note: public access sites should be open and available to the general public and must provide direct access to the water
- 7) **Pass-Through Entity or Subawarding (if applicable)**
- a) Indicate if your state serves as a pass-through entity for RBS funds.
 - i. Identify if you pass through to another state agency or if you have a separate process to external entities
 - b) States that distribute RBS funds via a subaward process should describe the following, as applicable:
 - i. how subawardees and amounts are determined
 - ii. how applications are requested
 - iii. the subaward review and selection process
 - iv. if the subaward process is intended to target a specific activity or demographic, e.g., law enforcement, education, etc.
 - v. the timeline for the subaward process, including the period of performance for the subrecipients
 - c) States acting as a pass-through entity are required to follow [2 C.F.R. 200 Subpart D – Post Federal Award Requirements: Subrecipient Monitoring and Management](#).
 - d) States **DO NOT** need to include subrecipient applications in your application package to the USCG.
 - e) **DO** include the anticipated total amount of funds to be distributed, and a list of recipients and their awarded dollars amounts, if available at the time of application.
 - i. Note: The timing of state subaward processes are different, and those that are based on an annual formula may not have the ability to include this in the application. It is okay if that information is not yet available.

11. Other Submission Requirements

Please keep your file names short. If the file name is too long, it affects our ability to download it from Grants.gov.

12. Intergovernmental Review

If a state has selected the RBS program for review under Executive Order 12372, the state review process must be followed. A 60-day comment period is provided by Executive Order 12372. Any comments must accompany the application. If the program was not selected for review or no comments were made, this should be indicated in item 16 of the Application for Federal Assistance (SF-424).

13. Funding Restrictions and Allowable Costs

- a.** All expenditures under this program must be for allowable recreational boating safety costs. Please see State RBS Grant Program (State Guide; COMDTPUB 16755.3B).
- b.** Applicants must be aware of the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200.

14. Allowable Costs

a. Pre-Award Costs

States may claim pre-award costs when encumbered within 90 calendar days prior to the effective date of the federal award. Encumbrances occurring more than 90 days prior to the effective date of the federal award require additional written approval from the USCG.

b. Management and Administration (M&A) Costs

Management and administrative costs are allowable, subject to programmatic review.

c. Indirect Facilities and Administrative (F&A) Costs

Indirect costs are allowable. Applicants claiming indirect costs must provide a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) covering the period of performance. The NICRA must be provided at the time of application. Applicants who do not have a current NICRA (including a provisional rate) and wish to charge the de minimis rate must reach out to the USCG for further instructions.

E. Application Review Information

1. Application Evaluation Criteria

a. Financial Integrity Criteria

The USCG before making a federal award, is required by 31 U.S.C. § 3354 (enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117, § 2 (2020)), 41 U.S.C. § 2313, and 2 C.F.R. § 200.206 to review information available through any (OMB-designated repositories of government wide eligibility qualification or financial integrity information, including whether SAM.gov identifies the applicant as being excluded from receiving federal awards. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- 1) financial stability
- 2) quality of management systems and ability to meet management standards
- 3) history of performance in managing federal award
- 4) reports and findings from audits
- 5) ability to effectively implement statutory, regulatory, or other requirements.

b. Supplemental Financial Integrity Criteria & Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold (currently \$250,000):

- 1) The USCG is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS) and is accessible through the [SAM.gov](#) website.
- 2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- 3) The USCG will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review & Selection Process

The Grants Management Branch reviews the application package from eligible applicants for completeness. Once verified, the package is forwarded to the Program Management & Operations Branch for programmatic review. States will be contacted if the application package requires additional information or further explanation. All applications from eligible recipients will be reviewed for approval.

After each application is approved, the Grants Management Specialist will alert the state that their application is “programmatically approved.” The Grants Management Branch will provide the official award documents once the interagency transfer of RBS funds to the USCG is finalized.

Please see **Sections D.1d. Anticipated Award Date** and **F.1. Notice of Award** for more information.

F. Federal Award Administration Information

1. Notice of Award

The AOR and state should carefully read the award package before accepting the federal award. The award package includes instructions on administering the grant

award and the terms and conditions associated with responsibilities under federal awards. **States must accept all conditions in this NOFO, as well as any special terms and conditions in the award package, to receive an award under this program.**

Award documents will include:

- a. Notice of Financial Assistance Award:** This is a DHS award document that shows the official obligation of the current FY allocation to your ASAP account.
- b. Grant Approval Letter:** This is a USCG award document that shows the distribution of your allocation(s) to match the approved federal share of your budget.
- c. Coast Guard Terms & Conditions Financial Agreement:** These are USCG specific terms and conditions that outline your responsibilities per program requirements and federal regulations. These should be reviewed and signed by the appropriate signatory.

2. Pass-Through Requirements

States that serve as a pass-through entity for RBS funds must follow 2 C.F.R. § 200.331 Requirements for pass-through entities. This does not apply to every state program.

3. Administration and National Policy Requirements

a. DHS Standard Terms and Conditions

A recipient of a federal award under this funding opportunity will be required to comply with DHS Standard Terms and Conditions in effect at the time of the federal award. The DHS Standard Terms and Conditions are available online at [DHS Standard Terms and Conditions](#). The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be clearly stated in the federal award package.

4. Reporting

a. Federal Financial Reporting Requirements

- 1) Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#).

- 2) Recipients must submit the FFR **quarterly** throughout the period of performance as detailed in the table below:

<i>Reporting Period</i>	<i>Report Due Date</i>
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

- 3) The final FFR is due within 120 calendar days after the end of the period of performance.
- 4) States are required to comply with the reporting requirements. States must submit an extension request to the USCG for approval **prior** to the reporting deadline. Any report submitted after the published deadline without an approved extension will be considered late.

b. Programmatic Performance Reporting Requirements

- 1) The programmatic reporting schedule for this program is **annual**:

<i>Annual Reporting Period: January 1 – December 31</i>	
Report Name	Due Date
<i>Certification of Numbered Vessels</i>	January 31
<i>Report of Certificates of Number Issued to Boats*</i>	Prior to March 1
<i>Annual Performance Report Part I (narrative)</i>	December 31
<i>Annual Performance Report Part II (statistical data)</i>	December 31

** States should use the most recent version of the CG-3923 with an expiration date of 08/31/26. Older versions are no longer current.*

- 2) Please see **Appendix A: Annual Performance Report Narrative Guidance** for more information.

c. Final Report & Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

- 1) The final request for payment, if applicable
- 2) The final FFR (SF-425)
- 3) The final progress report detailing all accomplishments.
- 4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
- 5) Other documents required by this NOFO, terms and conditions of the award or other USCG Guidance

- 6) If applicable an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After the USCG reviews and approves these reports, it will issue a closeout notice to close out the federal award. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the federal award records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

In addition, pass-through entities are responsible for closing out those subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to USCG during the closeout of their prime award.

The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per 2 C.F.R. § 200.344(d).

d. Disclosing Information per 22 C.F.R. § 180.335

The regulation at 2 C.F.R. § 180.335 requires an applicant to notify the USCG before it enters the federal award if the applicant knows that it or any of the principals (as defined at 2 C.F.R. § 180.995) for the federal award:

- 1) are presently excluded or disqualified
- 2) have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the applicant's principals for one of those offenses within that time period
- 3) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- 4) have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

The regulation at 2 C.F.R. § 180.350 requires a recipient, at any time after entering a federal award, to provide immediate notice to the USCG if the recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. §

180.335 or, due to changed circumstances, the applicant or any of the principles for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

e. Single Audit Report

A recipient that expends \$750,000 or more during the recipient's fiscal year in federal awards (as defined by 2 C.F.R. § 200.1) must have a single audit conducted in accordance with 2 C.F.R. § 200.514 except when it elects to have a program-specific audit conducted in accordance with 2 C.F.R. § 200.501. The audit must be conducted in accordance with 2 C.F.R. Part 200, Subpart F and, as required by 2 C.F.R. § 200.514, in accordance with the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards, which can be found on the [Yellow Book page of the GAO website](#).

5. Monitoring and Oversight

The regulation at 2 C.F.R. § 200.337 provides DHS and any of its authorized representatives with the right of access to any documents, papers, or other records of the recipient that are pertinent to a federal award in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents. Pursuant to this right and per 2 C.F.R. § 200.329, DHS may conduct desk reviews and make site visits to review project accomplishments and management control systems to evaluate project accomplishments and to provide any required technical assistance. During site visits, DHS may review a recipient's or subrecipient's files pertinent to the federal award and interview and/or discuss these files with the recipient's or subrecipient's personnel. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

Pavlo Oborski: Pavlo.Oborski@uscg.mil

H. Other Information

1. Period of Performance Extensions

Extensions to the period of performance under this program are not allowed.

2. Program Income

- a.** Program income means gross income earned by the state that is directly generated by a supported RBS activity or earned because of the RBS award during the

period of performance. Program income includes, but is not limited to, income from fees for services performed, the use of rental of real or personal property acquired under the RBS award, the sale of commodities or items fabricated under the RBS award, license fees and royalties on patents and copyrights associated with the state RBS program, and principal and interest on loans made with RBS award funds.

- b. Per the terms and conditions of the financial agreement, program income is to be spent on allowable state RBS expenditures and applied to the state's share as described in [2 C.F.R. § 200.307\(e\)\(3\)](#).
- c. Program income excludes:
 - 1) interest earned on advances of RBS funds
 - 2) rebates, credits, discounts, and interest earned on any of them
 - 3) taxes, special assessments, levies, fines, and other such revenues raised by the State are not program income.

3. SAM.gov Registration: Beware Third Party Scammers

There is NO FEE to register or maintain your SAM.gov registration.

If you get an email, text, or phone call from a company asking you to contact them right away about your SAM.gov registration, be cautious. If you are asked to pay money to complete or renew your SAM.gov registration, be cautious. **These messages are not from the federal government.** It is **FREE TO REGISTER** in SAM.gov for any entity. You engage third party vendors at your own risk.

Please report these messages to the Federal Service Desk (FSD) at <https://fsd.gov/fsd-gov/home.do>. It will be reviewed by General Services Administration (GSA) staff.

4. State Guide

- a. The State Guide can be found here: <https://uscgboating.org/grants/state-grants-rbs-program.php>.
- b. Please ensure that any “safe downloading” or virus scanning programs do not strip the bookmark and hyperlink functionality of the document.

5. DHS Civil Rights Evaluation Tool

- a. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency.

- b. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool and supporting materials to CivilRightsEvaluation@hq.dhs.gov.
- c. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

Please direct any questions to your Grans Management Specialist

I. Appendices

1. Appendix A: Annual Performance Report Narrative Guidance

Please download Appendix A as a standalone, separate guidance document on the 'Related Documents' tab of the Grants.gov announcement.