

NOTICE OF FUNDING OPPORTUNITY

Funding Agency: Naval Facilities Engineering Systems Command Southwest (NAVFAC SW)

Funding Instrument: Cooperative Agreement

Funding Opportunity Number: N62473-24-2-0004

Assistance Listing Number: 12.300

Program Authority: 16 U.S.C. 670c-1 Sikes Act

Issue Date: 7 June 2024

Application Due Date: 17 July 2024

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I. Funding Opportunity Description

The purpose of this Cooperative Agreement is to provide for Mexican Spotted Owl (MSO) surveys at Naval Observatory Flagstaff Station (Station). In order to accomplish this objective, the Cooperator shall conduct presence/absence surveys for MSOs at the same MSO calling stations censused from 2006 to 2023. The Cooperator shall follow the same survey methodology and calling routes as described in Johnson et al. (2007). All surveys will be designed and conducted in accordance with the current approved USFWS MSO protocol (USFWS 2003). The Cooperator shall document the age, sex, and activity (calling, foraging, roosting, etc.) of all MSOs or any other owl species detected during surveys. The Cooperator shall possess a current federal endangered species permit from the USFWS authorizing the Cooperator to conduct MSO surveys. Please see the statement of work, provided as a separate document, for a full description of the project.

Estimated Total Funding: \$60,970.00

Estimated Number of Awards: (1)

Item	Anticipated Funding
Base Period (36 Months from Date of Award)	\$29,065.00
Option Period 1 (24 Months from end of Base Period)	\$31,905.00
Total Potential Value	\$60,970.00

Contact Information: Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact the Grant Officer, Kevin Magennis, kevin.e.magennis.civ@us.navy.mil.

Instructions to Applicants:

The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov.

Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. Applications may be submitted electronically via email or through Grants.gov.

Applicants shall have a Unique Entity Identification (UEI) number, registration with the System of Award Management (SAM), and registration with Grants.gov, if submitting application through Grants.gov.

See Section IV of the Funding Opportunity Announcement for complete application submission information.

II. Award Information

This Funding Opportunity Announcement is for a competed, multiyear cooperative agreement. The period of performance is up to (60 months – total including two (2) budget periods) from the date of award with a base period of (36 months) and (one (1) 24-month Budget Period). The exercise of the Option Period is subject to the availability of funds and may be awarded unilaterally. The Government reserves the right to not award the Option Period.

Item	Period of Performance	Anticipated Award Date
Base Period	36 Months from Date of Award	TBD
Option Period 1	24 Months from the end Base Period	Last 6 months of the Base Period

Significant Dates and Times		
Event	Date	Time
Full Applications Due	July 17, 2024	2:00 PM
Notification of Selection for Award	August 15, 2024**	4:00 PM
Start Date of Cooperative Agreement	September 17, 2024**	8:00 AM

** Notification of Selection for Award and Start Date of Cooperative Agreement Dates are subject to change

III. Eligibility Information

1. Eligible Applicants

Any Cooperative Ecosystem Studies Unit (CESU) Californian or Desert Southwest cooperative partner who qualifies under the DoDGARS Part 34 or 2 CFR 200 is eligible to apply. Please see applicable terms and conditions, provided as a separate attachment.

2. Cost Sharing or Matching

Cost sharing [] is or [x] is not required.

IV. Application and Submission Information

1. Address to Request Application Package

Application packages can be obtained electronically at Grants.gov as detailed below or by contacting the individual listed in Section VII Agency Contact(s).

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants", and then select "Download Grant Application Package". Enter the funding opportunity number (N62473-24-2-0004).

NOTE: You will not be able to download the Application Package unless you have installed Adobe Acrobat Reader. Adobe Reader is available for free to download from the Download Software page http://grants.gov/help/download_software.jsp.

2. Content and Form of Application Submission

Applicants shall submit applications electronically. The applicant shall complete the mandatory and applicable forms by accessing the forms as noted in IV, 1 "Address to Request Application Package".

Content and Form of Application

FORM: SF 424 (R&R)

Completion of SF-424 Fields First. The Adobe Reader forms are designed to fill in common required fields such as the applicant name and address, UEI number, etc., on all Adobe Reader forms. **To trigger this feature, an applicant must complete the SF-424 information first.** Once it is completed the information will transfer to the other forms. You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.

FORM: RESEARCH & RELATED SENIOR/KEY PERSONNEL (EXPANDED)

Complete all the required fields in accordance with the pop-up instructions on the form.

Biographical Sketch: Attach resume(s) of key personnel. The Applicant shall provide type written resumes, not to exceed 3 pages, single spaced with 12pt font for the project manager(s) and field assistants proposed for this project. Resumes must state qualifications, experience with this type of project, professional registration and certificates. See Section V. Application Review Information for detailed information required per resume and minimum qualifications required.

FORM: RESEARCH AND RELATED BUDGET

Complete the Research and Related Budget form in accordance with the instructions on the form. You must provide a detailed cost breakdown of all costs, by cost category, by the funding periods described below, and by task/sub-task corresponding to the task number in the proposed Statement of Work. Options (if applicable) must be separately priced. The form will generate a cumulative budget for the total project period. You must complete all the mandatory information on the form before the NEXT PERIOD button is activated. You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and meet all the criteria for allowability under the applicable Federal cost principles. The budget should adhere to the following guidelines:

The budget should be driven by program requirements. Elements of the budget should include:

Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.

Indirect Costs - Fringe benefits, overhead, G&A, COM, etc. (must show base amount and rate).

Travel - Number of trips, destination, duration, etc.

Subcontract/subaward - A cost proposal as detailed as the applicant's cost proposal will be required to be submitted by the subcontractor. If applicable, include in Research & Related Subaward Budget Attachment Form.

Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Strong justification must be provided, and consultants are to be used only under exceptional circumstances where no equivalent expertise can be found at a participating university. Provide budget justification.

Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.).

Other Direct Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/Applicant (justifications must be provided when Government funding for such items is sought). Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.).

Budget Justification: Provide the required supporting information for the cost elements as shown above (see Research & Related Budget instructions) and listed as follows: indirect cost, travel, consultant, materials, and other direct costs. Provide any other information you wish to submit to justify your budget request.

FORM: SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

If applicable, complete SF- LLL. Applicability: 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 the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

3. Submission Dates and Times

Timeline for Review:

We request that submissions be submitted by July 17, 2024 2:00 PM PDT. This opportunity will remain open until an investigator team is selected. Submissions received after July 17, 2024 2:00 PM PDT will be deemed "late" and may not be considered. Please submit requests for information/questions no later than July 10, 2024 2:00 PM PDT.

For applications submitted through Grants.gov and handling of late applications:

After an application is submitted through Grants.gov, the Authorized Organization Representative (AOR) will receive a series of three e-mails. It is extremely important that the AOR watch for and save each of the e-mails. You will know that your application has reached NAVFAC SW when

the AOR receives e-mail Number 3. You will need the Submission Receipt Number (e-mail Number 1) to track a submission. The three e-mails are:

Number 1 – The applicant will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp for the submission.

Number 2 – The applicant will receive an e-mail indicating that the application has been validated by Grants.gov within a few hours of submission. (This means that all of the required fields have been completed.)

Number 3 – The third notice is an acknowledgment of receipt in e-mail form from the designated agency within ten days from the application due date. For applications the e-mail is sent to the authorized representative for the institution. The e-mail for applications notes that the application has been received and provides the assigned tracking number. Hard copy submissions will receive only e-mail number 3.

Late Applications may be accepted.

4. Funding Restrictions

Reimbursement of pre-award cost will [] or will not [x] be allowed.

5. Other Submission Requirements

Applications may be submitted electronically through Grants.gov (see note 1 below) or direct Kevin Magennis kevin.e.magennis.civ@us.navy.mil

NOTE 1 - Registration Requirements for Grants.gov: There are several one-time actions an organization must complete in order to submit an application through Grants.gov (e.g., obtain a Unique Entity ID (UEI) number, register with the credential provider, and register with Grants.gov). See http://grants.gov/applicants/get_registered.jsp to begin this process. Applicants, who are not registered with Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

Customer Support: Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. The Contact Center is open from 7:00 a.m. to 9:00 p.m. Eastern time, Monday through Friday, except federal holidays, to address Grants.gov technology issues. If you are experiencing difficulties with your submission it is best to call the customer support desk and get a case number. The case number will assist the NAVFAC SW with tracking your issue and provide background information on the issue.

VERY IMPORTANT – Download Adobe Acrobat Reader: Adobe Reader is available for free to download from the Download Software page http://grants.gov/help/download_software.jsp.

V. Application Review Information

All requirements listed are minimum requirements. Information provided must be recent (within last seven (7) years) and relevant. Applicants will be assessed on their ability to adhere to the listed requirements, follow directions, comply with restrictions and provide quality control on their submittals. All page limits refer to 12 point font and single spaced one-sided pages.

Factor 1 – Credential of Key Personnel

The Applicant shall provide type written resumes, not to exceed 3 pages, single spaced with 12pt font for the one project manager and all field assistants proposed for this project. Resumes must state qualifications, experience with this type of project, professional registration and certificates.

The Applicant shall submit evidence of the following technical requirements/qualifications of their personnel. Copies of permits and licenses (not included in page totals) shall be submitted with resumes. Experience must be demonstrated and described in resumes with details including hours and activities. Experience must be equivalent to the full-time requirements described in the Scope of Work.

- a. Project Manager: The Applicant shall designate one person as responsible for ensuring that provisions are in place project and personnel supervision, quality control and meeting of reporting requirements on a daily basis. This person shall have, at the minimum:
 1. Bachelor of Science degree in zoology, biology, ecology, wildlife management or a related field experience from an accredited college or university.
 2. Three (3) years of relevant field monitoring experience (MSO) and USFWS Authorized Biologist (MSO), including experience in supervising field crews.
 3. Three years of local experience in identifying and sampling MSO.
- b. Field Technician. This person shall have, at the minimum:
 1. A Bachelor of Science degree in zoology, biology, ecology, wildlife management, botany, landscape architecture or horticulture or other related field from an accredited college or university.
 2. A thorough understanding of regulations regarding MSO.
 3. Due to the complexity of work, the Recipient and/or his/her representatives must have the following minimum qualifications:
 1. All required state and federal permits, such as the U.S. Fish and Wildlife Service 10 (a)(1)(A) permit to conduct the activities stated in this Agreement. A copy of all required permits or evidence of renewable permits must be submitted with the proposal.
- c. Due to the complexity of work, the Recipient and/or his/her representatives must have the following minimum qualifications:
 1. All required state and federal permits, such as the U.S. Fish and Wildlife Service 10 (a)(1)(A) permit to conduct the activities stated in this Agreement. A copy of all required permits or evidence of renewable permits must be submitted with the proposal.

Factor 2 – Planned Approach – The Applicant shall provide a brief summary not to exceed 2 pages, single spaced with 12pt font that includes planned methodology and approach to accomplishing the agreement requirements pertaining to the Mexican Owl Surveys. The Applicant shall be evaluated as to the soundness of the overall approach and the use of any innovative techniques to accomplish the objectives of the stated approach.

Factor 3 - Reasonableness of Cost

After technical evaluation of the proposal, the Offers shall be analyzed to determine whether they are materially/mathematically balanced with respect to prices or separately priced items, and for fair and reasonable pricing. A clear cost breakdown of work elements to be accomplished detailing quantities for the various work items, unit, unit prices and extended prices will be required and will be evaluated. Evaluation will include an analysis to determine the Applicant's comprehension of the requirements of the proposed agreement as well as to assess the validity of

the Applicant's approach. Please be sure to provide a proposal for the optional work years as listed within the statement of work.

RELATIVE IMPORTANCE OF EVALUATION FACTORS – All factors are of equal importance.

2. Review and Selection Process

Every deviation from the scope of work requirement must be identified. Proposer must identify the paragraph in the scope of work that is applicable and provide sufficient information to justify why the deviation is in the best interest of the government.

All requirements listed are minimum requirements. Applicants will be assessed on their ability to adhere to the listed requirements, completeness of responses, follow directions, comply with restrictions and provide quality control on their submittals. All page limits refer to 12-point font and single-spaced one-sided pages.

VI. Award Administration Information

1. Award Notices

The notice of award addressed to the successful applicant and signed by the Grants Officer (or equivalent) will be forwarded via electronic transmission. Original copies of the Agreement will be enclosed for the successful applicant's signature and return for the Grants Officer's counter signature.

2. Administrative and National Policy Requirements

The Terms and Conditions are posted as a separate document.

3. Reporting

Reports/submittal information including frequency and means of submission are contained in the Statement of Work, posted as a separate document

VII. Agency Contact(s)

All questions relating to this announcement shall be referred to:

Kevin Magennis, Grants Officer
Naval Facilities Engineering Systems Command Southwest
Environmental Conservation and Compliance Acquisition
750 Pacific Highway
San Diego, CA 92132
Email: kevin.e.magennis.civ@us.navy.mil
Phone Office: 619-705-5566

VIII. Other Information

The cost of preparing applications and/or proposals in response to this announcement is not considered an allowable direct charge to any award made under this funding opportunity. The Government is not obligated to make any award as a result of this announcement. Only Grants Officer may bind the Government to the expenditure of funds.