

# **Federal Aviation Administration**

## **Aircraft Pilots Workforce Development Grant Program**

### **NOTICE OF FUNDING OPPORTUNITY (NOFO)**

Date of Issue: January 19, 2021  
Closing Date: March 22, 2021

Issued by the:  
Federal Aviation Administration  
NextGen Procurement Services Division  
NextGen Management Services

FAA National Headquarters  
800 Independence Ave., SW  
Washington, DC 20591

**SENSITIVE UNCLASSIFIED INFORMATION**

*Notice of Funding Opportunity*  
*Summary Information*

<b>Federal Agency Name:</b>	U.S. Department of Transportation (USDOT) Federal Aviation Administration (FAA) 800 Independence Ave., SW Washington, DC 20591 Attn: NextGen Grants Management Branch (ANG-A19) NextGen Management Services (ANG-A)
<b>Funding Opportunity Title:</b>	FAA Aircraft Pilots Workforce Development Grant Program – <a href="http://www.faa.gov/go/awd">www.faa.gov/go/awd</a>
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<b>Funding Opportunity Number:</b>	<b>(from Grants.gov)</b>
<b>Key Dates:</b>	<p>Notice Issue Date: January 19, 2021</p> <p>Questions are accepted at: <a href="mailto:AWD-Grants@faa.gov">AWD-Grants@faa.gov</a></p> <p>Until, March 22, 2021: 11:59pm</p> <p>Notice of Intent Due Date: (highly recommended but not mandatory)</p> <p>January 29, 2021</p> <p>Electronic Applications Due Date/Time:</p> <p>March 22, 2021 at 11:59pm prevailing Eastern Standard time</p> <p>If all funds are not expended, there may be a second award cycle.</p>
<b>Primary Point of Contact:</b>	Patricia Watts, Ph.D., Grants Officer <a href="mailto:Patricia.Watts@faa.gov">Patricia.Watts@faa.gov</a>

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**Permanent Links:**

- **FAA Aviation Workforce Development Grant Program Website:**  
[www.faa.gov/go/awd](http://www.faa.gov/go/awd)
- **Aviation Workforce Development Grant Program – Pilot Program FAQs**  
[https://www.faa.gov/about/office\\_org/headquarters\\_offices/ang/grants/awd/pilots/faqs/](https://www.faa.gov/about/office_org/headquarters_offices/ang/grants/awd/pilots/faqs/)
- **GRANTS.GOV Applicants Instructions Website:**  
<https://Grants.gov/web/grants/applicants.html>
- **Pub. L. No. 115-254 Section 625**  
<https://www.congress.gov/115/plaws/publ254/PLAW-115publ254.pdf>
- **Pub. L. No. 116-92 Section 1743**  
<https://www.congress.gov/bill/116th-congress/senate-bill/1790/>

## SECTION A - PROGRAM DESCRIPTION

The U.S. Department of Transportation's Federal Aviation Administration (FAA) hereby requests applications for the award of new grant agreements under the *FAA Aircraft Pilots Workforce Development Grant Program (the "Program")*, Assistance Listing Number 20.111. The purpose of the Program is to attract future aircraft pilots, aerospace engineers, or unmanned aircraft systems operators to the aviation industry throughout the United States.

### 1. LEGISLATIVE AUTHORITY

The U.S. Department of Transportation (USDOT) was directed to establish the Program through fiscal year 2023 in Section 625 of the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254) (hereinafter referred to as "Section 625"). This authority was supplemented by the National Defense Authorization Act for Fiscal Year 2020 (Pub. L. No. 116-92, Section 1743) (hereinafter referred to as the "NDAA"), which added one additional category to eligible entities for the Program. These authorizing statutes may hereinafter be referred to collectively throughout this NOFO as the "Authorizing Legislation."

### 2. BACKGROUND

On October 5, 2018, the President signed the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254) (the "Act"). Section 625 of the Act addresses the projected shortages of aircraft pilots in the aviation industry by directing the establishment of an Aviation Workforce Development Grant Program. Through the award of these grants, the USDOT and the FAA will assist in expanding the United States aircraft pilot, aerospace engineers and unmanned aircraft system operators workforce serving the Nation by providing meaningful educational experiences designed to prepare students throughout the Nation to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators, and support the related professional development of teachers. Congress authorized the Program through the end of Fiscal Year 2023. A Federal Register Notice was published to open a period of public comment for the new Program that closed on September 24, 2020. This is the initial funding announcement for the Program; there have been no previous awards issued under this Program.

### 3. GOALS & MEASURES

Per the Authorizing Legislation, the goal of the Program is to provide grants for eligible projects to support the education of future aircraft pilots and the development of the aircraft pilot workforce.

The FAA is providing the Aviation Workforce Development Grants to eligible recipients to target and recruit congressionally defined populations into programs that will successfully prepare high school students to serve the anticipated growing future demands of the United States aviation industry. In order to meet these long-term requirements, the FAA has established measures, goals and objectives to define the level of performance and to establish performance indicators to be used in measuring relevant outputs and outcomes for this grants Program.

The following indicators are provided to capture the overarching Program measures to be tracked and submitted to the FAA as part of the reports that each grant recipient is required to prepare.

The measures for the Aviation Workforce Development Grant Program are:

- a. Recruitment: To fill anticipated gaps in the aviation industry labor pool throughout the United States. The development and/or delivery of curriculum to assure participation in activities that would not otherwise be available to the eligible student population without this Program's support intended to prepare individuals to become licensed aircraft pilots, aerospace engineers, or unmanned aircraft systems operators. Provide the actual activities, number and location of recruitment events conducted and number of attendees.
- b. Registration and Retention: Number of those enrolled in the proposed program(s) as measured by actual program registration and activity/course attendance provided to individuals meeting eligibility criteria.
- c. Program Completion: Number of participants successfully completing the wide range of activities provided.
- d. Certification: Number of participants having completed the application or certification requirements necessary to become licensed aircraft pilots, aerospace engineers, or unmanned aircraft systems operators.

The grant recipient is responsible for ensuring that the above information is reported for all participants of FAA funded projects during the term of the period of performance. The grant recipient will submit this information electronically with required semi-annual and final reports.

#### **4. ELIGIBLE PROJECTS**

Per the Authorizing Legislation, the types of projects that are eligible for award under the Program are projects:

(A) to create and deliver curriculum<sup>1</sup> designed to provide high school students with meaningful aviation education that is designed to prepare the students to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators; or

(B) to support the professional development of teachers using the curriculum described in subparagraph (A).

Only projects that fall into one or more of the above categories will be eligible for award.

Section 625, at subsection (e)(2), directed the Secretary of Transportation (the “Secretary”) to ensure that the applications selected for projects established under the Program will allow participation from a diverse collection of public and private schools in rural, suburban, and urban areas.

### **SECTION B - FEDERAL AWARD INFORMATION**

#### **1. FUNDING AND TYPE OF AWARD**

The Program is a competitive discretionary grant program. In accordance with the Authorizing Legislation, the Government intends to issue grant awards totaling up to \$5,000,000 through this NOFO for Fiscal Year (FY) 2021, with no single grant providing more than \$500,000 per fiscal year.

The Government will determine the number of awards depending on the number and quality of proposals received in response to this NOFO, but the Government anticipates to make, at minimum, 10 awards. However, the Government reserves the right to make more, fewer, or no awards. The Government also reserves the right to award less than the maximum amount presented in the proposal.

Submission of an application in [Grants.gov](https://www.grants.gov) is not a guarantee of award.

Award Minimum: \$25,000

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<sup>1</sup> The proposed project may utilize an applicant’s existing training curriculum as well, provided that such curriculum is consistent with the eligibility requirements set forth herein.

Award Maximum: \$500,000

The Secretary may exercise discretion in selecting awards to ensure that the applications selected for projects will allow participation from a diverse collection of public and private schools in rural, urban and suburban schools.

Given the limited funding currently available, the Government may not be able to award grants to all eligible applications, nor even to all applications that meet or exceed the stated evaluation criteria.

Eligible entities may participate as a member of teams without limit. However, the Government will accept only one application from an eligible entity serving as a single applicant or as a Lead for a team submitting a proposal in response to this announcement. In other words, there is a general limitation of one application per eligible entity as the lead member, but that limitation does not restrict an eligible entity from participating as a *non-lead* team member on the application(s) of other eligible entities. The Lead entity will serve as the primary recipient of the grant award.

Submission of an application in [Grants.gov](https://www.grants.gov) is not a guarantee of award.

## **2. UNEXPENDED FUNDS**

If the Government does not expend all funds under this NOFO, a second award cycle may occur at the sole discretion of the Government.

If a grant recipient does not expend the funds made available for the grant award, remaining funds will be de-obligated within 90 days of the end of the period of performance as part of the closeout activities.

## **3. PERIOD OF PERFORMANCE**

The period of performance for grant awards under this Program will be 12 to 18 months from the effective date of the grant award. The recipient must submit the grant closeout report and a final invoice electronically to the FAA Grants Officer and, as designated by the FAA Grants Officer, any technical monitor within 90 days after the end of the grant award period of performance.

## **4. DEGREE OF FEDERAL INVOLVEMENT**

In addition to all other customary and required Government oversight activities for grant programs of this type, the Government may conduct site visits of applicant institutions and

facilities to observe curriculum delivery and review materials including, without limitation, books, records, activity plans, relevant documents, accounting procedures, processes, and related activities and resources. The Government will require semi-annual progress reports and final reports.

## **SECTION C - ELIGIBILITY INFORMATION**

### **1. ELIGIBLE APPLICANTS**

Per Authorizing Legislation, the following types of entities are identified as being eligible to apply for the Aircraft Pilots Workforce Development Grants:

- (A) an air carrier, as defined in section 40102 of title 49, United States Code, or a labor organization representing aircraft pilots;
- (B) an accredited institution of higher education (as defined in section 101 of the Higher Education Act of 1965 ([20 U.S.C. 1001](#))) or a high school or secondary school (as defined in section 7801 of the Higher Education Act of 1965 ([20 U.S.C. 7801](#)));
- (C) a flight school that provides flight training, as defined in part 61 of title 14, Code of Federal Regulations, or that holds a pilot school certificate under part 141 of title 14, Code of Federal Regulations;
- (D) a State or local governmental entity; or
- (E) an organization representing aircraft users, aircraft owners, or aircraft pilots.

In keeping with the Authorizing Legislation, grant recipients will be selected from the pool of qualified organizations noted above.

The Government does not have authority to award grants beyond the stated goal of the Program or to entities other than those identified above as eligible entities, nor does the Government have authority to provide scholarships or any form of financial assistance directly to individual applicants.

Proposers must ensure (and be prepared to document) that all individuals supporting the proposed project possess the legal ability to work within the United States throughout the period of performance.

### **Partnerships**

Individual entities, teams, and new providers able to prove they meet the eligibility requirements may apply for a grant. The Government encourages applicants to partner with others as appropriate to satisfy Congressional intent in the Authorizing Legislation and to otherwise meet



the requirements of the merit criteria including, without limitation, engaging in partnerships that will enhance an applicant's ability to reach and include a diverse collection of public and private schools in rural, suburban, and urban areas; and to help the applicant provide additional opportunities, assistance, and resources to ensure success and sustainability of the proposed project.

### **Proof of Eligibility**

Applicants are required to identify how they qualify under Section C (1) by uploading proof of eligibility. Applicants must provide copies of any applicable accreditations and certifications, as well as provide a brief statement as to under which eligibility category the applicant is applying. The Government reserves the right to validate proof of eligibility.

## **2. COST SHARE OR MATCHING**

The Authorizing Legislation does not require cost share or matching contributions in this Program.

## **3. OTHER**

All applicants must be registered in [www.sam.gov](http://www.sam.gov). Per 2 CFR 200.206(a)(2), the FAA will check the Federal Awardee Performance and Integrity System (FAPIS) [www.fapiis.gov](http://www.fapiis.gov). Entities found to be debarred or suspended will be automatically disqualified from participating in the Program.

## **SECTION D - APPLICATION AND SUBMISSION INFORMATION**

### **1. ADDRESS TO REQUEST APPLICATION PACKAGE**

Applicants may obtain application forms at [Grants.gov](http://Grants.gov) under the NOFO number and Assistance Listing Number cited herein. Electronic applications must be submitted through [Grants.gov](http://Grants.gov). Information for registering and submitting applications through [Grants.gov](http://Grants.gov) can be found in Appendix I of this announcement with detailed instructions on how to submit applications in [Grants.gov](http://Grants.gov). Please see Appendix I for information for obtaining accessibility assistance through the [Grants.gov](http://Grants.gov) support desk. For specific instructions and for the forms and attachments required at the time of submission, see <https://Grants.gov/web/grants/applicants.html>

Applicants who do not have broadband access and wish to obtain paper application packages may contact Grants Officer, Patricia Watts, at [Patricia.Watts@faa.gov](mailto:Patricia.Watts@faa.gov) or by calling or texting (609) 703-3063.

## **2. CONTENT AND FORM OF APPLICATION SUBMISSION**

The applicant must complete and submit all required application package forms (see Appendix II), and upload the Application for Federal Assistance (SF-424) and required application package information, directly online at [Grants.gov](https://Grants.gov) under the NOFO cited herein. Applicants should refer to <https://Grants.gov/web/grants/forms.html> to access instructions for the current (SF- 424) and other forms used to create grant application packages in [Grants.gov](https://Grants.gov).

### **NARRATIVE GUIDELINES:**

In accordance with the below instructions, applicants must attach a narrative file (the “Narrative”) to their Application for Federal Assistance (SF-424) before submission in Grants.gov to successfully complete the proposal process. The applicant may also submit an appendix to the proposal to include items such as photographs, press releases, and other materials to further describe capabilities.

**File Type:** The Narrative and all attachments must be submitted as a PDF file.

**Page Length:** The maximum page length of the Narrative is 25 pages, not including the Budget and the Budget Narrative and other attachments.

**Format:** Narratives must be written in English using US Dollars, double spaced, using Times New Roman 12 Point Font with 1-inch margins, and page numbers must be placed in the lower right corner.

The Narrative must include a cover letter signed by the authorized official representing the applicant or the team of applicants, and the proposal must include the elements presented in the following order, while addressing the Merit Criteria stated in Section E:

### **VOLUME I**

- A. Abstract:** Briefly describe work that is proposed to be completed and indicate whether the activities proposed are a complete project or part of a larger project. State the eligible project category(s) from the above referenced Section A (4) that are applicable to the proposed project. The abstract should succinctly describe how this specific request for

funding would achieve goals. Applicant should use the Project Abstract Summary Form found on [www.Grants.gov](http://www.Grants.gov) to complete this section.

- B. Applicant information and coordination with other entities:** Clearly identify the primary applicant, any other organization(s) supporting the proposed project, any volunteers supporting the proposed project, and include any organizations to be funded by the Lead Entity as sub-recipients. Describe activities to be conducted in cooperation with all entities involved. Should a team submit a proposal, each team member must submit a letter of commitment to the project and team members must clearly designate one organization to serve as a Lead. An authorized official from the lead organization must submit the proposal on behalf of the team, and officially represent the members for administrative purposes. The Fiscal Officer identified by the Lead entity will be responsible for signing or co-signing the proposal submission, negotiating the final terms of the award with the FAA Grants Officer, accepting the grant on behalf of the team, and providing official reports, invoices and related materials as requested.
- C. Conflict of Interest:** If the primary applicant, a member of a proposed team, or an organization supporting the proposed project could create either a real or perceived conflict of interest, a detailed explanation on how the applicant will eliminate or manage any such risk must be provided. The Government will evaluate the applicant's explanation and determine whether the real or perceived conflict of interest is sufficiently eliminated or mitigated. If it is not, the Government reserves the right to disqualify such applicant at its sole discretion.
- D. Proposal Narrative:** This narrative should address the evaluation criteria set forth in Section E below by including, without limitation, a description of the activities, objective(s), benefits, performance goals and measures for the work to be performed, any organizational experience that would enhance an applicant's capacity to carry out the proposed project, and the resources to be provided to support the proposal. Additionally, the applicant should provide a description of how the activities will be monitored, assessed, and documented to determine the extent to which performance goals and measures are achieved, including a timeline of the proposed activities.

**E. Funding Request:**

- a. **Detailed Budget:** Complete the detailed budget form (Budget Information for Non-Construction Programs, SF-424A) that describes both the direct and indirect costs associated with a particular project.
- b. **Budget Narrative:** Two-page limit. Provide a justification of the proposed itemized expenditures including identification of any other existing or anticipated financial resources, or unmet funding needs, beyond this request to the FAA.

**VOLUME II – Forms and Additional Attachments**

See [Appendix II](#) for a complete list of required documentation required to be submitted with Narrative.

**3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD AND MANAGEMENT (SAM)**

A DUNS number or Unique Entity Identifier (UEI) is required for [Grants.gov](#) registration. The Office of Management and Budget requires that all applicants for Federal funds include a DUNS or Unique Entity Identifier (UEI) number in their applications for a new award or renewal of an existing award. A DUNS or Unique Entity Identifier (UEI) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and sub recipients. The DUNS number or Unique Entity Identifier (UEI) will be used throughout the grant life cycle. Obtaining a DUNS number or Unique Entity Identifier (UEI) is a free, one-time activity that can be completed by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform>. Those serving as sub-recipients of grant awards must also provide their DUNS Number or Unique Entity Identifier (UEI).

All applicants for Federal financial assistance must maintain current registrations in the SAM database. An applicant must be registered in the SAM to successfully register in [Grants.gov](#). The SAM database is the repository for standard information about Federal financial assistance applicants, recipients, and sub-recipients. Entities that have previously submitted applications via [Grants.gov](#) are already registered with SAM, as it is a requirement for [Grants.gov](#) registration. Please note, however, that applicants must update or renew their SAM registration at least once

per year to maintain an active status; therefore, it is critical to check registration status well in advance of relevant application deadlines. Information about SAM registration procedures can be accessed at: <https://www.sam.gov/portal/public/SAM/>.

Each applicant, unless the applicant has an exception approved by the Federal awarding agency under 2 CFR 25.110(d), is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

FAA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, FAA 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.

#### **4. SUBMISSION DATES AND DEADLINES**

The FAA Aircraft Pilots Workforce Development Grant Program application must be submitted in [Grants.gov](https://www.grants.gov). Please see Appendix I of this announcement for detailed instructions on how to submit applications in [Grants.gov](https://www.grants.gov).

**Notice of Intent to Apply Due Date:** January 29, 2021; 11:59pm Prevailing Eastern Time.

This communication is for governmental planning purposes and is not binding. Although not mandatory, submission of the **Notice of Intent** to Apply is strongly recommended to aid the government in conducting a fair and efficient evaluation.

Eligible entities may declare their intention to apply for this funding opportunity by contacting the FAA Grants Officer via email: [Patricia.Watts@faa.gov](mailto:Patricia.Watts@faa.gov) within 10 days of the publication of this Notice. Applications will not be accepted or considered with the Notice of Intent.

Proposing teams must clearly identify the Lead member and Fiscal Officer. Include in the submission all organizations participating on the team, the name and title of an officially authorized organizational representative for each member and contact information for each representative.

**Applications Due Date/Time:** March 22, 2021; 11:59pm Prevailing Eastern Time

It is the responsibility of the applicant to allow for sufficient time to meet the [Grants.gov](https://www.grants.gov) application requirements stated at the time of this posting and to adhere to submission deadlines. Applications must be entered into Grants.gov by the application date and time stated.

Grants.gov will not accept applications after the due date and time.

**Applicant Contact Information:**

The applicant should include contact information requested as part of the SF-424. The FAA Grants Officer will use this information to contact applicants as necessary throughout the competitive process and to inform parties of FAA's decision regarding award determination. Contact information should be provided for a direct employee of the applicant who is authorized to act on behalf of the organization. Contact information for a contractor, agent, or consultant of the lead applicant or team members is insufficient for FAA's purposes.

It is imperative that applicants provide an accurate email address and a telephone number for themselves, each team member, and all key personnel.

Communications with applicants and the Grants Officer may take place throughout the application and selection process, at the Government's sole discretion. The purpose of communications is to ensure there are mutual understandings between the Government and applicants on all aspects of this Program and the applicant's submission. Information disclosed because of oral or written communication with an applicant may be considered in the evaluation of an applicant's submittal(s).

The Government reserves the right to conduct communications with specific applicants only, with all applicants, or with no applicants. Communications with one applicant do not necessitate communications with other applicants.

**Questions:**

Prior to the closing date of this announcement, questions may be submitted to the [AWD-Grants@faa.gov](mailto:AWD-Grants@faa.gov). To the extent possible and in the sole discretion of the Government, the Government will respond to inquiries and answers will be posted on the Frequently Asked Questions (FAQs) page, which can be found on <http://www.faa.gov/go/awd>

Please Note: Other than the FAA Grants Officer, FAA and USDOT employees and support staff are not permitted to discuss or take questions regarding technical issues, the competition, or any matters related to this competition or the selection process.

## 5. INTERGOVERNMENTAL REVIEW

An application under this Notice of Funding Opportunity is not subject to the State review under E.O. 12372.

## 6. FUNDING RESTRICTIONS

- **Pre-award costs:** The Government will not reimburse any pre-award costs or application preparation costs under the proposed award or otherwise.
- **Construction and Research Activities:** The Government will not reimburse for facility construction or research activities.
- **Administrative Cost Cap:** The Government caps Administrative Costs to **10%** of the total award.
- **Indirect Costs:** The Government accepts all Federal negotiated Indirect Cost Rates contingent upon applicant attaching proof of agreement with their Cognizant Agency to their application for this grant. The applicant can elect to accept **10%** of the *de minimis* indirect cost rate of modified total direct costs (MTDC) if the applicant does not have a current negotiated (including provisional) rate. Per 200.214(f), in addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% *de minimis* indirect cost rate. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

- **Field Trips:** Field Trips are permissible but costs should be kept to a minimum. Field Trip related expenses must be reflected in the Budget and Budget Narrative using standard government rates which can be located at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

## SECTION E – APPLICATION REVIEW INFORMATION

### 1. CRITERIA

Proposals will be evaluated on the following merit criteria; therefore, applicants must address each criterion in the order presented below and respond to each in the Proposal Narrative, Volume I:

#### **Criterion 1—Project Plan**

The extent to which the applicant has provided a clear and achievable plan to carry out the proposed project by including, without limitation, a clear and well-organized description of the proposed project including a detailed budget and budget narrative, schedule of activities, objective(s), performance goals and measures; and clearly defined roles and responsibilities to be undertaken by the lead entity and each team member for the work to be performed.

#### **Criterion 2—Applicant Resources**

The extent to which the applicant has demonstrated that it has the capacity to carry out the proposed project by clearly demonstrating that sufficient facilities, equipment, human and fiscal resources are available to provide for student and teacher/instructor recruitment, academic and career counseling, public outreach activities, and otherwise demonstrating that sufficient resources are available to achieve goals. Any examples of past activities and programs provided by applicant will be evaluated in terms of the extent to which such past activities and programs enhance the applicant's capacity to carry out the proposed project.

#### **Criterion 3---Project Impact**

The extent to which applicant's proposed project approach will support the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers. Applications should describe benefits and outcomes of the proposed project that are clearly mapped to the goal of the



Program including, without limitation, the ability to replicate and disseminate program information to ensure sustainability, the strength of proposed partnerships and collaborative strategies to assist in the fulfillment of project objectives, and outreach and recruitment efforts to target a diverse collection of public and private schools in rural, suburban, and urban areas.

#### **Criterion 4—Project Administration**

The extent to which the applicant has demonstrated a clear and achievable plan to control administrative expenses and a well-organized description of how the project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved.

## **2. REVIEW AND SELECTION PROCESS**

FAA Subject Matter Experts will serve on teams to provide a Technical Evaluation and a Management and Fiscal Review. The Technical Evaluation Team will evaluate applications and rank order proposals based upon the Merit Criteria. The Management and Fiscal Review Team will conduct the Risk Assessment noted in Section E (2) and examine the proposed budget and supporting narrative to ensure that the applicant's proposed budget is reasonable and financially sound. The dual evaluation and review processes are intended to assure the selecting official that each proposal being considered for award meets or exceeds the criteria presented by the Government and mandated by Congress. Missing documents/items, or incomplete applications will be grounds for rejecting the application.

Complete applications from eligible entities will be provided to the Grants Officer for initial review to confirm that the applicant 1) meets the eligibility requirements as set forth in Section C.1, Eligible Applicants, and 2) has included all of the items specified in Section D.2, Content and Form of Application Submission. If an application does not meet the eligibility requirements as set forth in Section C.1, Eligible Applicants, or include all of the items specified in Section D.2, Content and Form of Application Submission, the Grants Officer may reject the application. As noted above, all single applicants and team Leads must be registered in [www.sam.gov](http://www.sam.gov). Per 2 CFR 200.206, the Government will, as part of the initial screening process discussed in this section, check the Federal Awardee Performance and Integrity System (FAPIS) [www.fapiis.gov](http://www.fapiis.gov). Entities found to be debarred or suspended will be automatically disqualified from participating in the Program and such applications will not be forwarded to the Technical

Evaluation Team for review. Eligible submissions that satisfy the initial screening referenced above will be prepared for the Technical Evaluation Team to evaluate using the merit criteria specified.

Technical Evaluation Team members will evaluate each completed application that meets the eligibility requirements and will rate and rank order each submission. An unacceptable rating in any one merit criterion will eliminate the proposal from further consideration.

Using the definitions below, the Government will identify strengths, weaknesses and risks relative to the stated merit criteria set forth above.

<b>Strength</b>	An aspect of an application that would positively impact the likelihood of the applicant successfully carrying out the proposed project, that exceeds the requirements for grant award, or otherwise supports the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers.
<b>Weakness</b>	An aspect of an application that would negatively impact the likelihood of the applicant successfully carrying out the proposed project, that fails to meet the requirements for award, or otherwise fails to support the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers.
<b>Risk</b>	An aspect of an application that presents an uncertainty as to the ability of the applicant to successfully carry out the proposed project, meet the requirements for award, or otherwise to support the education and development of the aircraft pilots workforce (including aircraft pilots, aerospace engineers or unmanned aircraft systems operators) in the United States including, if applicable to the applicant's proposed project, the extent to which the applicant's proposed project approach supports the related professional development of teachers.

Based upon the strengths, weaknesses and risks identified, the Government will assign an adjectival rating from the table below to each merit criteria. An overall adjectival rating from the below table will be assigned to the application based on the adjectival ratings of the individual merit criteria.

ADJECTIVAL RATING	DEFINITION
<b>EXCEPTIONAL</b>	The applicant's proposal is highly compelling, comprehensive and demonstrates a thorough understanding of the goals of the Program and the merit criteria. There are very few, if any, weaknesses or risks and if there are any, they are minor. Strengths far outweigh any weaknesses or risks.
<b>EXCEEDS STANDARDS</b>	The applicant's proposal appropriately responds to the merit criteria and demonstrates a thorough understanding of the goals of the Program. The Applicant's response meets and exceeds the standard requirements for a "Meets Standard" rating but does not quite meet the standards for the Exceptional rating. There may be some weaknesses or risks, although they are mostly minor. Strengths outweigh any weaknesses or risks.
<b>MEETS STANDARDS</b>	The applicant's proposal is appropriate and adequately addresses the merit criteria. The application demonstrates an understanding of the Program goals. There may be several weaknesses or risks; however, the combined impact of any strengths is approximately equal to the combined impact of any weaknesses or risks.
<b>UNACCEPTABLE</b>	<p>The applicant's proposal does not provide sufficient information or does not respond adequately to the merit criteria, therefore, the applicant's proposal is inadequate. The proposal does not demonstrate a satisfactory understanding of the goals of the Program, contains many weaknesses or risks, and little or no strengths. Weaknesses or risks far outweigh any strengths.</p> <p>* Any proposal that is rated "Unacceptable" on any Merit Criterion will not be considered for selection.</p>

The designated Lead evaluator for the Technical Evaluation Team will present to the Grants Officer the ratings and rank ordered list of submissions with a summary report and related materials. The Management and Fiscal Review Team will then conduct the Risk Assessment noted in Section E (2) and examine the proposed budget and supporting narrative to ensure that the applicant's proposed budget is reasonable and financially sound. The designated Lead Reviewer for the Management & Fiscal Review Team will prepare a summary report of the findings and present the report and related materials to the Grants Officer for further review and action.

The Government reserves the right to not make an award to a recipient based on the results of the risk assessment.

The Secretary will determine the final selection and amount of funding for each proposed project after consideration of the findings of the Technical Evaluation Team and the Management & Fiscal Review Team. In reviewing and selecting applications for grants under this Program, among other factors, the Secretary shall ensure that the applications selected will allow participation from a diverse collection of public and private schools in rural, suburban and urban areas.

Should questions arise at any time during the application or evaluation process, the Grants Officer may contact the authorized official(s) named in the proposal. The Grants Officer is the FAA official responsible for all communications with applicants following the publication of this NOFO through execution of final awards.

### **3. RISK ASSESSMENT**

Pursuant to Section 4.5.1.2 (Applicant Risk) of the USDOT Guide to Financial Assistance and applicable law, 2 CFR 200.206, the Government is required to assess information about an applicant (and sub-recipient, as applicable) in order to evaluate the risks posed by a Recipient before they receive an award. The Management and Fiscal Review Team may incorporate the results of the Technical Evaluation Team's findings to determine applicant risk. In addition to consideration of the Technical Evaluation Team's findings as to risk, the Management and Fiscal Review Team may also consider, without limitation, the following additional factors as to applicants and sub-recipients, as applicable:

- Designated integrity and history of performance of past federal awards through SAM (currently FAPIIS) (see 41 U.S.C. 2313). Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirm that the Recipient and any named sub-applicants are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities;
- Reports and findings from audits performed under Subpart F of 2 CFR Part 200 or the reports and findings of any other available audits;
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
- Potential conflicts of interest on the part of the non-Federal entity. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or

pass-through entity in accordance with applicable Federal awarding agency policy. 2 CFR 200.112

As noted above, the Government reserves the right to reject an application if the Government finds, at its sole discretion, that an applicant (and sub-recipient, as applicable) presents an unacceptable level of risk based on the findings of this risk assessment. Additionally, if risks are identified but can, in the Government's sole discretion, be sufficiently mitigated through the inclusion of special terms and conditions in the grant agreement or otherwise, the Government reserves the right to proceed with award subject to any additional terms and conditions it deems appropriate.

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered. The Government will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.206.

If the Government does not make a Federal award to a non-Federal entity because the official determines that the non-Federal entity does not meet either or both of the minimum qualification standards as described in 2 CFR 200.206, the Government will report that determination in FAPIIS. Entities found to be in violation of Federal Statutes or to have previous disbarments will automatically be disqualified.

#### **4. OTHER REVIEW CONSIDERATIONS**

After the Technical Evaluation Review and Management & Fiscal Review, the Government may consider the following factors prior to final selection.

- Whether a project is located in a qualified opportunity zone designated pursuant to 26 U.S.C. § 1400Z-1;
- Consistent with the Department's R.O.U.T.E.S. Initiative (<https://www.transportation.gov/rural>), the Department recognizes that rural transportation networks face unique challenges. To the extent that those challenges are reflected in the merit criteria listed in this section, the Department will consider

how the activities proposed in the application will address those challenges, regardless of the geographic location of those activities; and

- The Department will review and consider applications for funding pursuant to this NOFO in accordance with the President's September 2, 2020 memorandum, entitled Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities, consistent with guidance from the Office of Management and Budget and the Attorney General and with all applicable laws.

## **5. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES**

The FAA anticipates announcing grant recipients in 3<sup>rd</sup> Quarter and making awards in 4<sup>th</sup> Quarter Fiscal Year 2021.

## **SECTION F – AWARD ADMINISTRATION INFORMATION**

### **1. FEDERAL AWARD NOTICES**

#### **A. Selection Notification**

The FAA Grants Officer will notify the recipient's Fiscal Officer or designated point of contact when selected for award. The Grants Officer will sign and send award documents to the official responsible to act on behalf of the applicant named as the designated point of contact in the proposal. The FAA will notify applicants not selected for award by email.

The Grants Officer is the individual authorized by the Senior Procurement Executive to commit the Government to a course of action and bind the Federal Government to the expenditure of funds. Expenses incurred during proposal preparation are not reimbursed. The officially signed grant award, when executed, is the authorizing document that enables the recipient to begin the agreed upon activities.

Awards made under this Program are subject to the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

<https://www.ecfr.gov/>. These Terms and Conditions will be incorporated in the award by reference. Awardees receipt of funds is contingent on execution of the Government's award agreement.

## **B. Non-Selection Notification**

The FAA Grants Officer will notify applicants that have not been selected, in writing, as promptly as possible after the determination has been made.

## **2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

The applicant must adhere to all Local, State and Federal laws and directives including National Policies identified in required form SF-424B, Assurances Non-Construction, and including those outlined in the updated Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. To review 2 CFR Part 200, effective November 2020, visit:

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Please see [Appendix III](#) for additional important policy statements.

## **3. REPORTING**

The FAA is required to track recipient activities and requires reports on a routine basis. The following reports must be submitted electronically, unless otherwise requested by the FAA:

### **Quarterly Reports**

At the discretion of the FAA Grants Officer, a quarterly report may be required, and must provide a narrative to include but not be limited to: activities performed during the period; accomplishments; sources of all funds and other contributions generated; fiscal expenditures; sub-awards made to team members and others; photographs, and other information as required or as deemed necessary to show progress.

### **Semi-Annual Progress Reports**

The recipient must submit a semi-annual progress report within seven months from date of grant award. The report shall include an up-to-date summary of accomplishments and performance metrics by the recipient; obstacles and problems encountered, remedies or proposed solutions; noteworthy activities, events, or successes; and a Financial Statement of funds expended to date. Semi-annual Progress Reports must include the following details about the relevant Milestones and Goals:

- Detailed accounting of the activities conducted including activities of team members and number of students reached during the reporting period;
- Plans for accomplishments in the next reporting period;

- Problems or delays that the recipient has experienced in the conduct of the activities; and
- Updated SF-425 Federal Financial Report 4040-0014 and SF-425A Federal Financial Report Attachment to document expenditures and the status of funds.

### **Final Closeout Report**

The Grant Recipient must prepare and electronically submit the Grant Closeout report to the FAA Grants Officer within 90 days after the end of the grant award period of performance. The fully inclusive Closeout Report must document all progress, performance metrics and the final invoice with the federal financial report (SF-425).

## **SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)**

Questions may be directed to:

<b>FAA Official Point of Contact:</b>	<b>Patricia Watts, Ph.D., Grants Officer</b> <a href="mailto:Patricia.Watts@faa.gov">Patricia.Watts@faa.gov</a>
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## **SECTION H – OTHER INFORMATION**

A related Notice of Funding Opportunity is being released for the *FAA Aviation Maintenance Technical Worker Workforce Development Grant Program*.

Visit the FAA Workforce Development Grant Program website for more information grant opportunities: <http://www.faa.gov/go/awd>

The Federal Government is not obligated to make any Federal award as a result of this announcement.

The FAA Grants Officer is the official responsible for all communications with applicants following the publication of this NOFO, during negotiations of grant awards and through award. The officially warranted Grants Officer is authorized by the FAA Senior Acquisition Executive to bind the Federal Government to the expenditure of funds and commit the agency to a course of action.

**[END OF NOTICE OF FUNDING OPPORTUNITY (NOFO)]**



## APPENDIX I

### **GRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES**

*This section provides the application submission and receipt instructions for FAA Aircraft Pilot Workforce Development Grant program applications. Please read the following instructions carefully and completely.*

#### **1. Electronic Delivery**

*FAA Aircraft Pilot Workforce Development Grant program* is participating in the [Grants.gov](https://www.grants.gov) initiative to provide the grant community with a single site to find and apply for grant funding opportunities. The FAA encourages applicants to submit their applications online through [Grants.gov](https://www.grants.gov).

The Applicant must certify that they have personally completed the application and that the information they are providing is complete and accurate. Information is subject to verification.

[Grants.gov](https://www.grants.gov) strives to ensure site accessibility for all of its users, and our web pages are designed to work with assistive technologies, such as screen readers. If you use assistive technology and are unable to access any material on the site, please email the [Grants.gov](https://www.grants.gov) Support Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726. When contacting [Grants.gov](https://www.grants.gov), please include the following information so that we can respond in a manner that is helpful to you:

- Nature of the accessibility issue
- Web address of the content you are attempting to access
- Your preferred format for the content
- Your contact information

#### **2. How to Register to Apply through Grants.gov**

a. *Instructions:* Read the instructions below about registering to apply for FAA 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.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and [Grants.gov](https://www.grants.gov) account to apply for grants.

Creating a [Grants.gov](https://www.grants.gov) account can be completed online in minutes, but DUNS and 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) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

2) *Register with SAM:* All organizations applying online through [Grants.gov](https://www.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](https://www.grants.gov). SAM registration must be renewed annually. For

more detailed instructions for registering with SAM, refer to:

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

3) *Create a [Grants.gov](https://Grants.gov) Account*: The next step is to register an account with [Grants.gov](https://Grants.gov). Follow the on-screen instructions or refer to the detailed instructions

here: <https://Grants.gov/web/grants/applicants/registration.html>

4) *Add a Profile to a [Grants.gov](https://Grants.gov) Account*: A profile in [Grants.gov](https://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](https://Grants.gov) account to access all of your grant applications. To add an organizational profile to your [Grants.gov](https://Grants.gov) account, enter the DUNS Number for the organization in the UEI (Unique Entity Identifier) field while adding a profile. For more detailed instructions about creating a profile on [Grants.gov](https://Grants.gov), refer to: <https://Grants.gov/web/grants/applicants/registration/add-profile.html>

5) *EBiz POC Authorized Profile Roles*: After you register with [Grants.gov](https://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](https://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](https://Grants.gov), refer to:

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

6) *Track Role Status*: To track your role request, refer to:

<https://Grants.gov/web/grants/applicants/registration/track-role-status.html>

b. *Electronic Signature*: When applications are submitted through [Grants.gov](https://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.**

### 3. How to Submit an Application to the FAA via [Grants.gov](https://Grants.gov)

[Grants.gov](https://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 web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on [Grants.gov](https://Grants.gov). For access to complete instructions on how to apply for opportunities, refer to:

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

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *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.

a. *Adobe Reader*: If you decide not to apply by filling out web forms 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](https://Grants.gov) to download the appropriate version of the software at: <https://Grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. *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.

c. *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 DUNS Number. Once it is completed, the information will transfer to the other forms.

3) *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](https://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.

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a [Grants.gov](https://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://Grants.gov/web/grants/applicants/applicant-training.html>

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

If you are experiencing difficulties with your submission, it is best to call the [Grants.gov](https://Grants.gov) Support Center and get a ticket number. The Support Center ticket number will assist the FAA with tracking your issue and understanding background information on the issue.

#### **4. Timely Receipt Requirements and Proof of Timely Submission**

a. *Online Submission*. All applications must be received by 11:59pm prevailing Eastern Time on the due date established for each program. Proof of timely submission is automatically recorded by [Grants.gov](https://Grants.gov). An electronic date/time stamp is generated within the system when the application is successfully received by [Grants.gov](https://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](https://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](https://Grants.gov) Tracking number in an email serving as proof of their timely submission.

When the FAA successfully retrieves the application from [Grants.gov](https://Grants.gov), and acknowledges the download of submissions, [Grants.gov](https://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](https://Grants.gov) receives your application. Applications

received by [Grants.gov](#) after the established due date for the program will be considered late and will not be considered for funding by the FAA.

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.

## APPENDIX II

### Application Documentation Checklist

- Sam.gov registration
- DUNS Number
- Lead Entity must provide proof of eligibility documentation
- Lead Entity must provide a copy of most recent audit.
- A proposal submission includes the items noted above with the 25-page Narrative attachment, and the forms included in Volume II which may also contain additional supporting documentation tabulated as attachments.
- Project Lead identified and contact information included in application
- Application for Federal Assistance (SF 424) Form
- Budget Information:
  - Detailed Budget: Budget Information for Non-Construction Programs Attachment (SF-424A) Form
  - Budget Narrative: Two page limit attachment. Provide a justification of the proposed itemized expenditures including a detailed list of financial assistance (grants) obtained from other federal agencies in support of project activities discussed in your proposal.
- Assurances for Non-Construction Programs Attachment Form (SF-424B - Mandatory)
- Project Abstract Summary including identification of Eligible Project Attachment Form
- Grants.Gov Lobbying Attachment Form
- Project/Performance Site Location(s) Attachment Form
- Key Contacts(Personnel) Attachment Form
- ACH Vendor Payment Enrollment Attachment (SF-3881) Form

**NOTE: All forms and instructions can be downloaded from [Grants.Gov/Forms](#). The applicant should attach the forms in the Application for Federal Assistance (SF 424) Form in #15 Attachment area.**

**Applicant Assistance:** [Grants.gov](#) provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@Grants.gov](mailto:support@Grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for. The FAA is not equipped to provide technical assistance with the Grants.gov application process.

## APPENDIX III

### Uniform Administrative Requirements

The FAA will adhere to all National Policies identified in required form SF-424B, Assurances Non-Construction and further adhere to all guidelines for Federal Assistance Programs outlined in the updated Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. To review 2 CFR Part 200, please visit:

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Notable Clauses:

A. ENGLISH LANGUAGE (2 CFR 200.211)

Federal financial assistance Applications must be submitted in the English language and the budget must be presented in terms of U.S. dollars.

B. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (2 CFR 200.216)

(a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology

Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also 200.471.

[85 FR 49539, Aug. 13, 2020]

### C. DATA RIGHTS

The Recipient must make available to the FAA copies of all work developed in performance with the grant, including but not limited to software and data. Data rights under the grant agreement shall be in accordance with 2 CFR 200.315, Intangible property.

### D. KEY PERSONNEL

Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the Grants Officer for changes in the Key Personnel specified in the proposal.

E. ORDER OF PRECEDENCE

If necessary and in the Government's sole discretion, the FAA Grants Officer may review activities and associated costs with the Applicant's Fiscal Officer and negotiate changes prior to award, consistent with this NOFO and the Authorizing Legislation.

F. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

The grant award is designated as: NON-RESEARCH



## GLOSSARY OF TERMS

**Audit Report:** The documentation following examination of records provided by an authorized official responsible for fiscal review of monetary and non-monetary matters relating to grant(s) to identify problems, if applicable, report findings, and provide remedies and recommendations for corrective action in order to prevent future recurrence

**Authorizing Legislation.** A law passed by Congress that establishes or continues a grant program.

**Authorized Representative or Fiscal Officer:** The official designated by the grant recipient having the authority to sign official documents and commit the entity to enter into agreements and comply with all provisions set forth in the grant award instrument.

**Budget Narrative.** Describes and justifies the information Detailed Budget, SF-424A, submission explaining requests for travel, equipment, personnel costs, etc.

**Detailed Budget.** The SF-424A is a form included in a proposal that describes both the direct and indirect costs associated with a particular project. This form is generally accompanied by a narrative which justifies proposed expenses.

**Disclosure of Lobbying Activities.** SF-LLL Form is a required form used to report lobbying activities.

**Evaluation Criteria.** Criteria against which each proposal is assessed in order to determine technical merit and eligibility for funding.

**Grant.** The transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support or stimulation. There is no substantial involvement between the Federal agency and the recipient during performance of the activity.

**Grant Award.** Fiscal instrument which contains all documentation applicable to support the funded activities.

**Grant Closeout.** The period during which it is determined that the recipient has performed all required work supported by a grant award or cooperative agreement and all necessary administrative actions are completed to make final fiscal adjustments to a recipient's account.

**Grants.gov.** A government website that lists Federal assistance opportunities, accepts electronic submission, and assigns a Grants.gov tracking number to proposals submitted for consideration of potential awards. If selected for award, the Grants.gov tracking number is replaced by FAA with a program specific Grant Award number.

**Grants Officer.** Warranted official who negotiates, executes, administers, modifies, and terminates grant awards as authorized under the Federal statutes with delegated authority from the Senior Procurement Executive.

**Indirect Costs.** Costs of an organization incurred for common or joint objectives which cannot be readily and specifically identified with a particular grant or other institutional activity.

**Indirect Cost *de minimis*.** An award recipient that proposes to use federal grant funds to pay for **indirect costs** but does not currently have a federally negotiated **indirect cost** rate may elect to charge a *de minimis* rate of up to 10% of its modified total direct costs (MTDC) which may be used indefinitely. Per (f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% *de minimis* indirect cost rate. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

**Indirect Cost Agreement.** Document negotiated with the institution's cognizant Federal audit agency (Health and Human Services, Department of Defense, etc.), currently in force listing the most recent rates to be applied for indirect costs.

**Key Contact Form.** A required form included in the proposal that requests specific information pertaining to key staff.

**Pre-Award Costs.** Any cost incurred by the applicant prior to the execution of the award.

**Project Description.** A portion of the proposal that describes specifically how the proposer intends to implement the project, stated goals and objectives.

See Project Description in [Section D](#)

**Proposal.** An application for a grant or cooperative agreement containing all the information and forms necessary to comply with relevant requirements.