

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
NOFO National Coast Guard Museum**

On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI).

All entities wishing to do business with the federal government must have a UEI.

Additional Information can be found on Grants.gov:

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

A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS) United States Coast Guard (USCG), CG-0923M National Coast Guard Museum

2. Assistance Listings Number

97.140

3. Assistance Listings Title

National Coast Guard Museum Construction

4. Funding Opportunity Title

National Coast Guard Museum Construction Grant Program

5. Funding Opportunity Number

DHS-USCG-MUSEUM-001

6. Authorizing Authority for Program

Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103, Div. F, Tit. II., § 232(a) (2021)

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103, Div. F, Tit. II., § 232(a) (2021)

8. Announcement Type

One-Time

9. Program Category

Construction

10. Program Overview, Objectives, and Priorities

The U.S. Coast Guard (USCG) will award a \$50 million financial assistance award for construction of the National Coast Guard Museum in New London, CT to the National Coast Guard Museum Association (NCGMA) pursuant to Section 232 of Pub. L. 117-103, Consolidated Appropriations Act 2022 (H.R. 2471). Construction of the Museum will provide the USCG with a National Coast Guard Museum that offers the public galleries, exhibits, and immersive and tactile experiences on the themes of safety, security, and stewardship to honor the work of former and present servicemen and women of the USCG and engage and educate visitors about the past, present, and future of the USCG. The building constructed should be appropriate for exhibiting museum collections, as well as, providing a safe environment for staff and public.

The Museum will advance the Department's Strategic Plan¹ goals of preserving and upholding the nation's prosperity and economic security through the USCG's history of maintaining U.S. waterways and maritime resources as well as efforts in defense of homeland security for the past 232 years. (Goal 4) The Museum will also champion the DHS workforce and strengthen the Department by demonstrating successful recruitment and workforce retention efforts throughout USCG history. (Goal 6)

Goals:

1. Complete construction on-time and within the Guaranteed Maximum Price for a safe and maintainable² building appropriate for the Museum per approved designs, required permits,³ 20JAN2022 Memorandum of Understanding (MOU) between the USCG and NCGMA, Pre-construction and Construction Memoranda of Agreement (MOAs) and any other pertinent collaborative documents, 2018 International Building Code, 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design, 2017 National Electric Code, all relevant 2018 NFPA codes, 2018 International Plumbing Code, 2018 International Mechanical Code, 2018 International Energy Conservation Code, 2014 Coast Guard Civil Engineering Manual, Chapter 8, 2018 International Fire Code, Elevators – A17.1-2016/CSA B44-16, Flood Hazard – 2005 ASCE 24, FEMA – Technical Bulletins 0-11, Seismic – 2016 ASCE 7, Chapter 13 and CT Fire and Life Safety Code.
2. Complete a museum suitable for partial beneficial occupancy⁴ to be leased by the USCG per 14 U.S.C. § 316 until such time as the Museum is accepted by the USCG.

¹ https://www.dhs.gov/sites/default/files/publications/19_0702_plcy_dhs-strategic-plan-fy20-24.pdf

² See Appendix 1 for full definition and explanation.

³ Required permits include those issued by the Connecticut Department of Energy and Environmental Protection, by the U.S. Army Corps of Engineers with concurrence from the U.S. Environmental Protection Agency and the National Marine Fisheries Service, and by AMTRAK.

⁴ Partial Beneficial Occupancy means sections of building ready for installation of exhibits, finishing of interior spaces, and use to include leasing by CG and eventual transfer of ownership.

Objectives:

1. Acquire resources and expertise to establish systems and processes to comply with 14 U.S.C. § 316, award terms and conditions, 20JAN2022 MOU, Construction MOAs, required permits, and all other applicable laws and regulations including, but not limited to, 2 CFR Part 200.
2. Coordinate construction and exhibit display design and fabrication with USCG.
3. Satisfy periodic reviews of construction and related financial and programmatic documents.
4. Develop a plan to expediently and effectively address issues that delay meeting milestones and/or delay meeting the estimated construction completion date in March 2025.
5. Complete the proposed and approved museum building.

Priorities:

1. Comply with 2 CFR Part 200 Subparts D, E, and F. Funding is to be spent only on direct construction costs and allowable indirect costs. Allowable indirect costs are those permitted in Appendix IV to 2 CFR Part 200. *See also 2 CFR § 200.1 Definitions.*
2. Comply with 14 U.S.C. § 316, award terms and conditions, 20JAN2022 MOU, Construction MOAs, required permits, and all other applicable laws and regulations including, but not limited to 2 CFR Part 200.
3. Maintain open lines of communication between USCG and NCGMA in regard to ongoing exhibit design and fabrication planning.
4. Construct a safe, aesthetically pleasing, ADA-compliant building appropriate for a museum.

11. Performance Measures

1. Number of monitoring or oversight actions by recipient to validate contractor compliance (listed by specific compliance measure)
 - i. Goal: 1
 - ii. Objective: 1, 3, 5
2. Number/percentage of completed milestones noting timeliness of completion according to submitted work plan
 - i. Goal: 1
 - ii. Objective: 2, 3, 4, 5
3. Percentage of accrued financial obligations satisfied within prescribed payment period
 - i. Goal: 1
 - ii. Objective: 1, 3
4. Percentage of project milestones, individual items, and services within Guaranteed Maximum Price noting percentage deviation of costs above/below price
 - i. Goal: 2
 - ii. Objective: 2, 3, 4, 5
5. Number/percentage of industry standard quality control/completion inspections and/or tests completed (indicate pass/fail result)

- i. Goal: 1, 2
- ii. Objective: 1, 2, 3, 4, 5

B. Federal Award Information

1. Available Funding for the NOFO:	\$50,000,000
2. Projected number of Awards:	One (1)
3. Maximum Award Amount:	\$50,000,000
4. Period of Performance: Funds remain available until expended	22 months
5. Projected Period of Performance Start Date(s):	06/01/2023
6. Projected Period of Performance End Date(s):	03/31/2025
Funding Instrument Type:	Cooperative Agreement

The National Coast Guard Museum program, prescribed by this NOFO, is awarded through a cooperative agreement, as defined by 2 C.F.R. § 200.1, and consistent with the Federal Grant and Cooperative Agreement Act of 1977 (Pub. L. No. 95-224), (31 U.S.C. §§ 6301-6308). USCG maintains substantial involvement with the National Coast Guard Museum Association as it carries out activities related to construction under the award.

This award is subject to substantial involvement by the USCG. Specifically, the USCG will:

1. Submit any proposed changes through the established change order process; limited to changes to systems including, but not restricted to, air flow, electrical distribution, and fire suppression to facilitate the preferred final exhibit layout.
2. Approve/disapprove any change orders proposed by NCGMA to approved final conforming set construction documents that impact maintainability of the building by the USCG.
3. Participate in the final bid approval to include concur/non-concur on material submittals to ensure building envelope performance (BEP) and mechanical/electrical/plumbing (MEP) building systems that are maintainable by the USCG.

As per the cooperative agreement, as defined by 2 C.F.R. § 200.1, and consistent with the Federal Grant and Cooperative Agreement Act of 1977 (Pub. L. No. 95-224), (31 U.S.C. §§ 6301-6308), the USCG can pause effected construction activity if these requirements are not met; however, the USCG may not unreasonably delay engagement with the recipient to cause the recipient to incur additional costs. The intent is to maintain close coordination between NCGMA and the USCG during the building construction and exhibit fabrication process. USCG

approval and concurrence will not be withheld without justification based on unacceptable impact to exhibit design, fabrication and installation and/or imposition of substantial long-term, ongoing maintenance and/or operation costs to the USCG upon transfer of ownership of museum building to the USCG. Changes to approved building design is not the default action when coordination issues arise between building and final exhibit fabrication. The USCG will not knowingly take any steps to cause the NCGMA to be non-compliant with issued permit requirements.

Under the cooperative agreement, to be finalized upon award of funding, the NCGMA must:

1. Establish change order process. Discuss with the USCG requested changes to systems including, but not limited to, air flow, electrical distribution, and fire suppression to facilitate preferred final exhibit layout.
2. Receive USCG approval of any changes to approved final conforming set construction documents that impact maintainability of the building by the USCG.
3. Incorporate USCG into bid approval process, to include choice of material submittals related to BEP and MEP.
4. Provide timely⁵ reporting of unexpected discoveries (i.e., human remains, indigenous materials, unexpected materials that alter process).

C. Eligibility Information

1. Eligible Applicants

Other – National Coast Guard Museum Association, a 501(c)(3) nonprofit

2. Applicant Eligibility Criteria

The financial assistance authorization language requires the Coast Guard to distribute the funds to the National Coast Guard Museum Association. Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103, Div. F, Tit. II, § 232(a) (2021) with reference to 14 U.S.C. § 316(d).

This is a Congressionally-mandated financial assistance award for the National Coast Guard Museum Association.

Funding must be awarded based on statutorily set selection criteria.

3. Other Eligibility Criteria

Not Applicable

4. Maintenance of Effort (MOE)

Not Applicable

D. Application and Submission Information

1. Key Dates and Times

- a. Application Start Date:** 01/09/2023
- b. Application Submission Deadline:** 01/20/2023 at 5:00 PM [EST]
- c. Anticipated Funding Selection Date:** N/A
- d. Anticipated Award Date:** N/A

The full application must be submitted by the deadline. The full application should be submitted electronically. Failure to submit the full application by the deadline and in the format requested may result in a delay in award and/or disbursement of funds. The applicant will receive an electronic confirmation of receipt of the application.

e. Other Key Dates

Not applicable.

2. Agreeing to Terms and 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, should they receive an award.

Special terms and conditions of the award, if necessary, will be developed in collaboration with the recipient.

3. Address to Request Application Package

All application requirements are addressed in this NOFO.

Applications will be processed through the Grants.gov portal.

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, all applicants must:

- a. Have an account with <https://login.gov/>;
- b. Register for, update, or verify their SAM account and ensure the account is active before submitting the application; Apply for, update, or verify their unique entity identifier;
- c. Create a Grants.gov account;
- d. Add a profile to a Grants.gov account;

- e. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- f. Submit application in Grants.gov; and
- g. 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 USCG 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 USCG is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active 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 award, USCG 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.

5. Electronic Delivery

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

6. How to Register to Apply through Grants.gov

- a. *Instructions:* Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for USCG funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the 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 ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a unique entity identifier (UEI), active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be

found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>.

- 1) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

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

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

- 2) *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/web/grants/applicants/registration.html>.
- 3) *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) or an individual 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 of your grant applications.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.

- 4) *E-Business (EBiz) POC Authorized Profile Roles:* After you register with Grants.gov and create 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 you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

- 5) *Track Role Status:* To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.
- 6) *Electronic Signature:* When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application 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 organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. How to submit an Application to USCG 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. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

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

- a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your 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://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- d. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- e. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and Unique Entity Identifier. 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.
- 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 your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

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

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant to which you are applying.

If you are experiencing difficulties with your submission, it is best to 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.

8. Submitting the Final Application in [another grant system]
Not Applicable

9. Timely Receipt Requirements and Proof of Timely Submission

- a. *Online Submission.* All applications must be received by 12:00 pm Eastern time on the due date. 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. The applicant 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 their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When USCG 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 to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be subject to potential delays in award and disbursement of funds.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the

application. The Grants.gov Support Center reports that some applicants 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

1. Certified copy of authorization and assurances from the applicant's governing body. Authorization must be current and must designate by name and title the individual who will represent the applicant.
2. The following standard forms are all required and available on Grants.Gov
 - a. SF 424, Application for Federal Assistance
 - b. SF 424C, Budget Information
 - c. SF424D, Assurances
 - d. Budget Narrative Form available on Grants.Gov
 - e. Form CD-511, Certification Regarding Lobbying
 - f. SF-LLL, Disclosure of Lobbying Activities
 - g. Key Contacts (with resumes)
3. Work Plan including project title, organization, project period, project narrative, goals, major activities and objectives, milestones, deliverables, timetable, statutory and regulatory compliance measures
4. Performance measures (separate from those listed in section A.11 of this document) tailored to the proposed project that:
 - a. measure program-specific outcomes, and
 - b. identify program performance accomplishments.

Performance measures should produce reliable data on the effectiveness and efficiency of the program and substantiate the use of federal assistance dollars. Include plans for collecting and sharing the data related to proposed performance measures. USCG will assess these performance measures and collection and sharing intentions during the application review process.

5. Any financial statement audits and any other audit reports
6. Certification of insurance for building construction
7. Verification of access to and use of federal approved financial and accounting systems meeting 2 CFR § 200.302 requirements and ensuring segregation of federal funds
8. Policies demonstrating compliance with 2 CFR §§ 200.305 (Payment), 200.318-327 (Procurement), and any other regulatory compliance requirements

11. Other Submission Requirements

Not Applicable

12. Intergovernmental Review

Not Applicable

13. Funding Restrictions

Funding is to be spent only on direct construction costs and allowable indirect costs. Allowable indirect costs are those permitted in Appendix IV of 2 CFR Part 200. See also

2 CFR § 200.1 Definitions. Applicant should provide the indirect cost rate as part of the application package.

14. Allowable Costs

a. Pre-Award Costs

Not Applicable.

b. Management and Administration (M&A) Costs

Not Applicable,

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

Allowed by the recipient. Applicant must provide a copy of the approved indirect cost rate prior to drawing down funding under the award.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Not Applicable

b. Financial Integrity Criteria

Prior to making a federal award, the USCG is required by the Payment Integrity Act of 2019, 31 U.S.C. § 3301 note, 41 U.S.C. § 2313, and 2 C.F.R. §§ 200.205 and 200.206, to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. 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.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- 1) 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 System⁵ (FAPIS) and is accessible through the sam.gov website.

- 2) An applicant, at its option, may review information in FAPIS and comment on any information about itself that a federal awarding agency previously entered.
- 3) USCG will consider any comments by the applicant, in addition to the other information in FAPIS, 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.

Additionally, the USCG will consider the applicant's entire application package to evaluate the applicant's financial integrity. The applicant will be evaluated based on the size of the award, complexity of the project, financial reporting capability, experience of personnel, audit reports, sufficiency of policies and procedures, and capability of accounting system.

2. Review and Selection Process

Commandant of the Coast Guard will approve the award upon recommendation of the Funds Program Application Review Team. Assistance is distributed via ASAP pursuant to requests for payment.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards.

Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

USCG will provide a separate notice stating the application has been selected before making the federal award. The letter stating the application has been selected is not an authorization to begin performance (to the extent performance involves charging to the federal award pre-award costs).

The notice of federal award signed by the Commandant is the authorizing document and will be provided by email. The notice of federal award will include performance goals, general Federal award information and all terms and conditions of the award.

2. Pass-Through Requirements

⁵ <https://www.fapis.gov/fapis/index.action>

Not Applicable

3. Administrative and National Policy Requirements

All successful applicants for USCG grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions, <https://www.dhs.gov/publication/fv15-dhs-standard-terms-and-conditions>.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

The applicant should be aware of the Build America, Buy America Act requirements that will apply to the entire project. Pub. L. No. 117-58, Title IX.

The applicant should be aware of the Davis-Bacon requirements that will apply to the entire project. Pub. L. No. 107-217

If the recipient would like to extend the projected period of performance, it must submit a request for extension no later than 30 days prior to the designated period of performance end date. Additional requirements for requesting an extension of the period of performance will be provided in the award instrument, in addition to requirements for an extension due to exigent circumstances. Extensions will be granted as a general rule as long as delays necessitating an extension are not the result of any misconduct per 2 CFR Part 200 by the recipient.

The USCG and applicant may finalize additional special terms and conditions for the award after application receipt and review.

Failure to comply with all terms and conditions of the award may result in withholding of funds. 2 CFR § 200.339.

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

1) Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: [SF-425 OMB #4040-0014](#).⁶

An FFR must be submitted quarterly throughout the period of performance (POP), including partial calendar quarters, as well as, in periods where no grant award activity occurs. The final FFR is due within 120 calendar days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
January 1 – March 31, 2023	April 30, 2023
April 1 – June 30, 2023	July 30, 2023
July 1 – September 30, 2023	October 30, 2023
October 1 – December 31, 2023	January 30, 2024
January 1 – March 31, 2024	April 30, 2024
April 1 – June 30, 2024	July 30, 2024
July 1 – September 30, 2024	October 30, 2024
October 1 – December 31, 2024	January 30, 2025
January 1 – March 31, 2025	April 30, 2025
April 1 – June 30, 2025	October 30, 2025 FINAL

2) Programmatic Performance Reporting Requirements

Program performance reports⁷ (PPR) must be submitted quarterly throughout the POP, including partial calendar quarters, as well as, in periods where no grant award activity occurs. The final PPR is due within 120 calendar days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

⁶ <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

⁷ See Appendix 2 for a Program Performance Report Template.

Except for the final PPR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the PPR:

Reporting Period	Report Due Date
January 1 – March 31, 2023	April 30, 2023
April 1 – June 30, 2023	July 30, 2023
July 1 – September 30, 2023	October 30, 2023
October 1 – December 31, 2023	January 30, 2024
January 1 – March 31, 2024	April 30, 2024
April 1 – June 30, 2024	July 30, 2024
July 1 – September 30, 2024	October 30, 2024
October 1 – December 31, 2024	January 30, 2025
January 1 – March 31, 2025	April 30, 2025
April 1 – June 30, 2025	October 30, 2025 FINAL

PPR should address the following:

1. Changes to construction timeframes and/or cost estimates per 2 CFR 200.329(e)
2. Events/Incidents involving safety/security/access at the construction site and precautions taken
3. Copies of industry standard quality control/completion inspections and/or tests
4. Compliance monitoring reports
5. Milestone completion with explanation regarding delays, cost differentials (above or below estimates for milestone, individual items and services) and percentage drawdown of funds per milestone
6. Significant developments such as problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation
7. SF-429 (if applicable)

3) Additional Performance Reporting Requirements

Recipients are required to submit quarterly performance reports no later than 30 days after the end of each quarter. The report should include a narrative summarizing key

tasks, notable accomplishments, challenges, and/or adjustments made during the previous quarter in addition to the items listed above.

4) 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.

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

After these reports have been reviewed and approved by USCG, a closeout notice will be completed to close out the grant. 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 grant 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, Retention Requirements for Records.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records. 2 C.F.R. § 200.344(d).

5) Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with USCG, the recipient must notify USCG if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- 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 recipient'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.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the

recipient must provide immediate written notice to USCG in accordance with 2 C.F.R. § 180.350.

6) Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

7) Single Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

5. Monitoring and Oversight

Effective monitoring and oversight help USCG ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. This grant program will be monitored both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award.

Per 2 C.F.R. § 200.337, USCG, through its authorized representatives, has the right, at all reasonable times: to conduct desk reviews; make site visits to review project accomplishments and management control systems; and, to provide any required technical assistance. During site visits, USCG will request, and review grant recipients' programmatic and financial records related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit USCG, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to USCG requests for information relating to the grant program.

G. DHS Awarding Agency Contact Information

a. Contact and Resource Information

Lynn Capuano, CAPT
0800-1700, eastern
202-253-1055
lynn.r.capuano@uscg.mil

b. Systems Information

Not Applicable

H. Additional Information

a. Period of Performance Extensions

Extensions to the period of performance under this program are allowed after submission and review of request for extension as described in the special terms and conditions.

Funds are available until expended and project is complete.

b. Other

Not Applicable

c. Appendices

Appendix 1 - Definition of Maintainability

Appendix 2 – Program Performance Reporting Template

APPENDIX 1

Maintainability refers to the status of the building as designed for ongoing, easy and economical maintenance such that typically trained maintenance staff will be able to maintain the building in an operable and functional state once built. Maintainability considerations include the following five facets:

1. **Cost:** The cost to keep systems operable is generally affordable and within industry standards. Systems should be considered to have a projected life of 15 years.
2. **Technical Skill:** Government standard facilities staff can keep the building and its systems operable. If contractors are employed, they do not require special skills or experience related to the specific manufacturer and Original Equipment Manufacturer (OEM) is not required.
3. **Availability:** Parts to maintain the operability of systems and for both scheduled and unscheduled maintenance are common and can be sourced from standard domestic supply sources and are presently in production at the time of installation. The OEM has a positive reputation for parts support.
4. **Accessibility:** Equipment is located to be easily and readily accessible for inspection and repair and situated to allow easy removal and replacement. Any repair and inspection work should not disrupt exhibit space. It is recommended that double doors are installed to facilitate removal and delivery of large systems, that items requiring regular and frequent maintenance (filters and belts) be situated close to entry doors, that there are no obstacles impeding removal of heavy equipment via dolly or the like, that equipment on the roof is accessible from the roof and access is large enough to accommodate components, and that a crane can access the building from the ground. In general, equipment should be installed to allow workers clear and safe access for inspection and repair and clear and safe paths for transporting heavy equipment and parts.
5. **Quality:** All equipment installation is done properly and according to manufacturer's instructions including but not limited to using the correct materials for the environment and the correct size parts.

APPENDIX 2

Program Performance Report Template

Project Title:

Funding Source:

Funding Opportunity Number:

Funding Period:

Report Date:

Project Health Update (on track, at risk, off track):

1. Project Status Summary (key tasks, accomplishments, flags, unexpected risks, adjustment from last report)
 - a. Financial data and accomplishments should be related to performance goals and objectives
 - b. See the NOFO and cooperative agreement for additional guidance.
2. Overview (key areas)
 - a. Key areas should include, but are not limited to construction-specific categories, NCGMA compliance monitoring, and funds expenditure.
 - b. Financial data and accomplishments should be related to performance goals and objectives and address performance measures.
 - c. A table may be used to show what was done, when it was done, how it was done, by whom and the results. Include budget and accounting information per the performance measures. Reference original application materials particularly when there are changes to timeline, milestones, budget and projected funds drawdown.
 - d. See the NOFO and cooperative agreement for additional guidance.
3. Problems (cost or schedule issue(s), risk(s))
4. Future work/Next Steps
5. Other documents and/or resources