OVERVIEW INFORMATION

Federal Agency Name: U.S. Army Combat Capabilities Development Command-Armaments Center (CCDC-AC), Picatinny Arsenal, New Jersey

Awarding Agency Name: U.S. Army Contracting Command– New Jersey (CCNJ), Picatinny Arsenal, New Jersey

Funding Opportunity Announcement Title: “Department of Defense (DoD) – Science, Technology, Engineering, and Mathematics (STEM) Educational Outreach Programs”

Funding Amount (Ceiling): Not to Exceed Twenty-five Million Dollars ($25,000,000.00)

Period of Performance: Five (5) Years

Announcement Type: Initial Announcement

FOA Number: W15QKN-20-R-0ANX

FOA Issue Date: 02 April 2020

Application Submission Deadline: 18 May 2020, 4pm Eastern time
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A. Program Description

1. Background:

The Department of Defense (DoD) is the largest employer of scientists and engineers in the United States and employs nearly half (46%) of the scientists and engineers in the Federal government. Under the Federal STEM strategic plan, the Department is charged with developing STEM initiatives that are unique to the DoD mission and also help meet national goals of: improving instruction; increasing engagement; growing the pool of STEM degree holders; broadening the participation of historically underserved groups; and improving the graduate school experience. DoD STEM represents the Department's mission to attract, inspire, and develop exceptional STEM talent across the educational continuum to sustain the Department's technological edge. It is estimated that 80% of the jobs in the United States will require STEM skills in the next decade.

The Department of Defense (DoD) provides learning opportunities from elementary school through graduate school to inspire and cultivate a diverse pool of exceptional STEM talent. DoD programs connect STEM education in the classroom to the excitement, skills, and challenges that some with safeguarding the United States. For example, DoD STEM scholarships provide awards to students who have demonstrated ability and aptitude for excelling in STEM fields in disciplines of importance to DoD. DoD STEM internships allow high school and college students the opportunity to engage in hands-on research, solving real world problems at DoD laboratories and facilities. Further information regarding the DoD STEM program can be located at https://dodstem.us/.

2. Purpose:

The purpose of this announcement is to solicit Applicants capable of providing in person training, support, assessment, and evaluation services sponsored by the DoD and other federal agencies in partnership with local DoD laboratories, STEM education organizations, professional societies, and local education activities. Additionally, the Applicant will provide DoD and its partners with opportunities to support program and project level objectives. Program evaluations are used by DoD to determine the extent to which programs are operating efficiently, achieving the intended outcomes, and meeting program objectives.

Per 10 USC §2192, an award made as a result of this FOA shall be for the following: (1) identifying actions which the Department of Defense may take to improve education in the scientific, mathematics, and engineering skills necessary to meet the long-term national defense needs of the United States for personnel proficient in such skills and (2) establishing and conducting programs to carry out such actions.
B. Federal Award Information

1. The Government desires to issue one (1) new federal award in the form of a Grant for a period of performance not to exceed five (5) years. Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards. It is anticipated any awarded Grant will be executed on or about 28 July 2020.

In support of 10 USC §2192, this FOA is seeking application packages from Applicants capable of engaging and improving Grades K-12 Plus (to include colleges, universities, and vocational schools) STEM skills through outreach programs and support services on a national level. The requirement for increased STEM professional development is necessary to meet the long term national defense needs of the United States for personnel proficient in such skills. Through this FOA, the Government intends to execute the following types of STEM activities covered under the guidelines of Section 2192 of Title 10, United States Code (U.S.C.):

a. STEM K-12 Plus events, such as activities, scholastic competitions, academic contests, in person educator training workshops, evaluation projects, in person training at various national locations, and other STEM activities;

b. STEM faculty events, such as activities, in person educator training workshops, evaluation projects, in person training at various national locations and other STEM activities covered under the guidelines of Section 2192 of Title 10, United States Code (U.S.C.);

c. Materials, supplies, equipment for local curricular and extracurricular outreach STEM activities;

d. Logistical support for sponsored local STEM events, such as workshops, training, and follow-up activities (to include the conduct of surveys, interviews, etc. on the local STEM events); and

e. Recognition of participation/achievement to include monetary awards, certificates, and/or prizes for faculty/students who participate in or facilitate STEM events.

f. Stipends for faculty, staff, and interns to facilitate the STEM events.

2. The Grant award recipient will be expected to conduct the following tasks during execution of the STEM activities identified within C. 1. above, in person, on-site, and in diverse and geographically dispersed locations across the U.S., specifically the fifty (50) states and Puerto Rico:

a. Engage multiple federal agencies to discuss potential funding of local and national STEM activities and secure funding to utilize the ceiling funding amount to the maximum extent possible;

b. Develop plans, budgets, and schedules to execute the STEM activity;

c. Execute, manage, and/or supervise the STEM activity with knowledgeable personnel;
d. Provide internal and/or external evaluations of any STEM activities undertaken and selected for evaluation;

e. Submit invoices for all STEM activities in a timely manner;

f. Manage financial records that will be audited on a yearly basis; and

g. Submit technical reports and financial reports as required.

3. Applicable Regulations

a. In accordance with 10 U.S.C. § 2192 (b)(1)(B), the Government intends to pursue entering into one (1) grant of financial assistance with an eligible entity, as defined within 10 U.S.C. § 2192, for a period not to exceed five (5) years. Any Grant award resulting from this FOA will be issued under the authority of Section 2358 of Title 10, U.S.C., which provides for entering into transactions for basic, applied, and advanced research and development projects by contracts, cooperative agreements, grants, and other means as provided for within Section 2358.

A Grant award is defined as a legal instrument which, consistent with 31 U.S.C. 6304, is used to enter into a relationship: a. Of which the principal purpose of the relationship is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States, rather than to acquire property or services for the Department of Defense’s direct benefit or use; and b. In which substantial involvement is not expected between the Department of Defense and the recipient when carrying out the activity contemplated by the Grant.

b. The applicable regulations for a Grant award are as follows:

Defense Grant and Agreement Regulations (DoDGARS):

Electronic Code of Federal Regulations (e-CFR) Title 2 Subtitle B Chapter XI – Department of Defense:
https://ecfr.io/Title-02/chapterXI

In accordance with DOD Directive 3210.6, the DODGARs may include rules that apply to other non-procurement instruments, when specifically required in order to implement a statute, Executive Order, or Government wide rule that applies to other non-procurement instruments, as well as to grants and cooperative agreements.
C. Eligibility Information

1. **Eligible Applicants** – Only U.S. Institutions of Higher Education and U.S. Nonprofit Organizations are eligible to apply for this opportunity. For the purposes of this FOA, references made to the U.S. is meant to represent all fifty (50) states and Puerto Rico. Applicant organizations that do not meet at least one of the eligibility criterion will preclude CCNJ from making a Federal award to the Applicant for their submission in response to this FOA. Evidence of Applicant’s entity status will be verified through the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov), therefore, it is strongly encouraged that Applicants verify their entity status classification(s) are accurate and visible in SAM (located within Applicant organization’s Entity Registration Core Data section under General Information).

2. **Cost Sharing or Matching** – Cost sharing is not required for this FOA; however, Applicants are encouraged to share as much of the costs of the award as possible.

3. **Other** – U.S. Institutions of Higher Education and U.S. Nonprofit Organization applicants are limited to one (1) application submitted in response to this FOA.

D. Grants.gov Application Submission and Receipt Procedures

CCNJ utilizes Grants.gov to solicit for applications in response to this FOA. Grants.gov provides the grant community with a single site to search and apply for grant funding opportunities. As such, CCNJ requires Applicants to submit their applications online through the Grants.gov website at [https://www.grants.gov](https://www.grants.gov). Instructions are located within Section D.3. of this FOA.

However, since high-speed Internet access is not yet universally available for downloading documents, and applicants may have additional accessibility requirements, in the event an Applicant needs a paper copy of the FOA documentation, the Applicant is directed to contact the Government point of contact provided within the FOA notice on Grants.gov.

All information submitted in response to this FOA is submitted at no cost or obligation to the Government. No sensitive or classified information will be discussed or involved in the execution of any award under this FOA.

This section provides the application submission and receipt instructions for CCNJ program applications. Applicants are expected to read the following instructions carefully and completely.

All contracting and technical (not Grants.gov website related) questions for clarification or understanding of FOA requirements shall be directed via email to the Government points of contact identified in Section G of the FOA, and shall be submitted no later than 4:00pm Eastern time on 08 May 2020. All other questions, such as website functionality inquiries, shall be submitted to the appropriate point of contact, as explained within the
FOA document. Telephonic inquiries will not be accepted. Responses to timely, written questions, as well as other amendments to this FOA, will be published on the Government’s Grants.gov and Beta.Sam.gov webpage.

The Government intends to award a contract without technical exchanges (except for clarification), therefore, each Applicant is urged to provide an application package that contains its most favorable terms in order to reflect its best possible potential in fulfilling the program objectives and tasks. However, the Government reserves the right to conduct technical exchanges to permit Applicants to revise their application packages, if necessary.

1. Electronic Delivery

CCNJ is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. As such, CCNJ requires Applicants to submit their applications online through Grants.gov.

2. How to Register to Apply through Grants.gov

a. Instructions: Read the instructions below about registering to apply for Grant funding in support of DoD STEM activities, as outlined in this FOA. 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 account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then Applicant may begin with Step 3, Create a Grants.gov Account, listed below.

Creating a 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:  

2) **Register with SAM**: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent the Applicant’s organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:  

3) **Create a Grants.gov Account**: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:  
https://www.grants.gov/web/grants/applicants/registration.html

4) **Add a Profile to a Grants.gov Account**: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If the Applicant works for or consults with multiple organizations and has a profile for each, the Applicant may log in to one Grants.gov account to access all of the Applicant’s grant applications. To add an organizational profile to the Applicant’s Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to:  
https://www.grants.gov/web/grants/applicants/registration/add-profile.html

5) **EBiz POC Authorized Profile Roles**: After the Applicant registers with Grants.gov and create an Organization Applicant Profile, the organization applicant’s request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. The Applicant will be able to submit an application online any time after he or she has been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:  
https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

6) **Track Role Status**: To track the Applicant’s role request, refer to:  
https://www.grants.gov/web/grants/applicants/registration/track-role-status.html
b. **Electronic Signature**: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

### 3. How to Submit an Application to CCNJ via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), the Applicant can create individual instances of a workspace.

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

1) **Create a Workspace**: Creating a workspace allows the Applicant to complete it online and route it through its 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 the Applicant applies. As the Applicant applies using Workspace, he or she may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

   a. **Adobe Reader**: If the Applicant decides not to apply by filling out webforms, he or she can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to the Applicant’s local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: [https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html](https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html)

   b. **Mandatory Fields in Forms**: In the forms, the Applicant will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit an 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 recommends submitting an application package at least 24-48 hours prior to the close date to provide the Applicant 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 Tracking Number (GRANTXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

If the Applicant is experiencing difficulties with a submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Army Contracting Command-NJ with tracking 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 Grants.gov by 4:00pm Eastern time on the due date stated on Page 1 of this FOA, which serves as the deadline for this opportunity. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When CCNJ successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic
acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by CCNJ.

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. Grants.gov requests that the Applicant is patient and gives the system time to process the application.

5. Content and Format of Application

Application forms and instructions are available at Grants.gov. To access the submission instructions, go to http://www.grants.gov then select “How to Apply for Grants” under the “Applicant” tab toward the top of the screen. To access the Application forms, go to http://www.grants.gov and access them under the “Forms Repository” section of the “Forms” tab toward the top of the screen. All Research and Related (R&R) forms are located within the R&R Family section of the Forms Repository. The SF-LLL is located within the Post-Award Reporting Forms section within the Forms Repository. When searching for this FOA, enter W15QKN-20-R-09H5 within the “Funding Opportunity Number” search box.

The following formatting rules apply for any form attachments that do not have a specified submission format:
- Page Size – 8.5 x 11 inches (when printed)
- Margins – 1 inch
- Spacing – Single
- Font – No smaller than Times New Roman, 12 point

A complete Grant Application Package shall consist of the following and ensure any highlighted informational blocks have been completed as identified within each form:

- a. SF424 (R&R) Application for Federal Assistance Form
- b. SF-LLL Disclosure of Lobbying Activities (required for upload of completed document to Block 18 of SF424)
- c. Research and Related Budget – Budget Period 1 Form
  Complete Sections A through K of the Research and Related Budget Form and attach a budget justification at Section L. The estimated project costs must be
shown in total as well as broken down to show cost elements for each year of the program. The budget justification should provide additional supporting information by element of cost, sufficient to meet the guidance provided below and ensure meaningful evaluation.

1) Salary Costs (Sections A and B) - For all employees/labor categories, indicate the amount of time being charged to the proposed project and show resulting salary and fringe benefit costs and the basis for the proposed costs. State the number of man-hours used to calculate a man-month or man-year. For application packages from universities, research during the academic term is deemed part of regular academic duties, not an extra function for which additional compensation or compensation at a higher rate is warranted. Consequently, academic term salaries shall not be augmented either in rate or in total amount for research performed during the academic term. Rates of compensation for research conducted during non-academic (summer) terms shall not exceed the rate for the academic terms. When part or all of a person's services are to be charged as project costs, it is expected that the person will be relieved of an equal part or all of his or her regular teaching or other obligations.

For each labor category proposed, provide the following information:

i. The basis for the direct labor hours or percentage of effort (e.g., historical hours or estimates).

ii. The basis for the direct labor rates or salaries. Labor costs should be predicted upon current labor rates or salaries. Provide documentation to support the proposed labor rates or salaries. Order of preference for the supporting documentation is as follows: Government Agreement or Recommendation, Payroll records for current personnel and Letters of Commitment or salary survey data for prospective personnel.

iii. If labor escalation is proposed provide the applicable escalation factor and identify the rationale or indices utilized to support the labor escalation.

iv. The portion of time to be devoted to the proposed research, divided between academic and non-academic (summer) terms, when applicable.

2) Fringe Benefits: In addition to the total fringe benefit dollars provided in Sections A and B, provide the fringe benefit rates utilized in the application package along with documentation to support the proposed rates. Documentation to support the fringe benefit rates shall include the following:

i. Government Agreement or Recommendation; or

ii. Copy of current Forward Pricing Rate Proposal, including detailed pool of expenses and allocation bases; or
iii. Detailed supporting data – detailed expense pools and allocation bases for the proposed rates.

If a Government Agreement or Recommendation does not apply, provide the previous 3 years of actual fringe benefit rates, along with the detailed pools of expenses and allocation bases.

3) Equipment (Section C) - If facilities or equipment are required, a justification why this property should be furnished by the Government must be submitted. State the organization's inability or unwillingness to furnish the facilities or equipment. Applicants must provide an itemized list of permanent equipment showing the cost for each item. Permanent equipment is any article or tangible nonexpendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The basis for the cost of each item of permanent equipment included in the budget must be disclosed, such as:

i. Vendor Quote: Show name of vendor, number of quotes received and justification, if intended award is to other than lowest bidder.

ii. Historical Cost: Identify vendor, date of purchase, and whether or not cost represents lowest bid. Include reason(s) for not soliciting current quotes.

iii. Engineering Estimate: Include rationale for quote and reason for not soliciting current quotes. If applicable, the following additional information shall be disclosed in the Applicant's attachment within the Research and Related Budget – Budget Period 1 Form:

iv. Special test equipment to be fabricated by the awardee for specific research purposes and its cost.

v. Standard equipment to be acquired and modified to meet specific requirements, including acquisition and modification costs, listed separately.

vi. Existing equipment to be modified to meet specific research requirements, including modification costs. Do not include equipment the organization will purchase with its funds if the equipment will be capitalized for Federal income tax purposes. Proposed permanent equipment purchases during the final year of an award shall be limited and fully justified.

vii. Grants, cooperative agreements, or contracts may convey title to an institution for equipment purchased with project funds. At the discretion of the contracting/grants officer, the agreement may provide for retention of the title by the Government or may impose conditions governing the equipment conveyed to the organization. The Government will not convey title to commercial contractors. Exempt property authority is contained in the Federal Grant and Cooperative Agreement Act (31 U.S.C. 6306).

viii. It is the policy of the DoD that all commercial and nonprofit contractors provide the equipment needed to support proposed research. In those rare cases where specific additional equipment is approved for commercial and
nonprofit organizations, such approved cost elements shall be "non fee-bearing".

4) Travel (Section D) - Estimate the required amount of travel and state its relationship to the project. List the proposed destinations and basis of cost estimates. Forecasts of travel expenditures (domestic and foreign) that identify the destination and the various cost elements (airfare, mileage, per diem rates, etc.) must be submitted. The costs should be in sufficient detail to determine the reasonableness of such costs. Allowance for air travel normally will not exceed the cost of round-trip, economy air accommodations. Specify the type of travel and its relationship to the research project. Requests for domestic travel must not exceed $5,000 per year per principal investigator. Separate, prior approval is required for all foreign travel (i.e., travel outside the Continental U.S., its possessions and Canada). Foreign travel requests must not exceed $3,000 each per year per principal investigator. Special justification will be required for travel requests in excess of the amounts stated above and for travel by individuals other than the principal investigator(s). Individuals other than the principal investigator(s) are considered postdoctoral associates, research associates, graduate and undergraduate students, secretarial, clerical, and other technical personnel. In addition to travel to perform the proposed task(s), the budget should include travel costs for the PI and necessary team members to travel to five (5) meetings in the Picatinny Arsenal, N.J. area.

5) Participant/Trainee Support Costs (Section E) - Estimate tuition/fees/health insurance for students. This budget category also refers to costs of transportation, per diem, stipends, and other related costs. Generally, indirect costs are not allowed on participant support costs. The number of participants to be supported should be entered in the parentheses on the budget form. These costs should also be justified in the budget justification page(s), which will be an attachment within the Research and Related Budget – Budget Period 1 Form. Provide the basis of estimate and documentation to support the estimate (such as vendor quote, historical purchase orders or historical invoices).

6) Other Direct Costs (Section F):

   i. Materials and Supplies and Consumables: Estimate costs of materials and supplies. List types of materials needed and costs. The basis for developing the cost estimate (vendor quotes, invoice prices, engineering estimate, purchase order history, etc.) must be included, along with the supporting documentation for the estimate.

   ii. Publication Documentation, and Dissemination Costs: The budget may request funds for the costs of preparing, publishing, or otherwise making available to others the findings and products of the work
conducted under an agreement, including costs of reports, reprints, page charges, or other journal costs (except costs for prior or early publication); necessary illustrations, cleanup, documentation, storage, and indexing of data and databases; and development, documentation, and debugging of software. Estimate the costs of publishing and reporting research results. Provide basis of estimate, along with supporting documentation for the estimate.

iii. Consultant Services: Applicants normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the project's effort. If the need for consultant services is anticipated, the nature of proposed consultant services should be justified and included in the application package narrative. The attachment within the Research and Related Budget – Budget Period 1 Form should include the names of consultant(s), primary organizational affiliation, each individual's expertise, daily compensation rate, number of days of expected service, and estimated travel and per diem costs. Provide supporting documentation for the cost estimate, such as vendor quote/invoice, historical purchase history, and survey data.

iv. Subaward Costs: Support the estimate of subaward work by indicating the specific items or portion of the work to be subawarded, type of subaward anticipated, name of subawardee, and a detailed budget for each. Budgets should contain the same level of detail as required of the Prime (See Section IV, D). Subaward budgets must be in PDF form and attached to the R&R Subaward Budget Attachment(s) Form. The same documentation to support the individual cost elements are required for any subaward costs proposed.

v. Equipment Rental User Fees: Estimate anticipated direct costs such as rental for computers or other equipment and facility usage fees. Unusual or expensive items should be fully justified. Provide the basis of estimate and any supporting documentation utilized to estimate the costs.

7) Indirect Costs (Section H): This section should identify Overhead, General and Administrative, and Other Indirect Costs and rates proposed. Include the basis of the proposed rates (i.e. Government Agreement, Budgetary Data, Historical Data) along with the supporting documentation. Documentation shall include the following:

i. Government Agreement or Recommendation (include a copy); or
ii. Copy of current Forward Pricing Rate Proposal, including detailed pool of expenses and allocation bases; or
iii. Detailed supporting data – detailed expense pools and allocation bases for the proposed rates.

If a Government Agreement or Recommendation does not apply, provide the previous 3 years of actual fringe benefit rates, along with the detailed pools of expenses and allocation bases.

8) Fee (Section J): State the fixed fee, if any, which a commercial organization proposes to assess the research project. No fee or profit is allowed for research entities.

9) Budget Justification (Section L): Using the detailed information in each of the above Sections A through J, the Applicant shall provide a Narrative explanation to support the calculation of the estimates provided and any additional information to support the proposed costs that were not provided within other sections of this form.

d. Research and Related Senior/Key Person Profile (Expanded) Form

1) Biographical Sketch attachment requirements: Complete the requested information for the Principal Investigator (PI) and each Key Person, to include a biographical sketch attachment where indicated within the form. Additional attachment upload space is available within the form for additional senior/key person information. Each biographical sketch shall contain the following information:

i. List up to 5 publications most closely related to the proposed project and up to 5 other significant publications, including those being printed. Patents, copyrights, or software systems developed may be substituted for publications. Do not include additional list of publications, invited lectures, etc.

ii. List of persons, other than those cited in the publication list, who have collaborated on a project or a book, article, report or paper within the last 4 years. If not applicable, state such within the biographical sketch.

iii. Names of graduate and post graduate advisors and advisees.

2) Current and Pending Support attachment requirements:

Attach statement of current and pending support where indicated within the form for the identified Senior/Key Persons identified within the form. Additional attachment upload space is available within the form for additional senior/key person information. The attachment shall contain a list of all
current and pending support for the PI and Co-investigators (even if they receive no salary support from the project(s)) for ongoing projects and pending s/application packages. Show the total award amount for the entire award period (including indirect costs) as well as the number of person-months per year to be devoted to the project by the senior/key person, regardless of source of support. Concurrent submission of a /application package to other organizations will not prejudice its review. Applicants may use the Current and Pending Support form, which can be found on the U.S. Army Research Laboratory website at the following link: http://www.arl.army.mil/www/pages/218/supportf.pdf.

e. Research and Related Other Project Information Form

1) Project Summary/Abstract (Field 7) (1 page limit):

- Organization name
- Address, telephone number, fax, and email address of Organization
- Principal Investigator(s) (PI)
- Project title
- Abstract/summary of work to be performed
- Total Federal funding requested by fiscal year
- Cost-sharing to be provided from non-Federal sources, if any. Specify whether contributions are project-related cash or in-kind

2) Project Narrative (Field 8) (ten (10) page limit):

i. Organization’s Description: The Applicant shall describe the organization's mission/purpose as it relates to meeting the objectives of this announcement and the organization’s philosophy, including the general approaches that the Applicant has taken previously that can be used to fulfill the objectives and tasks identified within Section B of this FOA. Briefly indicate relevant literature and how this literature can be deployed to develop a well-grounded program plan. In addition, the Applicant shall address the challenges associated with STEM education and, in particular, those issues associated with increasing participation in STEM by various groups underrepresented in STEM, with relevant citations to the existing literature.

ii. Key and Other Personnel: The Applicant shall discuss the currently employed key personnel who will carry out the proposed task(s). Additionally, the Applicant shall discuss if any additional personnel will need to be hired to perform the requirements of the announcement.

iii. Knowledge of DoD STEM Programs: The Applicant shall discuss the organization’s knowledge of DoD STEM programs and the general framework of K-12 STEM education.
iv. In-person National Reach: The Applicant shall discuss the national trends in STEM education and occupations by demographic characteristics. The Applicant shall discuss how the organization will utilize the national trends and demographic characteristics in support of completing the tasks and objectives located within Section B, in-person across the nation.

v. Program Plan: The Applicant shall specify in detail how the organization will accomplish the objectives and tasks listed in Section B of this announcement, with a focus on the activities that the organization will engage in to accomplish the task(s) and the general timeframe for each activity. The Applicant shall also discuss the organization’s ability and plan to solicit/seek DoD agencies for STEM projects and programs to be funded under this grant award.

vi. Evaluation and Assessments: The Applicant shall discuss the organization’s methods and practices of evaluating STEM programs to provide meaningful assessments. In addition, the Applicant shall discuss how the organization ensures lessons learned and suggestions are implemented to make improvements in future STEM programs and ensure a better return on investment.

vii. Self Sufficiency: The Applicant shall discuss the organization’s methods and practices for their ability/capability to self-fund the grant vehicle via funding from various federal sources. In addition, the Applicant shall discuss how the organization ensures that their diversified portfolio of contacts has expressed interest in continuing to fund various activities in a manner such that funds will continue to be placed on the grant vehicle so as to ensure sufficient revenue to ensure applicant financial viability.

3) Bibliography & References Cited (Field 9) (no page limitation): Provide a bibliography of pertinent literature. Citations must be complete including full name of author(s), title, and location in literature.

4) Facilities and Other Resources (Field 10) (no page limitation): Describe facilities available for performing the proposed research and any additional facilities or equipment the organization proposes to acquire at its own expense.

5) Equipment (Field 11) (no page limitation): Provide a rationale for each item of equipment requested in the budget and how this equipment will contribute to the goals of the application package.

6) Other Attachments (Field 12):

i. Past Performance attachment (no page limitation):
(a) The Applicant shall submit the following information for each recent, relevant award that was performed by the Applicant as a prime contractor, not to exceed ten (10) examples of recent, relevant awards. “Recent” is defined as occurring during the three (3) year period of recent past performance within the past three (3) years. “Relevant” is defined as grants demonstrating technical management capabilities the same as or similar to those required to perform on this item.

- Applicant’s Cage or DUNS number
- Applicant’s point of contact (POC) name and telephone number
- Government contracting activity POC name and telephone number
- Government technical representative name and telephone number
- Government contracting administration activity name and telephone number
- Contract number (applies to recent, relevant grants, cooperative agreements and/or other transactions)
- Award price
- Final price
- Original delivery schedule
- Final or projected final delivery schedule
- Narrative justification on deliverables scheduled and re-scheduled during the three (3) year period of recent past performance. The Applicant shall also provide information on how schedule problems were resolved and conformance to revised schedules.
- Narrative justification to explain how each identified contract or delivery order is a recent example of prior, relevant experience.
- Addressing the required information stated above.

(b) Information required in the above paragraphs shall be provided for any proposed subcontractor who will perform a significant portion of the effort. “Significant” is defined for these purposes in terms of estimated dollar amount of the total contract value (e.g. 25% or more) and/or in terms of criticality of the subcontracted work to the whole.

(c) With regard to relevant and recent award examples that were and/or are still being performed during the stated recency period by the Applicant as prime contractor and any subcontractor who will perform a significant portion of the effort, the Applicant shall provide the following information:
- Identify all personnel that were directly involved in executing each award and the role of each identified person
- If those personnel have relocated employment since the accomplishment of previous cited awards, a description of any organizational changes arising from the relocation in terms of key personnel, facilities and equipment.
• Description of any tasks that were conducted in-person across the nation in support of STEM activities

(d) Failure to provide the all of the required past performance information as part of the Research and Related Other Project Information document submission may result in an assessment that prior experience lacks relevancy and/or recency.

(e) It is the Applicant’s responsibility to submit thorough and complete information required for the Government to conduct the evaluation of the Applicant’s experience volume. It is not the Government's responsibility to search for information not contained in the Applicant’s application package. However, the Government may utilize information obtained from the Government’s contract performance databases, i.e. PPIRS, SAM.

ii. Statement of Disclosure Preference attachment – Complete and upload the form provided as Appendix B to this FOA as Field 12 attachment within the Research and Related Other Project Information form.

f. Research and Related Personal Data Form

This form is required to be completed for all Project Director/Principal Investigator and Co-Project Director(s)/Co-Principal Investigator(s) identified within the Applicant’s submission.

6. Unique Entity Identifier and System for Award Management:

Each Applicant (unless the Applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by CCNJ 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. CCNJ 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 CCNJ is ready to make a Grant award, CCNJ may determine that the Applicant is not qualified to receive a Grant award and use that determination as a basis for making a Grant award to another Applicant.

E. Application Review Information

1. Evaluation Criteria:

The Government reserves the right to select for award, one or none of the application packages received. An award is anticipated to be made to the Applicant whose
application package contains a proposed solution that is most advantageous to the Government’s identified STEM program objectives and tasks (Reference Section B). The Government reserves the right to award to other than the most highly rated application package.

The evaluation criteria for this FOA are as follows: Technical Merit, Past Performance, and Cost/Price. The relative order of importance of the evaluation criteria is as follows: Technical Merit is significantly more important than Past Performance; Past Performance is more important than Cost/Price.

The Cost/Price factor will not receive a rating, but will be factored into the selection decision. Each non-price factor will be assigned one of the three available ratings. Each application package will be assigned an overall rating upon the completion of an integrated assessment of the stated evaluation criteria, with appropriate consideration given to the relative order of importance. The available ratings are Outstanding, Acceptable or Unacceptable (Reference Section E.1.d).

a. Technical Merit Evaluation Factor
The Government will evaluate this factor by reviewing the application package in accordance with the following evaluation criteria and providing a detailed evaluation assessment:

i. The Applicant’s ability to clearly and completely explain its mission/purpose as it relates to fulfilling the FOA’s objectives and tasks and experience in STEM education and training (Reference Section B; Section 5(e)(2)(i);

ii. The Applicant’s approach to deploy key and other personnel with education and experience in STEM fields as necessary to fulfill the FOA’s objectives and tasks in-person throughout the U.S., specifically the fifty (50) states and Puerto Rico (Reference Section B; Section 5(e)(2)(ii);

iii. The Applicant’s ability to demonstrate functional knowledge of DoD STEM programs and the general framework of K-12 STEM Plus education (Reference Section 5(e)(2)(iii);

iv. The Applicant’s ability to demonstrate functional knowledge of national trends in STEM education and occupations by demographic characteristics and explain how the Applicant will utilize that information to accomplish STEM activities/tasks in-person throughout the U.S., specifically the fifty (50) states and Puerto Rico (Reference 5(e)(2)(iv).

v. The Applicant’s ability to proposed an approach to fulfilling the objectives and tasks through its program plan to solicit/seek DoD
agencies for STEM projects and programs to be funded under this grant award, with a focus on the activities/tasks that the organization will conduct to accomplish this FOA’s objectives and the general timeframe for each activity/task (Reference Section B; Section 5(e)(2)(v));

vi. The Applicant’s ability to discuss internal methods and practices of evaluating STEM programs that will provide meaningful assessments. The Applicant’s ability to provide a viable approach to ensure lessons learned and suggestions are implemented to make improvements in future STEM programs and result in a better return on investment. (Reference 5(e)(2)(vi);

vii. The Applicant’s ability to demonstrate how it will solicit/seek diversified funding for geographically dispersed tasks from various federal agencies to ensure the grant is fully funded and operational for the full term of the grant in accordance with the FOA’s objectives and tasks (Reference Section B; Section 5(e)(2)(vii).

b. Past Performance Evaluation Factor

The Government will assess if the Applicant has the requisite experience to successfully perform the required effort per the stated objectives and tasks within Section B and based on the information provided in the application submission. This evaluation will be based upon the extent to which recent prior experience, which is defined as being within the last three (3) years, is relevant to the following FOA requirements (Reference Section 5(e)(6)(i) and its subsections).

c. Cost/Price Evaluation Factor

A cost realism will be performed on each application package’s Research and Related Budget Form document and its attachments to determine if the cost elements are complete, reasonable, and realistic based on the proposed level of effort. For this FOA, cost realism refers to evaluating the individual cost elements to determine if sufficient supporting documentation has been provided and if each cost element appears (1) to have been sufficiently proposed, (2) to be excessive based on the proposed level of effort, or (3) to be insufficient based on the proposed level of effort. (Reference Section 5(c) and its subsections). The Government will also verify the total proposed price is within the ceiling stated in the FOA.

d. Application Ratings and Selection

Each application package will be assigned one of the following ratings upon an integrated assessment of the stated evaluation criteria, with appropriate consideration given to the relative order of importance.
• Outstanding: The application meets the requirements and indicates an exceptional approach and understanding of the requirements. The benefits far outweigh any shortcomings. The risk of unsuccessful performance is low.

• Acceptable: The application meets the requirements and indicates an adequate approach and understanding of the requirements. The benefits and shortcomings are offsetting, or shortcomings will have little or no impact on contract performance. The risk of unsuccessful performance is no worse than moderate.

• Unacceptable: The application does not meet the requirements and contains multiple shortcomings that are not offset by benefits and/or one or more deficiencies. The risk of unsuccessful performance is high. The application package is not awardable.

A benefit means an aspect of an Applicant’s application package that enhances performance, provides added value, and/or reduces schedule or performance risk.

A shortcoming means an aspect of an Applicant’s application package that does not provide adequate performance, does not provide added value, and/or increases schedule or performance risk.

A deficiency means a material failure of an Applicant’s application package to meet a Government requirement or a combination of significant weaknesses in an application package that increases the risk of unsuccessful contract performance to an unacceptable level.

F. Federal Award Administration Information

1. Federal Award Notices – In the event an Applicant’s application package is selected for award, the Applicant will be contacted by the CCNJ Grants Specialist and/or Grants Officer identified in Section G below to discuss any additional information required to execute the Grant award. All applicants will be notified of the Government’s selection decision upon the conclusion of the source selection process. The Government does not intend to provide detailed application package feedback to unsuccessful Applicants unless feedback is requested. The Federal award (Grant) signed by the Grants Officer is the authorizing document for the awardee to begin performance.

2. Administrative and National Policy Requirements – It is anticipated any Grant awarded resultant from this FOA will not contain special requirements that would differ from CCNJ’s general terms and conditions for Grant awards, i.e. intellectual property and use of human subjects. The awardee will be responsible for complying with all requirements of the Grant award, to include the provisions of the Federal Funding Accountability and Transparency Act (FFATA), which includes requirements on executive compensation, and also requirements implementing the Act for the awardee at 2 CFR Part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR Part 170 Reporting Subaward and
Executive Compensation Information. See also statutory requirements for whistleblower protections at 10 U.S.C. 2409, 41 U.S.C. 4712, 10 U.S.C. 2324, 41 U.S.C. 4304, and 41 U.S.C. 4310. Further, 2 CFR Part 200 Appendix II contains contract provisions for non-federal entity contracts under Federal awards that will apply to any Grant award resultant from this FOA. As the STEM activities will be in support of the DoD STEM program, it is expected that the awardee will

3. **Reporting Requirements** – Any Grant awarded resultant from this FOA will have a reporting requirement, which will consist of a combined financial and performance report submitted in the awardee’s preferred format. The content of each report, which will be submitted on a quarterly basis, will identify any funding obligated under the Grant, any funding expenditures, and a summary of the Grant activities that were performed by the awardee during the quarter.

G. Federal Awarding Agency Contacts

Grants Officer:
Morgan F. Ziatyk
CCNJ, Emerging Technologies Division (CCNJ-ET)
morgan.f.ziatyk.civ@mail.mil

Grants Specialists:
David Grimes
CCNJ, Emerging Technologies Division (CCNJ-ET)
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Edward Gorsky
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H. Other Information

1. This competitive FOA is being released because the current STEM grant award (W15QKN-14-1-0001) expired on 31 December 2019. The DoD still has a need to execute the STEM activities that are being sought through this FOA.

2. Should the Applicant identify the need to provide proprietary information as part of the submission content, the specific proprietary information shall be identified within the submission.

3. As a reminder, the Federal Government is not obligated to make any Federal award as a result of the announcement.

4. The Grants Officer is the only Government representative who can bind the Federal Government to the expenditure of funds for any award established from this announcement.
5. As the expectation is that the awardee will identify its own Government funding to support the proposed STEM activities through the anticipated Grant award, the Government will not be responsible for any costs if funding is not received by CCNJ to apply to the Grant.