



**UNITED STATES
DEPARTMENT OF THE
INTERIOR**

**BUREAU OF LAND
MANAGEMENT**



California Bureau of Land Management WildCorps

NLCS Restoration and Mentoring Interns in the California State Office of the Bureau of Land Management

Project Announcement Number: CA-RFA-07-0006

CFDA Number:

15.231 Fish, Wildlife and Plant Conservation Resource Management

ISSUE DATE: August 13, 2007

CLOSING DATE & TIME

August 24, 2007, 4 PM PST

Contact Information:

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Application preparation time may take several weeks, please start now.

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority:

The Federal Land Policy and Management Act of 1976, as amended. Public Law 94-579, Section 307 (b) states that the Secretary may enter into contracts and cooperative agreements for the management, protection, development, and sale of public lands.

B. Project Background Information:

The California State Office of the Bureau of Land Management (CA-BLM) administers over 10 million acres within the National Landscape Conservation System (NLCS). Nearly all these lands are within California. These NLCS areas are considered the “crown jewels” in BLM’s conservation management. These areas include wilderness areas, Wilderness Study Areas, Wild and Scenic Rivers, National Scenic and Historic Trails, National Monument, National Conservation Areas, and the Headwaters Reserve. All are either Congressionally Designated or were designated through Presidential Proclamation. All of these areas require restoration and on-the ground resource management. And it also requires crews who can work together as a team with the understanding of primitive skills and the ability to hike long distances and camp in a very wilderness environment for long periods of time. In the past the BLM has used the Student Conservation Association (SCA) to complete these tasks because the organization was set up for this purpose.

This project is also intended to use crews of young adults trained in the resource sciences for five or ten month intervals to complete the work. The crews vary in size from 2-8 with a project leader. And work opportunities in the NLCS areas include projects that field office staff might not otherwise be able to undertake. It is also designed as a mentoring tool to allow them to gain experience in the natural resource field.

C. Project Objective

The objectives of this project are three fold; 1) to provide opportunities for young adults to gain hands-on experience in natural resource management in a primitive setting, 2) to accomplish work that is generally not accomplished by the Field Office of BLM because of the remote character, and 3) to actively remedy impacts and improve resource conditions to the NLCS areas by completed a number of tasks including but not limited to trail construction and maintenance, campground maintenance, trash clean-up, invasive weed removal, inventory, wildlife and fisheries habitat restoration, fuels reduction, planning, seeding, sediment and erosion control, user education, water developments, and fence and barrier installations.

D. Benefits to BLM

Assistance for BLM NLCS resource staff as they implement their Resource Management Plans or Activity level plans.

Complete tasks in very remote setting that are required to be completed by law and would be difficult to complete without experienced and trained young adults in backcountry skills.

Enhanced understanding of BLM's conservation mission and program by exposing young adults to work in land management.

Development of an additional potential source of qualified applicants for conservation occupations.

F. Statement of Joint Objectives/Project Management Plan:

The BLM agrees to:

1. Work with the recipient to identify projects.
2. Coordinate with the recipient to develop a mentoring program and develop project lists.
3. Aid when appropriate housing for the crews.
4. Provide safety orientation and training for all government tools, equipment or vehicles.
5. Participate with the recipient in development of training and in selection of interns.
6. Provide payments to the recipient in accordance with Section VI, Financial Support, and Section VII, Payments, of this agreement and applicable OMB and Treasury Regulations.

B. The recipient agrees to:

1. Will recruit, direct, coordinate, and provide training for all members of the Team.
2. Will provide tools and equipment necessary to complete the project.
3. Will provide for a preliminary cleaning of the all BLM Barracks prior to the crew arrival and will provide for a cleaning upon the Teams departure. Other housing accommodations provided by the Bureau will also be cleaned in accordance with local agreed upon standards.
4. Will provide transportation necessary for successful completion of projects.
5. Will provide the Bureau of Land Management with reports and databases on the projects completed to include: maps, GPS coordinates on control points, UTM's, and digital photo documentation, utilizing the "Polygon" system. The format for these reports will be developed in cooperation with the BLM.
6. Will manage project expenses as agreed to.
7. Will provide financial oversight in order to allow the BLM to allocate costs to appropriate cost centers based on the work that was completed.
8. Will be available for resolution of issues related to the Team. .

SECTION II. AWARD INFORMATION

- A. Expected Number of Awards: 20
- B. Estimated Total Program Funding: \$1.5 million for a 5 year period
- C. Award Ceiling: approximately \$700,000.00 for this award period
- D. Assistance Instrument: Cooperative Agreement

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants:

Unrestricted, although Student Conservation Association has been the recipient of this project in the past.

B. Cost Sharing or Matching:

A minimum of \$300,000.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package:

This announcement contains all information required to submit your application. If you need to request a paper copy, please submit your request in writing to: Bureau of Land Management, Attn: Traci D. Thaler, 2800 Cottage Way, W-1834, Sacramento, CA 95825 or fax to: (916) 978-4444

B. Content and Form of Application:

All proposals shall include the following documents in the order listed (from top to bottom).

1. Standard Form 424, Application for Federal Assistance. The person who signs the SF-424 in Block 18 must have the authority to bind the applicant to the terms of the assistance award. (Download the form at: <http://www.grants.gov/sitemap/sitemap.jsp>)
2. SF-424A Budget. (Download the form at: <http://www.grants.gov/sitemap/sitemap.jsp>)
3. SF-424B Assurances - Non-Construction Programs (Download the form at: <http://www.grants.gov/sitemap/sitemap.jsp>)
4. Certifications Regarding Lobbying – Certification for Contracts, Grants, Loans, and Cooperative Agreements. Applies to recipients of awards exceeding \$100,000 (**Attachment A**).
5. Indirect Charges. Most States, Universities and larger non profits have a negotiated indirect cost rate agreement with the Federal Government. This agreement provides the rates approved for use on cooperative agreements, grants, contracts and other agreements with the Federal Government. A copy of the current rate agreement must be submitted with any proposed project. Smaller organizations may not have an agreement with the Federal Government. In these cases the indirect cost rate must be accompanied by a determination from an independent auditing

firm. This determination will include the indirect cost rate, the calculations of the indirect cost rate including the base and indirect costs pools and the associated dollar figures for both. Proposals that fail to document their indirect costs will have those costs disallowed.

6. Proposal Submission Format (**Attachment B**) can be used as an example when submitting your proposal. The Proposal technical text must be no longer than 10 pages, no smaller than font size 11, and have 1-inch margins. The 10-page limit includes *all* text, figures, references, and vitae. (The Budget, Attachment 3, is *not* included in the 10-page limit.) The text should include the following:

- a. Introduction, Purpose, Objectives, and Relevance – (a) Describe why the project is needed by the applicant; (b) Describe the applicant’s objectives; (c) Describe how the applicant’s objectives support their mission and how this project will improve habitat restoration or enhance habitat conditions to support species conservation.
- b. Technical Approach - Describe how the applicant proposes to conduct and achieve the project in accordance with the Statement of Joint Objectives in Section I.D. The project design must contain enough detail to show the development of the project and the between the partners, tasks, milestones, and objectives. The Work Plan must be clear, suitable, and feasible with respect to the following; (a) Describe the techniques, procedures, and methodologies to be used; (b) Describe data collection, analysis, and means of relationship interpretation; (c) Describe expected results or outcomes; and (d) Describe the procedures for evaluating project efficacy, including fixed performance indices with probabilities for obtaining them. Explain how the applicant will meet the completion schedule identified in Section I.D.
- c. Qualifications, Experience, and Past Performance - Describe who will carry out the Project Activities. List all project personnel, including consultants. Describe their responsibilities and the amount of time each will dedicate to the project. Briefly describe how their experience and qualifications are appropriate to successfully achieve the stated objectives.

7. Budget (**Attachment C**). Please include a description of the cost share (cash vs. in kind). The budget should contain the following:

- a. Salaries and Wages. Include all employees and their titles working on the project.
- b. Fringe Benefits. Propose your rates/amounts. If rates are audit approved, include a copy of the audit agreement and/or the name of the audit agency. If more than one rate is used, list each rate and the wage or salary base.
- c. Consultant/Contracting Fees. Include payments for professional and technical consultants and contractors participating in the project.
- d. Travel and Per Diem. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. Per diem rates shall not exceed maximum Federal rates. To view current Federal per diem rates, visit http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC and follow the links to per diem information.

- e. Supplies and Materials. Include consumable supplies and materials to be used in the project, listing each item and quantity individually. Include items of expendable equipment, i.e., equipment costing less than \$500 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Other Costs category (Category G, below).
- f. Services. This should include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services not previously listed.
- g. Other Costs. List equipment items in excess of \$500 and other items not previously listed. Note that equipment items worth less than \$500 or that have a useful life of less than 2 years must be listed in the Supplies and Materials category.
- h. Indirect Charges. If indirect costs will be charged to the grant, complete the table below with your current approved indirect cost rate and the direct costs it will be applied to. A copy of your most recent indirect cost rate must be attached if indirect costs will be requested.

C. Submission Dates and Times:

Applicants are held responsible for their proposals being submitted to the location below as well as electronic submission into “grants.gov” by **August 24, 2007 @ 4:00 p.m. Pacific Daylight Time**. A proposal received after the closing date and time will not be considered for award. If it is determined that a proposal will not be considered due to lateness, the applicant will be so notified immediately. All packages entering the BLM facility are subject to inspection and/or x-ray. Proposal packages may be delivered by hand to the address given below. The BLM – California State Office will accept hand delivered proposals daily, between the hours of 8:00 a.m. and 4:00 p.m., Pacific Standard Time, except Saturdays, Sundays, and Federal holidays.

All proposals will be required to be submitted in **hard copy and electronically** through grants.gov. Most of the required attached forms can be prepared online. Any form that is not available online may be submitted as attachments at the end of the proposal. If you have not registered in grants.gov, go to visit the website www.grants.gov and get started in the registration process. **Application preparation time may take several weeks to get certified.** Once at the website, choose “Get Started” and work through the first 5 steps. In order to complete the SF 424 forms, **everyone** will have to download the free software “pure edge viewer” which is step #2. If you have any questions or problems with the registration process, please contact the grants.gov help desk at 1-800-518-4726.

Please submit **ONE** stapled original proposal and **ONE** stapled copy including attachments to the following address:

Physical/Mailing Address:

Bureau of Land Management
Attn: Traci D. Thaler, GMO
2800 Cottage Way, W-1834
Sacramento, CA 95825
Phone Number: (916) 978-4529
Fax Number: (916) 9784444

Email: tthaler@blm.gov

D. Intergovernmental Review:

This funding opportunity is not subject to Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs”. Applicants subject to EO 12372 must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process. The names and addresses of the SPOC’s are listed in the OMB’s home page at: <http://www.whitehouse.gov/omb/grants/spoc.html>

E. Funding Restrictions:

A cooperative agreement issued by the BLM California State Office, signed by the BLM Grants Management Officer, obligates BLM funds. Notification of a successful proposal does not constitute authority to incur costs. Costs incurred prior to receipt of a signed cooperative agreement will not be reimbursed. Once the cooperative agreement for a successful proposal has been signed by the BLM GMO, the recipient may incur costs as specified in their proposed and approved budget submittal.

Funding for the first year does not guarantee funding in subsequent years. A new proposal must be submitted for subsequent years.

SECTION V. APPLICATION REVIEW INFORMATION

A. Criteria

1. Purpose, Objectives, and Relevance.

- a. The proposal adequately describes why the project is needed by the recipient.
- b. The objectives are well defined, measurable, and realistic for the project’s anticipated timeframe.
- c. The benefits support the mission of the recipient and can be tied to a BLM Performance Measure.

2. Technical Approach.

- a. The project design contains enough detail to show the development of the project and the relationship between the partners, tasks, milestones, and goals. The roles and responsibilities of each partner are clearly articulated. The milestones are clear, and supported by a well thought-out schedule that supports the work to be accomplished for the duration of the project.
- b. The proposed project’s importance/relevance and applicability are tied to the program goals. Is there value and importance to the program goals?
- c. The Work Plan objectives are clear, suitable, and feasible with respect to the following:
 - (1) Techniques, procedures, and methodologies;
 - (2) Data collection, analysis, and means of interpretation;
 - (3) Expected results or outcomes; and

(4) Procedures for evaluating project efficacy, including fixed performance indices with probabilities for obtaining them.

d. The project proposal work plan is designed to produce the proposed outcomes and outputs. The outcomes are clearly stated and tied to intermediate outcomes as stated in the solicitation.

3. Qualifications, Experience, Past Performance.

a. The qualifications and experience of the organization are evident, and appear to be adequate to achieve project goals and objectives.

b. The qualifications and experience of the Project Director/Principal Investigator to be assigned for direct work on the project are evident, and appear to be adequate to achieve project goals and objectives and will be available for work on this agreement.

c. The applicants past and current assistance awards show they have completed project goals.

4. Budget.

a. The budget line items are appropriate, reasonable, allowable, well justified and commensurate with the level of effort needed to accomplish the project objectives.

b. The budget breakdown or narrative provides adequate justification for each budget category used. If equipment is requested by the applicant is it fully justified and necessary for the performance and completion of the project?

c. The applicant and other counterpart's cash and in-kind matching funds or contributions are acceptable.

B. Review and Selection Process

Proposals will be reviewed by BLM personnel. All proposals for funding will be considered using the criteria outlined above. Upon request, a summary of the review panel comments will be provided to the applicant.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices:

If the applicant's proposal is selected for award, Bureau Form 1511-1, Assistance Agreement, will be sent for signature. Work can not begin before the awardee receives a fully executed copy of the Bureau Form 1511-1 approved by the Grants Management Officer. Unsuccessful applicants will be notified by letter.

B. Administrative and National Policy Requirements:

1. Office of Management and Budget (OMB) Circulars

By accepting Federal assistance, your organization agrees to abide by the applicable OMB

Circulars in the expenditure of Federal funds and performance under this program.

OMB Circular A-21, "Cost Principles for Educational Institutions"

http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

OMB Circular A -110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations"

<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

OMB Circular A-122, "Cost Principles for Nonprofit Organizations"

http://www.whitehouse.gov/omb/circulars/a122_2004.html

OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

2. Standard Award Terms and Conditions

This agreement incorporates the Standard Award Terms and Conditions found at the following Department of the Interior website as if they were given here:

<http://www.doi.gov/pam/TermsandConditions.html> Upon request, the GMO will provide the recipient a copy.

Standard Award Terms and Conditions:

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

- Program legislation/regulation.
- Special terms and conditions.
- Code of Federal Regulations/Regulatory Requirements, as applicable (Contact your program officer with any questions regarding the applicability of the following):

43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs

43 CFR 12(E) Buy American Requirements for Assistance Programs

43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local

43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations

43 CFR 43 Governmentwide Requirements for a Drug-Free Workplace

43 CFR 42 Governmentwide Debarment and Suspension (Nonprocurement)

43 CFR 18 New Restrictions on Lobbying

3. Compliance With Buy American Act.

a. Notice: Pursuant to sec. 307 of the Omnibus Consolidated Appropriations Act of 1997, Public Law 104-208, 110 Stat. 3009, please be advised of the following:

In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

b. Recipient agrees to follow the requirements in 43 CFR Part 12, Subpart E, Buy American Requirements for Assistance Programs.

4. Opposition to Any Legislation. In accordance with the Department of the Interior, Environment, and Related Agencies Act, 2006, Title IV, Section 402, No part of any appropriation contained in this Act shall be available for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete other than to communicate to Members of Congress as described in 18 U.S.C. 1913.

5. Endorsements. Recipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

A recipient further agrees to include this provision in a subaward to and subrecipient, except for a subaward to a State government, a local government, or to a federally recognized Indian tribal

government.

6. Retention and Access Requirements for Records. All recipient financial and programmatic records, supporting documents, statistical records, and other grants-related records shall be maintained and available for access in accordance with 43 CFR Subpart C, Section 12.82 for State, local and Indian tribal governments or Subpart F, Section 12.953 for institutions of higher education, hospitals, other non-profit and all other organizations.

7. Increasing Seat Belt Use. Recipients of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

8. Special Terms and Conditions.

a. Order of Precedence. Any inconsistency in the agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 43 CFR Part 12; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; and (e) all agreement sections, documents, exhibits, and attachments; (f) and the recipient's project proposal.

b. Amendments. The agreement may be amended by written agreement signed by both the recipient's Authorized Representative and the GMO. Administrative changes (i.e. GMO name change, deobligation of excess funds at the end of the agreement, etc.) which do not change the project management plan, NTE amount, etc. or otherwise affect the recipient may be signed unilaterally by the GMO. Additionally, a unilateral amendment may be utilized if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR, Subpart C, Section 12.83 for State, local and Indian tribal governments or Subpart F, Section 12.961 for institutions of higher education, hospitals, other non-profit and all other organizations.

All other changes shall be made by means of a bilateral amendment to the agreement. No oral statement made by any person, or written statement by any person other than the GMO, shall be allowed in any manner or degree to amend or otherwise effect the terms of the agreement.

All requests for amendment of the agreement shall be made in writing, provide a full description of the reason for the request, and be sent to the attention of the GMO. Any request for project extension shall be made at least 30 days prior to the expiration date of the agreement or the expiration date of any extension period that may have been previously granted. Any determination to extend the period of performance or to provide follow-on funding for continuation of a project is solely at the discretion of the BLM.

c. Budget and Program Plan Revision. The budget plan is the financial expression of the project or program as approved during the award process. Recipients are required to report deviations from budget and program plans and request prior approval for budget

and program plan revisions. Recipients are not required to request prior approval for deviations among approved direct cost categories when the cumulative amount of the transfer is less than 10 percent of that cost category. However, the recipient must report any deviation to the GMO and Program Officer (PO).

d. Audit Requirements. Non-Federal entities that expend \$500,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, which is available at http://www.whitehouse.gov/omb/grants/grants_circulars.html. Federal awards are defined as Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. They do not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Non-Federal entities that expend less than \$500,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, except as noted in A-133, § 215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this agreement are found at 43 CFR 12.66 or 43 CFR 12.926, as applicable. General guidance on the single audit process is included in a pamphlet titled, "Highlights of the Single Audit Process" which is available on the internet at <http://www.dot.gov/ost/m60/grant/sincontact.html>. Additional information on single audits is available from the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/>.

e. Metric Conversion. All performance and final reports, other reports, or publications, produced under this agreement, shall employ the metric system of measurements to the maximum extent practicable. Both metric and inch-pound units (dual units) may be used if necessary during and transition period(s). However, the recipient may use non-metric measurements to the extent the recipient has supporting documentation that the use of metric measurements is impracticable or is likely to cause significant inefficiencies or loss of markets to the recipient, such as when foreign competitors are producing competing products in non-metric units.

f. Officials Not to Benefit. No member of or delegate to Congress, or resident commissioner, shall be admitted to any share of this agreement, or to any share of this agreement, or to any benefit arising from it. However, this clause does not apply to this agreement to the extent that this agreement is made with a corporation's general benefit.

g. Deposit of Publications. In addition to any requirements listed in the Project Management Plan, two (2) copies of each applicable publication produced under this agreement shall be sent to the Natural Resources Library with a transmittal that identifies the sender and the publication, and states that the publication is intended for deposit in the Natural Resources Library. Publications shall be sent to the following address:

U.S. Department of the Interior

Natural Resources Library
Interior Service Center
Gifts and Exchanges Section
1849 C Street, N.W.
Washington, D.C. 20240

h. Reimbursable Costs and Limitations

The recipient shall not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the expiration date stated in the agreement.

The only costs which are authorized for a period of up to 90 days following the award expiration date are those strictly associated with closeout activities for preparation of the final report.

The BLM's financial participation is limited. The BLM will only fund up to its share of those amounts requested in the project proposal and as are subsequently approved and funded in the agreement. The recipient shall not be obligated to continue performance under the agreement or to incur costs in excess of the costs set forth in the proposal and subsequent agreement. However, if the recipient chooses to expend funds in excess of the approved project budget, the recipient will be responsible to fund the excess without funding participation by the Bureau.

i. Inspection. The BLM has the right to inspect and evaluate the work performed or being performed under this agreement, and the premises where the work is being performed, at all reasonable times and in a manner that will not unduly delay the work. If BLM performs inspection or evaluation on the premises of the recipient or a subrecipient, the recipient shall furnish and shall require sub-recipients to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

j. Copyrights.

1. For recipients subject to the administrative standards set forth in OMB Circular A-110, the following copyright provision, as implemented by 43 CFR 12.936(a), shall apply:

“The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The Federal awarding agency(ies) reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.”

2. For recipients subject to the administrative standards set forth in OMB Circular A-102 and the Grants Management Common Rule, the following copyright provision, as implemented by 43 CFR 12.74, shall apply:

“The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

(a) The copyright in any work developed under a grant, subgrant, or contract under a

grant or subgrant; and

(b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.”

k. Rights to Data. For recipients subject to the administrative standards set forth in OMB Circular A-110, the following provision, as implemented by 43 CFR 12.936(c), shall apply:

”The Federal Government has the right to:

(1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.”

9. Central Contractor Registration (CCR).

Prior to award the Recipient shall register and maintain their own information with Dun & Bradstreet and the Central Contractor Registration System.

Obtain a valid Dun & Bradstreet Number (D&B) from Dun & Bradstreet @ <http://www.dnb.com> or by calling them at 800-333-0505.

Register on the Central Contractor Registration System (CCR) @ <http://www.ccr.gov>

10. Payments

1. Financial Management Service’s (FMS), Automated Standard Application for Payment (ASAP) System. If recipient is registered in ASAP payments will be made through that system.

Payments will be made by the United States Department of Treasury, FMS, ASAP system. ASAP is a recipient-initiated, on-line payment and information system for Financial Assistance Agreements that is recipient initiated. The recipient will request federal funds that are due directly from the Federal Reserve Bank on a reimbursable basis.

The ASAP Requestor ID, furnished by the Department of Treasury, will be used to access the account to request reimbursement payments. The BLM GMO will create an ASAP Account ID unique to this agreement. The first nine characters will be the agreement number (reference block 1 of agreement cover page, BLM Form 1511-1). The remaining three characters will identify BLM funding line items. Drawdown of funds will be taken from specific lines on this agreement. An amendment will be stamped to indicate the appropriate line number for the drawdown.

2. Electronic Funds Transfer Payments

Recipients not registered in ASAP will be reimbursed by the Government by electronic funds transfer (through the Treasury Fedline Payment System (FEDLINE) or the Automated Clearing

House (ACH)). Recipients not registered in ASAP at this time will be required to register and receive payment through that system at a later date.

The recipient will be entitled to reimbursement or advance payment at least quarterly upon submission of an original Request for Advance or Reimbursement, Standard Form (SF) 270 to the GMO. Payments shall be governed by the provisions of 43 CFR, Subpart C, Section 12.61 and 12.81 for State, local and Indian tribal governments or Subpart F, Section 12.922 and 12.952 for institutions of higher education, hospitals, other non-profit and all other organizations.

If advance payments are made the recipient must submit a SF 269A, Financial Status Report (Short Form), (*Down load the form at:* http://www.whitehouse.gov/OMB/grants/grants_forms.html) to the GMO within 30 working days following the end of each quarter.

3. Drawdowns. Treasury Circular 1075 (31 CFR 205) requires that "cash advances to a recipient organization shall be limited to the minimum amounts needed and shall be timed to be in accord only with the actual, immediate cash requirements of the recipient organization in carrying out the purpose of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursements by the recipient organization for direct program costs and the proportionate share of any allowable indirect costs if allowable."

11. Property Management and Disposition.

Any BLM property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 43 CFR, Subpart C, Section 12.84 through 12.74 for State, local and Indian tribal governments or Subpart F, Section 12.930 through 12.937 for institutions of higher education, hospitals, other non-profit and all other organizations. The BLM assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act [28 U.S.C. 1346(b), 2401(b), 2671 - 2680, as amended by P.L. 89-506, 80 Stat. 306]".

C. REPORTING.

A. For ASAP Recipients:

Financial Status Reports: Reports of expenditures are required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The recipient shall submit a completed original and one copy of the quarterly FSR, the SF 269A, Financial Status Report (Short Form), (*Down load the form at:* http://www.whitehouse.gov/OMB/grants/grants_forms.html) to report the status of funds for this agreement. In addition include separately, detailed information of costs, by budget categories that reflects the approved SF 424A, Budget Information. The quarterly report(s) shall be sent to the GMO and are due 30 calendar days after the end of the quarterly reporting period. The recipient will report program outlays and program income on a cash basis.

An original and one copy of the final FSR is due to the GMO no later than 90 calendar days after the expiration or termination of this agreement.

Recipients who are placed on agency review, shall submit an original and one completed copy of the SF 269A, Financial Status Report (Short Form), (*Down load the form at:* http://www.whitehouse.gov/OMB/grants/grants_forms.html) to report the status of funds for each payment requested before reimbursement payments are made. In addition include separately, detailed information of costs, by budget categories that reflects the approved SF 424A, Budget Information. This does not relieve the recipient of the quarterly FSR requirement unless reimbursement is only requested on a quarterly basis.

The GMO may review the report for patterns of cash expenditures, including accelerated or delayed drawdowns, and to assess whether performance or financial management problems exist. Before submitting FSRs to the GMO, grantees must ensure that the information submitted is accurate, complete, and consistent with the grantee's accounting system. The recipient's Authorized Certifying Official's signature on the FSR certifies that the information in the FSR is correct and complete and that all outlays and obligations are for the purposes set forth in agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

B. For ACH Recipients:

Financial Status Reports: Reports of expenditures are required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The recipient shall submit a completed original and one copy of the quarterly FSR, the SF 269A, Financial Status Report (Short Form), (*Down load the form at:* http://www.whitehouse.gov/OMB/grants/grants_forms.html) to report the status of funds for this agreement. In addition include separately, detailed information of costs, by budget categories that reflects the approved SF 424A, Budget Information. The quarterly report(s) shall be sent to the GMO and are due 30 calendar days after the end of the quarterly reporting period. The recipient will report program outlays and program income on a cash basis.

An original and one copy of the final FSR is due to the GMO no later than 90 calendar days after the expiration or termination of this agreement.

The GMO may review the report for patterns of cash expenditures, including accelerated or delayed drawdowns, and to assess whether performance or financial management problems exist. Before submitting FSRs to the GMO, grantees must ensure that the information submitted is accurate, complete, and consistent with the grantee's accounting system. The recipient's Authorized Certifying Official's signature on the FSR certifies that the information in the FSR is correct and complete and that all outlays and obligations are for the purposes set forth in agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

C. Performance Reports:

Recipient shall submit an original and one copy of the quarterly performance report(s) to the GMO within 30 days after the end of the quarterly reporting period. The performance report must be prepared in accordance with 43 CFR, Subpart C, Section 12.80 for State, local and Indian tribal governments or Subpart F, Section 12.951 for institutions of higher education, hospitals, other non-profit and all other organizations. The performance report shall include a

narrative summary both of completed activities and activities in progress, a calculation of percent of completed work based on work identified in the Project Management Plan, the reason for slippage if objectives or milestones are not met, a prediction of future activities and how they will be accomplished, and a discussion of issues and problems which may impact the ability to complete the work on time. Recommendations to overcome problems shall also be provided.

In lieu of the fourth quarter performance report an annual program performance report shall be submitted at the end of each year of the agreement. An original and one copy shall be submitted to the GMO no later than 90 days following the end of each year of the agreement. Copies of this report may be required to be included with any application for continuing support of the agreement

An original and one copy of the final program performance report shall be submitted no later than 90 days following the expiration or termination of the agreement.

D. Non-compliance:

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award.

Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and withholding of future awards.

Special Terms and Conditions

Performance of this grant/cooperative agreement requires recipient/subrecipient personnel to have a Federal government-issued personal identification card before being allowed unsupervised access to a DOI facility and/or information system. The Program Officer will be the sponsoring official, and will make the arrangements for personal identify verification and card issuance.

At least two weeks before start of grant/cooperative agreement performance, the recipient will identify all recipient and subrecipient personnel who will require physical and logical access for performance of work under this grant/cooperative agreement. The recipient and subrecipient must make their personnel available at the place and time specified by the Program Officer in order to initiate screening and background investigations. The following forms, or their equivalent, may be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF 306
- Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the recipient or subrecipient, as applicable)
- Release to Obtain Credit Information
- PIV card application (web-based)

Recipient and subrecipient employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the recipient or subrecipient personnel being screened or investigated in person, by telephone or in writing, and the recipient agrees to make them available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further clearance may not be necessary. Provide the sponsoring office with documentation that supports the individual's status.

During performance of the grant/cooperative agreement, the recipient will keep the Program Officer apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the Program Officer, Grants Management Officer, and Issuing Office within 24 hours. Replacement will be at the recipient's expense. If reissuance of expired credentials is needed, it will be coordinated through the Program Officer.

At the end of grant/cooperative agreement's performance, or when a recipient/subrecipient employee is no longer working under this grant/cooperative agreement, the recipient will ensure that all identification cards are returned to the Program Officer. Before starting work under this agreement, a National Agency Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.

Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the recipient and the Government concerning the suitability of an individual to perform work under this grant/cooperative agreement, DOI shall have the right of final determination.

This requirement must be incorporated into any sub-grants/cooperative agreements that require subrecipient personnel to have unsupervised access to a Federally controlled facility for more than 180 calendar days or unsupervised access to a Federally controlled Level 3 or 4 information system.

Department of the Interior Computer Security and Awareness Training Requirement is also a requirement of all recipient personnel working in a federally controlled facility.

SECTION VII. AGENCY CONTACTS

For administrative questions contact: Bureau of Land Management, Traci Thaler, Grants Management Officer (GMO), 2800 Cottage Way, W-1834, Sacramento, CA 95825; Phone: (916) 978-4529 or FAX (916) 978-4444; e-mail: tthaler@blm.gov.

Alternate: Bureau of Land Management, Julia Lang, Procurement Analyst, 2800 Cottage Way, W-1834, Sacramento, CA 95825; Phone: (916) 978-4527 or FAX (916) 978-4444; e-mail: julang@blm.gov.

For programmatic questions: Bureau of Land Management, Paul Brink, NLCS Coordinator, 2800 Cottage Way, W-1834, Sacramento, CA 95825; Phone: (916) 978-4645 or FAX (916) 978-4657; e-mail: pbrink@ca.blm.gov

-- END OF PROGRAM ANNOUNCEMENT --

**U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CERTIFICATION FOR FEDERAL ASSISTANCE**

Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements. Applies to recipients of awards exceeding \$100,000.

This certification is required by Section 1352, title 31, U.S. Code, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions."

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Signature & Date _____

Typed name and title _____

Applicant/Recipient _____

ATTACHMENT B

PROPOSAL SUBMISSION FORMAT

Please read the announcement carefully before completing this information.

SECTION 1. PURPOSE, OBJECTIVES, AND RELEVANCE

- A. Describe why the project is needed by the applicant.**
 - B. Describe the applicant's objectives.**
 - C. Describe how the applicant's objectives support their mission and how this project will improve habitat restoration or enhance habitat conditions to support species conservation.**
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SECTION II. TECHNICAL APPROACH

Describe how the applicant proposes to conduct and achieve the project in accordance with the Statement of Joint Objectives in Section I. The project design must contain enough detail to show the development of the project and the relationship between the partners, tasks, milestones, and objectives. The Work Plan must be clear, suitable, and feasible with respect to the following; (a) Describe the techniques, procedures, and methodologies to be used; (b) Describe data collection, analysis, and means of interpretation; (c) Describe expected results or outcomes; and (d) Describe the procedures for evaluating project efficacy, including fixed performance indices with probabilities for obtaining them.

Explain how the applicant will meet the completion schedule identified in Section I.

SECTION III. QUALIFICATIONS, EXPERIENCE, PAST PERFORMANCE

Describe who will carry out the Project Activities. List all project personnel, including consultants. Describe their responsibilities and the amount of time each will dedicate to the project. Briefly describe how their experience and qualifications are appropriate to successfully achieve the stated objectives.

SECTION IV - BUDGET

This is a suggested format for the applicant to use for the detailed budget/costs breakdown. Each cost item should clearly show how the total charge for that item was determined. All major costs should be listed in budget categories similar to those listed below, and all cost items should be explained in the Budget Summary and Justification (Section 4).

Attachment C

BUDGET

This is a suggested format for the applicant to use for the detailed budget/costs breakdown. Each cost item should clearly show how the total charge for that item was determined. All major costs should be listed in budget categories similar to those listed below, and all cost items should be explained in the Budget Summary and Justification (Section 4).

A. SALARIES AND WAGES. Provide the names and/or titles of key project personnel.							
Name/Title of Position	Full Time Monthly Salary	% FTE	No. of Months	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
	\$			\$	\$	\$	\$
	\$			\$	\$	\$	\$
	\$			\$	\$	\$	\$
	\$			\$	\$	\$	\$
	\$			\$	\$	\$	\$
Subtotal				\$	\$	\$	\$

B. FRINGE BENEFITS. If more than one rate is used, list each rate and the wage or salary base.					
Rate	Salary or Wage Base	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
% of	\$	\$	\$	\$	\$
% of	\$	\$	\$	\$	\$
% of	\$	\$	\$	\$	\$
% of	\$	\$	\$	\$	\$
Subtotal		\$	\$	\$	\$

C. CONSULTANT/CONTRACTING FEES. This should include payments for professional and technical consultants participating in the project.						
Name and type of Consultant	# of Days	Daily Rate of Compensation	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$

Subtotal	\$	\$	\$	\$
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D. TRAVEL AND PER DIEM. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. Per diem rates shall not exceed maximum Federal rates. To view current Federal per diem rates, visit <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeld=8203&channelId=-15943> and follow the links to per diem information.

From/To	No. of People	No. of Travel Days	Per diem (lodging and meals) per person per day	Total per diem (lodging and meals) for this trip	Transportation costs (airfare and mileage) <u>per person</u>	Total transportation costs (airfare and mileage) <u>for this trip</u>	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$	\$	\$
Subtotal							\$	\$	\$	\$

E. SUPPLIES AND MATERIALS. Include consumable supplies and materials to be used in the project, listing each item and quantity individually. Include items of expendable equipment, i.e., equipment costing less than \$500 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Other Costs category (Category G, below).

Item	# of items	Cost	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Subtotal			\$	\$	\$	\$

F. SERVICES. This should include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services not previously listed.

Item	Method of Computation	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal		\$	\$	\$	\$

G. OTHER COSTS. List equipment items in excess of \$500, and other items not previously listed. Note that equipment items worth less than \$500 or that have a useful life of less than 2 years must be listed in the Supplies and Materials category.

Item	Cost	Grant Funds	Match / Cost Share (if any)	Third Party Share (if any)	Total
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Subtotal		\$	\$	\$	\$

H. INDIRECT COSTS. If indirect costs will be charged to the grant, complete the table below with your current approved indirect cost rate and the direct costs it will be applied to. A copy of your most recent indirect cost rate must be attached if indirect costs will be requested.		
* The Direct Costs from items 1 -- 6 to which the indirect cost rate applies	Current Approved Indirect Cost Rate Percentage (%)	Indirect Cost Rate Amount
\$	%	\$

Budget Justification. Provide a brief narrative justification of all cost items, including matching funds, listed in the budget. Be specific and explain why these items are necessary to accomplish the grant objectives. If the project involves travel costs, include a brief summary of each trip (for example, Project Director and two students will fly from Hometown to Someplace and stay three days to examine Someplace Museum’s collection). **Note: Travel is limited to this project only. If purchasing or renting computer equipment or other large budget items follow the procedures in 43CFR, Subpart C, Section 12.76 for State, local and Indian tribal governments or Subpart F, Section 12.940 through 12.948 for institutions of higher education, hospitals, other non-profit and all other organizations, as applicable.**