

**FINANCIAL ASSISTANCE
OPPORTUNITY TO APPLY FOR GROUNDWORK USA PILOT FUNDING
AND TECHNICAL ASSISTANCE AND JOIN THE GROUNDWORK USA
NETWORK**



**U.S. Department of Interior
National Park Service**

Groundwork USA Program

Letter of Interest Opportunity Announcement Number:

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SECTION I – GROUNDWORK USA PILOT FUNDING CALL FOR LETTERS OF INTEREST

- A. Legislative Authority**
- B. Project Background Information**
- C. Project Objectives**
- D. Joint (NPS and Partner Organization) Program Objectives**
- E. Selection Information**
- F. Overview of the Selection Process**

SECTION II – ELIGIBILITY INFORMATION

- A. Eligible Applicants**
- B. Other**

SECTION III – APPLICATION AND SUBMISSION INFORMATION

- A. Address to Request Application Package**
- B. Submission Dates and Times**

SECTION IV – LETTER OF INTEREST REVIEW INFORMATION

- A. Review Criteria**
- B. Review and Selection Process**

SECTION V – SELECTION INFORMATION

- A. Selection Notices**

SECTION VI – QUESTIONS

- A. Questions**

SECTION VII – OTHER INFORMATION

- A. Modifications or Changes to the Announcement**
- B. Evaluation and Administration by Non-Federal Personnel**
- C. Notice of Potential Disclosure under Freedom of Information Act**

APPENDICES/REFERENCE MATERIAL

Appendix A - Definitions

Appendix B - Personally Identifiable Information (PII)

CFDA NUMBER 15.931

CFDA TITLE: Conservation Activities by Youth Service Organizations

SECTION I: GROUNDWORK USA PILOT FUNDING CALL FOR LETTERS OF INTEREST

A. Legislative Authority

16 U.S.C. 1g authorizes the National Park Service (NPS), beginning in fiscal year 1997 and thereafter, to enter into cooperative agreements that involve the transfer of NPS appropriated funds to State, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out NPS programs pursuant to 31 U.S.C. 6305 to carry out public purposes of NPS programs.

16 U.S.C. 4601 et seq. Outdoor Recreation Act of 1963 promotes the coordination and development of effective programs relating to outdoor recreation and for other purposes.

B. Project Background Information

The Groundwork USA Initiative is a pilot program of the National Park Service (NPS) Rivers and Trails Program in cooperation with the Environmental Protection Agency (EPA) Brownfields Program to establish a network of independent nonprofit environmental businesses called Groundwork Trusts. Locally organized and controlled, Groundwork Trusts bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well being. NPS provides the technical assistance to the successful applicant(s) in partnership with Groundwork USA (GW USA). NPS also awards the financial assistance to successful applicant(s) and administers the assistance agreements. The EPA provides NPS with the funds for this program under an Interagency Agreement. All projects and activities of Groundwork are carried out through a creative mix of staff and volunteers to leverage resources and engage businesses and residents in the transformation of their own communities. There are now 20 Groundwork USA pilot communities across the United States. For more information about Groundwork USA, please visit www.groundworkusa.org

The Letter of Interest (LOI) is the first step in the process to apply for Groundwork USA Pilot Funding and Technical Assistance. For an overview of the application process for Groundwork USA Pilot Funding and Technical Assistance, please refer to the accompanying announcement or on www.nps.gov/rtca. These 'Letter of Interest Guidelines' are a supplement to information provided in the announcement.

The next step in the process is the application round for Groundwork USA Pilot Funding (up to \$180,000) and Technical Assistance. 1 – 2 new communities will be selected to participate in the Groundwork USA Initiative based on an evaluation process and submission of a successful proposal. **PLEASE NOTE: IF THE DECISION IS MADE TO UNDERTAKE PHASE II AND ESTABLISH A LOCAL GROUNDWORK TRUST, THE LOCAL GOVERNMENT IS REQUIRED TO PROVIDE A**

\$25,000 PER YEAR COST MATCH FOR THREE YEARS. A LARGER MATCH IS RECOMMENDED FOR THE EFFECTIVE LAUNCH OF THE NEW GROUNDWORK TRUST, ALONG WITH OTHER IN-KIND SUPPORT TO OFFSET THE COST OF OPERATIONS.

Introduction to the Groundwork USA Initiative

The Groundwork USA Initiative builds the capacity of communities impacted by brownfields and derelict lands to improve their environment for conservation, recreation and economic development by supporting the establishment of locally organized and controlled Groundwork Trust organizations. Each Groundwork Trust represents a strong partnership between municipal government, business and civic leaders, foundations, churches, community organizations and residents. They are focused on delivering projects and programs to improve their communities' environment, economy and quality of life. There are now 20 Groundwork USA pilot communities across the United States. 17 Groundwork Trusts have been established.

The mission of the Groundwork USA network and the member Groundwork Trusts is to *bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well being.*

By working with people to build healthy and prosperous communities, the Groundwork Trusts achieve an integrated approach to community rejuvenation in six key program areas:

- **Land** – Helping people transform derelict land and wasted public space into valued community assets such as pocket parks, community gardens, recreation facilities and nature preserves.
- **Brownfields** – Partnering with government agencies and the private sector to engage residents in the remediation of brownfields to build consensus on reusing these sites for community benefit and facilitating their transformation.
- **Education** – Working with schools to improve their outdoor facilities for recreation and education and providing programs which engage students in improving their community.
- **Business** – Working with businesses to enhance their sites, improve their environmental performance and involve them in volunteer service days benefiting their community.
- **Youth** – Working with young people to develop job and leadership skills by engaging them in Groundwork projects and programs as staff and volunteers.
- **Communities** – Making a long-term commitment to specific neighborhoods and working closely with other organizations and initiatives in those areas to maximize impact and improve quality of life.

C. Project Objectives

The objective of the Groundwork USA Initiative is to build the capacity of communities impacted by brownfields, derelict land, distressed natural resources and other environmental issues to improve their environments for conservation, recreation, economic development and overall quality of life through the development of locally organized and controlled Groundwork Trust organizations as part of the larger Groundwork USA network. Groundwork Trusts are not for profit organizations that work with their host communities to plan and carry

out holistic environmental improvement project and programs to protect, sustain and restore the health of people, communities and ecosystems using integrated and comprehensive approaches and partnerships.

D. Joint (NPS and Partner Organization) Program Objectives

The joint objective of the National Park Service, the Environmental Protection Agency and the local communities selected to participate in the Groundwork USA Initiative, is to evaluate the feasibility of developing and sustaining a Groundwork Trust organization in that local community. If the partners agree that a Groundwork Trust is feasible and needed in the local community, they will then work together to establish the new Groundwork Trust and support the work of the Groundwork Trust to undertake projects and programs to improve the local communities environment for conservation, recreation, economic development and overall quality of life.

E. Selection Information

This is a call for letters of interest. There will be approximately ten (10) communities that are selected from the received letters; those ten will then in a six month evaluation process for the Groundwork USA Pilot Program. Upon completion of the evaluation process those communities will be invited to submit a proposal for the Groundwork USA Pilot Funding and Technical Assistance program. From these proposals, one to two communities will be chosen to create a new Groundwork Program through a cooperative agreement and task agreements.

F. Overview of the Selection Process

There are six key steps to completing the selection process for Groundwork USA Pilot Funding and Technical Assistance. **Interested communities are strongly encouraged to work with their local NPS Rivers & Trails Program throughout the process.**

1. **Community Outreach:** Convene a core Steering Committee to learn about and consider the development of a Groundwork Trust in your community.
2. **Letter of Interest** (due June 16, 2010): Submit a 3 to 4 page letter of interest from the core Steering Committee to NPS explaining your interest and why a Groundwork Trust may be appropriate for addressing the environmental needs of your community. Please refer to the *'Guidelines for the Groundwork USA Letter of Interest'*, which are available in Section II, B. NPS will evaluate all letters received based on the criteria outlines below and select up to 10 communities for further evaluation through initial meetings and site visits.
3. **Initial Meetings and Site Visits with Communities Selected for Further Evaluation:** If selected for further evaluation by NPS, organize an initial meeting and site visit for representatives of NPS to meet the local Groundwork Steering Committee, see potential projects, and learn about the community and the committee's interest in Groundwork. NPS staff will present the Groundwork program to the committee and their partners, answer questions and react to any initial ideas the committee may have for Groundwork

in their community. This meeting should include site visits as part of the introduction and involve representatives of EPA's Brownfield's Program.

4. **Letter of Endorsement from the Mayor:** After the initial meeting, the local Groundwork Steering Committee needs to decide whether or not to proceed. As part of that decision, they should discuss the Groundwork program with other community members, key stakeholders and their chief elected officials. If there is broad support to proceed, the Mayor/chief elected official should send a letter to NPS endorsing the work of the committee and inviting the representatives of NPS and Groundwork USA to meet with an enlarged Groundwork Steering Committee to answer their questions and further evaluate Groundwork for their community.
5. **Follow-up Meetings and Site Visits:** Upon submission of the letter of endorsement from the Mayor/chief elected official to NPS, organize with NPS a follow-up meeting and a site visit for representatives of NPS and Groundwork USA with the local Groundwork Steering Committee. This meeting would include further evaluation, site visits with NPS and GW USA and an opportunity to discuss the proposal the committee will need to submit for GW USA Pilot Funding and Technical Assistance.
6. **Proposal for Groundwork USA Pilot Funding and Technical Assistance:** After the follow-up meeting, the steering committee decides whether or not to submit a proposal for the GW USA Pilot Funding and Technical Assistance in partnership with their local government. *'Proposal Guidelines for Groundwork USA Pilot Funding and Technical Assistance'* will be available in the next Grants.gov posting. The proposal should include letters of support and a letter from the Mayor/chief elected official endorsing the proposal and their willingness to provide the local match.

G. Overview of the Groundwork USA Pilot Funding Process

Prior to submitting a proposal to the NPS for Groundwork USA Pilot Funding and Technical Assistance, NPS will work with the local Groundwork Steering Committee to evaluate whether or not the Groundwork USA Initiative makes sense for their community. If the evaluation is positive and the proposal submitted by the Steering Committee in partnership with their local government is selected, Groundwork USA Pilot Funding and Technical Assistance are awarded in three phases:

- **Phase 1** – In Phase 1, NPS supports the selected Groundwork Steering Committee with assistance to complete a feasibility study through Groundwork USA to determine if Groundwork is appropriate for their community and if so, outline how it would be established.
- **Phase 2** – In Phase 2, NPS supports the Groundwork Steering Committee with funding (\$80,000) and technical assistance to help establish the new Groundwork Trust. These funds may be used to hire staff, develop programs, initiate new project areas, engage partners and communities and cover other operational expenses. They may not be used for project construction. Upon successful completion of phase 2 and the Trust's first full year of operation, the new Trust will become a full member of the Groundwork USA network and eligible for phase 3 funding as it becomes available.

- **Phase 3** – In Phase 3, NPS will award the funds (up to a total of \$100,000 over 4 years), if available, to the new Groundwork Trust Organization through a NPS task agreement. An unfunded cooperative agreement (CA) will be established with the Groundwork Trust and funded task agreements will be issued under the CA. The Groundwork Trust organization will be required to provide a 25% match in cash or ‘in-kind’ to access these funds.

SECTION II: ELIGIBILITY INFORMATION

A. Eligible Applicants

To be considered for Groundwork USA Pilot Funding and Technical Assistance, interested communities must:

- Have received or be receiving funding from the Environmental Protection Agency Brownfields Program, and
- Convene a diverse Steering Committee with representation from local government, businesses, civic groups, community organizations, residents and other interested stakeholders to coordinate and lead the effort to develop a Groundwork Trust.

Interested communities are strongly encouraged to work with the NPS Rivers and Trails Program throughout the process to apply for and to develop a Groundwork Trust. Please refer to the ‘Contact Us’ page of the Rivers & Trails Program website (www.nps.gov/rtca) for the location and contact information of your local NPS Rivers & Trails Program office.

B. Other

Letter of Interest Guidelines

Interested communities should work with their local NPS Rivers & Trails Program staff to submit a 3 – 4 page letter of interest which provides the information requested below. Based on these letters, up to 10 communities will be selected to participate in meetings and site visits to evaluate Groundwork in anticipation of submitting full proposals for Groundwork USA Pilot Funding and Technical Assistance.

1. **Please provide a brief description of the community or area being proposed for the Groundwork Trust, including demographics, and the environmental and community development issues which a Groundwork Trust could help address.** To date, Groundwork communities range from small and medium size cities and counties (pop. 30,000 – 400,000) to specific areas within a larger city or county, such as northeast Denver and south Dallas. The goal is to have a large enough base of projects and resources to sustain the organization, without overwhelming it, during its initial development. As a Groundwork Trust develops, it can expand to new areas within their own city or county or to neighboring cities, towns and counties.
2. **Who will be the lead organization or agency and contact person on the local level? What is their experience with community and environmental improvement**

activities? What will their role be? Please provide their contact information. A lead organization or agency is needed to champion the effort and convene the steering committee; however, this does not mean that the new Groundwork Trust becomes affiliated with that partner over the long term.

3. **Who will be the lead staff person from the National Park Service Rivers & Trails Program to work with the Steering Committee? What will their role be?**

4. **Who will be the lead staff person from the Environmental Protection Agency Brownfields Program to work with the Steering Committee? What will their role be?**

5. **Has the community received or is it receiving funding and/or assistance from the U.S Environmental Protection Agency Brownfields Program? What has been accomplished with that assistance to support the remediation and reuse of brownfields within that community?**

Please address the following selection criteria:

- The community/local government is a current or past recipient of funding and/or assistance from the EPA Brownfields Program and demonstrated success in those effort(s).

6. **Has the community worked with or is it working with the National Park Service Rivers & Trails Program or other NPS program or park site? If so, what has been accomplished through that partnership(s) to improve opportunities for conservation and recreation within the local community?**

Please address the following selection criteria:

- The community/local government participated in current or past partnerships with the National Park Service and demonstrated success in those effort(s).

7. **What is the level of community interest and commitment to learn about, evaluate and possibly establish a Groundwork Trust? Who are the local organizations, businesses, government agencies and/or community groups interested in evaluating Groundwork for their community?**

Please address the following selection criteria:

- The breadth of community participation on the Steering Committee, i.e. business, government, philanthropic, nonprofit, civic groups, church groups, community organizations and residents.
- The Steering Committee reflects the diversity of the larger community
- The commitment of local government to support the effort, participate in the process and provide the local government funding match should a Groundwork Trust be established.
- The potential for other resources to be leveraged to support development of the local Groundwork Trust.

8. What are the opportunities for a Groundwork Trust to improve the local environment for conservation, recreation and economic development?

Please address the following selection criteria:

- The potential for Groundwork to facilitate the creation, improvement and stewardship of parks, greenways, open spaces and nature reserves and increase opportunities for recreation, conservation and other environmental improvements in communities impacted by brownfields.
- The potential of Groundwork to stimulate economic and environmental rejuvenation of communities impacted by brownfield issues.
- The potential for Groundwork to increase the capacity of communities with limited means to improve their environment, economy and quality of life.
- The potential for Groundwork to engage the local community in the planning and development of projects and programs to improve their local environment, including the assessment, cleanup and reuse of brownfield sites for parks, recreation facilities, nature areas, and other community benefits.
- The potential for Groundwork to contribute to the use or reuse of existing infrastructure.

9. How could a Groundwork Trust help address the issue of Brownfields in the community/target area?

Please address the following selection criteria:

- The potential for Groundwork to leverage/stimulate funds from other sources to support the assessment and remediation of brownfields and their reuse for parks, recreation facilities, nature areas, and other community benefits.
- The potential for Groundwork to engage the local community in the planning and implementation of projects and programs to assess, cleanup and reuse brownfields for parks, recreation facilities, nature areas, and other community benefits.
- The potential for Groundwork to help reduce the threats to human health and the local environment associated with the presence of hazardous substances, pollutants and/or contaminants.
- The potential for Groundwork to help address or facilitate the identification and reduction of threats to the health and welfare of populations at risk.

Section III: SUBMISSION INFORMATION

A. Letter of Interest Submission Format

The letter of interest is a narrative description that should specifically address each of the review criteria (see Section IV). The letter of interest must be no longer than 4 pages, no smaller than font size 11, and have 1-inch margins. The full proposal requirements will be addressed at a later time with the candidates chosen from the submitted LOI's.

B. Submission Dates and Times

Applicants are held responsible for their LOI's being submitted to the National Park Service. Letters of interest must be received by **06/16/2010, 5:00 PM (MST)**. You are encouraged to transmit your letter of interest well before the deadline. **LOI's RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR REVIEW.** If it is determined that a LOI will not be considered due to lateness, the applicant will be notified. **LOI preparation time may take several weeks. Please start the process as soon as possible.**

WHERE TO SUBMIT

LETTERS OF INTEREST MUST BE SUBMITTED TO THE NATIONAL PARK SERVICE BY THE DUE DATE, BY MAIL, FEDEX, UPS, ETC., TO THE FOLLOWING ADDRESS:

NOTE: for FEDEX, UPS, and any other delivery service, use the Suite number. Do not use the Box number in the address. These services will not deliver to a Box.

FedEx Address:

National Park Service
Washington Contracting Office
7333 W. Jefferson Avenue
Suite 100
Denver, CO 80235
Attn: Elizabeth Walden
Letter of Interest Opportunity Announcement – NPS-10WASO-00001

USPS Address:

National Park Service
12795 W. Alameda Parkway
Mail Stop WCP
Lakewood, CO 80228
Attn: Elizabeth Walden
Letter of Interest Opportunity Announcement – NPS-10WASO-00001

Section IV: Letter of Interest Review Information

A. REVIEW CRITERIA

The following criteria will be used to evaluate communities applying for Groundwork USA Pilot Funding and Technical Assistance. These criteria will be used throughout the application process, from their initial letter of interest through to evaluating the proposal they submit for Groundwork USA Pilot Funding and Technical Assistance.

Primary criteria include:

- The community/local government is a current or past recipient of funding from the EPA Brownfields Program and demonstrated success in those efforts.

- The breadth of community participation on the Steering Committee and support for establishing a Groundwork Trust, including business, government, philanthropic, nonprofit, civic groups, church groups, community organizations and residents.
- The Steering Committee reflects the diversity of the larger community.
- The commitment of local government to support the effort, participate in the process and provide the local government funding match.
- The extent to which Groundwork would facilitate the creation, improvement and stewardship of parks, greenways, open space, and nature reserves and increase opportunities for recreation, conservation and other environmental improvements in communities impacted by brownfields.
- The extent to which other resources will be leveraged to support development of the local Groundwork Trust.
- The extent to which Groundwork will leverage/stimulate funds from other sources to support the assessment and remediation of brownfields and their reuse for parks, recreation facilities, nature areas, and other community benefits.
- The potential of Groundwork to stimulate economic and environmental rejuvenation of communities impacted by brownfield issues.
- The extent to which Groundwork would increase the capacity of communities with limited means to improve their environment, economy and quality of life.
- The extent to which Groundwork would engage the local community in the planning and development of projects and programs to improve their local environment, including the assessment, cleanup and reuse of brownfield sites for parks, recreation facilities, nature areas, and other community benefits.

Secondary criteria include:

- The community/local government participated in current or past partnerships with the National Park Service and demonstrated success in those efforts.
- The extent to which Groundwork would help reduce the threats to human health and the local environment associated with the presence of hazardous substances, pollutants or contaminants.
- The extent to which Groundwork would address or facilitate the identification and reduction of threats to the health and welfare of populations at risk.
- The extent to which Groundwork would contribute to the use or reuse of existing infrastructure.

B. REVIEW AND SELECTION PROCESS

LOI's will be reviewed and ranked by NPS with the assistance of EPA, Groundwork USA and members of a Groundwork USA advisory committee. NPS anticipates it will notify communities in July, 2010 on whether or not their letter of interest was selected for further evaluation. NPS expects to begin work with the selected community(s) on the evaluation phase in July, 2010.

Section V: Selection Information

A. Selection Notices

If the applicant's LOI is selected, a notice will be sent to the applicant and a proposal will be requested. Work cannot begin before the recipient receives a fully executed copy of the cooperative agreement and subsequent task agreements.

Notice of Selection

NPS will notify applicants selected for further consideration. This notice of selection is not an authorization to begin performance.

Communities whose letters of interest have not been selected will be advised as promptly as possible. This notice will explain why the LOI was not selected.

Section VI: Questions

A. Questions

Questions regarding the content of the announcement must be submitted by e-mail to: Beth Walden - Contracting Officer and Douglas Evans – Program Manager:

beth_walden@nps.gov
douglas_evans@nps.gov

Section VII: Other Information

A. Modification or Changes to the Announcement

Notices of any modifications to this announcement will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

B. Evaluation and Administration by Non-Federal Personnel

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its LOI, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

C. Notice of Potential Disclosure Under Freedom of Information Act

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

REFERENCE MATERIAL
Appendix A
Definitions

"**Applicant**" means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a Funding Opportunity Announcement.

"**Application**" means the documentation submitted in response to a Funding Opportunity Announcement.

"**Authorized Organization Representative (AOR)**" is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization's E-Business Point of Contact designated in the CCR.

"**Award**" means the written documentation executed by a NPS Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

"**Budget**" means the cost expenditure plan submitted in the Application, including both the contribution and the Applicant Cost Share.

"**Consortium (plural consortia)**" means the group of organizations or individuals that have chosen to submit a single Application in response to a Funding Opportunity Announcement.

"**Contracting Officer**" means the NPS official authorized to execute Awards on behalf of NPS and who is responsible for the business management and non-program aspects of the Financial Assistance process.

"**Cooperative Agreement**" means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between NPS and the Applicant during the performance of the contemplated activity.

"**Cost Matching or Cost Sharing**" means that portion of project or program costs not borne by the Federal Government.

"**Central Contractor Registry (CCR)**" is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements which require application submission through Grants.gov require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

"**Credential Provider**" is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity

Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

“Data Universal Numbering System (DUNS) Number” is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. http://www.grants.gov/applicants/request_duns_number.jsp

“E-Business Point of Contact (POC)” is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov.

“E-Find” is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants <http://www.grants.gov/search/searchHome.do>

“Financial Assistance” means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For NPS, it NPSs not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

“Funding Opportunity Announcement (FOA)” is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

“Grant” means a Financial Assistance instrument used by NPS to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between NPS and the Applicant during the performance of the contemplated activity.

“Grants.gov” is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

“Key Personnel” mean the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants.

“Letter of Interest” means a written-response solicited from cooperators through advertisements. It is often employed in pre-qualifying the respondents for specific services, based on their resources and experience, before sending a funding opportunity announcement.

“Marketing Partner Identification Number (MPIN)” is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to

login to Grants.gov to assign privileges to the individual(s) authorized to submit applications on behalf of your organization. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

“Modification” means a revision to a Funding Opportunity Announcement.

"Participant" for purposes of this Funding Opportunity Announcement only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Funding Opportunity Announcement.

"Project" means the set of activities described in an Application, State plan, or other document that is approved by NPS for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

“Proposal” is the term used for the documentation submitted in response to a Funding Opportunity Announcement. Also see Application.

“Recipient” means the organization, individual, or other entity that receives a Financial Assistance Award from NPS, is financially accountable for the use of any NPS funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

"Selection" means the determination by the NPS Selection Official that negotiations take place or certain Projects with the intent of awarding a Financial Assistance instrument.

"Selection Official" means the NPS official designated to select Applications for negotiation toward Award under a subject Funding Opportunity Announcement.

"Substantial Involvement" means significant involvement on the part of the Government. NPS's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

"Total Project Cost" means all the funds to complete the effort proposed by the Applicant, including NPS funds plus all other funds that will be committed by the Applicant as Cost Sharing.

Appendix B – Personally Identifiable Information

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and

information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

1. **Public PII:** PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.
2. **Protected PII:** PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in the files listed above to be evaluated by the Merit Review Committee.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual
- Ratings
- Disciplinary actions
- Performance elements, standards, or work expectations are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers
- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

Listed below are examples of Public PII that Applicants may include in the files listed above to be evaluated by the Merit Review Committee:

- Phone numbers (work, home, cell)
- Street addresses (work and personal)
- Email addresses (work and personal)
- Digital pictures
- Birthday cards
- Birthday emails

- Medical information pertaining to work status (i.e. individual A is out sick today)
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include a Social Security Number
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work email address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (e.g. to be used in a program describing a speaker)
- Academic credentials
- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop unless it contains a Social Security Number