

Connie Watts

From: dzrice@gmail.com on behalf of Dan Rice
Sent: Tuesday, October 01, 2013 4:58 PM
To: Connie Watts; Billie Burkhalter; Lorrie Pearce; Butch Grenz; John Uden; Roxanna Brush; Bill Melnik
Subject: For Finance Committee

Connie,

Could you please print and place this email and place it in Mr. Ahner's box?

Finance Committee and Dawn,

I have reviewed the copious amounts of documents which accompany the EDA Grant acceptance for \$50,000.

On whole, these "terms and conditions" and "special conditions" are about what you would expect to accompany federal money. Compliance with nondiscrimination laws, with federal programs including floodplain, and a bunch of acts which don't really concern us, including human trafficking, care and use of vertebrate animals (pigeons may qualify!), homeland security directives, etc. There are also requirements to provide progress reports, financial reports, comply with audits, etc. Dawn Colton will need to be on top of a lot of items in administering this particular grant, which she is generally aware of based on our conversation. In kind matches may be audited, and the City may be financially responsible for any deficiencies in the in kind match.

This is a "take it or leave it" set of requirements from the feds, and if we want the grant money, we need to adhere to their requirements.

A couple of items which need to be addressed:

On page 18 of the terms and conditions, bottom of the page, ".03(b.)", we are required to maintain written standards regarding conflicts of interest, which are provided to all employees involved in the project. **Dawn - would you please review the provision and put together a short memo, signed by you, advising all employees working on the project that they are required to avoid conflicts?**

Page 19 - ".04(a.) through (c.)" - all bid packets for work on this project need to include the language and/or items in these provisions. **Dawn -you will want to keep on eye on this, and be sure it gets into the bid packets.**

Other than the foregoing, I see no problems with the requirements associated with acceptance of this Grant.

Regards,

Dan Rice



CITY OF MILES CITY

17 S. 8th, P.O. Box 910
Miles City, MT 59301-0910

Telephone: 406-234-3462

INTEROFFICE MEMO

DATE: October 3, 2013
TO: ALL EMPLOYEES, ELECTED OFFICIALS
CC: CITY ATTORNEY
FROM: DAWN COLTON
RE: WATER/SEWER CAPACITY STUDY FUNDED BY THE ECONOMIC DEVELOPMENT ADMINISTRATION

The City of Miles City has been awarded a \$50,000 grant from the Economic Development Administration (EDA) to conduct a Water/Sewer Capacity Study. The City will be contributing in-kind labor and equipment, valued at \$20,360, to meet a portion of the monetary match requirements.

The EDA requires that employees and officials be notified of the following conditions to accept the grant award:

I. CODES OF CONDUCT AND SUBAWARD, CONTRACT, AND SUBCONTRACT PROVISIONS¹

.03 Competition and Codes of Conduct for Subawards

b. The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of subawards. No employee, officer, or agent shall participate in the selection, award, or administration of a subaward supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization in which he/she serves as an officer or which employs or is about to employ any of the parties mentioned in this section, has a financial interest or other interest in the organization selected or to be selected for a subaward. The officers, employees, and agents of the recipient shall neither solicit nor accept anything of monetary value from subrecipients. However, the recipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

Please keep these regulations in mind when working on this project. If you have any questions, please contact me.

Dawn Colton

¹ Department of Commerce Financial Assistance Standard Terms and Conditions, January 2013



U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
DENVER REGIONAL OFFICE
410 17th Street, Suite 250
Denver, Colorado 80202-4454
(303) 844-4717 FAX (303) 844-3968

September 19, 2013

The Honorable Chris A. Grenz
Mayor
City of Miles City
17 S. 8th Street
PO Box 910
Miles City, Montana 59301

In Reply Refer to:
Investment No. 05-06-05490

Dear Mayor Grenz:

The Economic Development Administration is pleased to inform the City of Miles City that the Department of Commerce's Economic Development Administration (EDA) has approved your application for a \$50,000 EDA investment for a water and sewer capacity study of Miles City and the Custer County Water/Sewer District #2.

Enclosed are three signed copies of the Financial Assistance Award. Your agreement to the terms and conditions of the award should be indicated by the signature of your principal official on each of the signed copies of the Financial Assistance Award. Two of the executed copies should be returned to Janét Miller, Project Officer, Economic Development Administration, 410 17th Street, Suite 250, Denver, CO 80202. If not signed and returned within **30 days** of receipt, EDA may declare the Award null and void.

Please do not make any commitments in reliance on this award until you have carefully reviewed and accepted the terms and conditions. Any commitments entered into prior to obtaining the approval of EDA in accordance with its regulations and requirements will be at your own risk.

EDA's mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements this mission by making strategic investments in the nation's most economically distressed communities that encourage private sector collaboration and creation of higher-skill, higher wage jobs. EDA investments are results driven, embracing the principles of technological innovation, entrepreneurship and regional development.

EDA shares your expectations regarding the impact of this investment and looks forward to working with you to meet the economic development needs of your community.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Olson", is written over the word "Sincerely,".

Robert E. Olson
Regional Director

Enclosures

FORM CD-450
(REV. 3-13)

U.S. DEPARTMENT OF COMMERCE

☒ GRANT ☐ COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

AWARD PERIOD

October 1, 2013 - April 1, 2015

RECIPIENT NAME

City of Miles City

AWARD NUMBER

05-06-05490

STREET ADDRESS

17 S. 8th Street, PO Box 910

FEDERAL SHARE OF COST

\$ 50,000

CITY, STATE, ZIP CODE

Miles City, Montana 59301

RECIPIENT SHARE OF COST

\$ 50,000

AUTHORITY

Public Works and Economic Development Act of 1965, as amended (42 U.S.C.

TOTAL ESTIMATED COST

\$ 100,000

CFDA NO. AND PROJECT TITLE

11.303, Local Technical Assistance, Water/Sewer Capacity Study of Miles City & Custer County Water/Sewer Dist. #2

BUREAU	FUND	FCFY	PROJECT-TASK	ORGANIZATION	OBJECT CLASS
20	40	13	0	05	41-10-00-00

This Award approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

☒ Department of Commerce Financial Assistance Standard Terms and Conditions (January 2013)☒ Special Award Conditions☒ Line Item Budget☐ 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations☒ 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments☐ OMB Circular A-21, Cost Principles for Educational Institutions☒ OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments☐ OMB Circular A-122, Cost Principles for Nonprofit Organizations☐ 48 CFR Part 31, Contract Cost Principles and Procedures☒ OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations☒ Other(s): EDA Standard Terms and Conditions - Capacity Building Programs

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Robert E. Olson

TITLE

Regional Director

DATE

Sept. 19, 2013

TYPED NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Chris A. Grenz

TITLE

Mayor

DATE

9-26-13

HERE

SPECIAL AWARD CONDITIONS
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration (EDA)

NON-CONSTRUCTION PROJECTS: Technical Assistance under Section 207 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. §3121) PWEDA

**Project Title: Water/Sewer Capacity Study of Miles City and the Custer County
Water/Sewer District #2**

Recipient Name: City of Miles City, MT

Project Number: 05-06-05490

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project should be consistent with this *Authorized Scope of Work (Attachment 1)*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized through execution of a Form CD-451.
2. The Recipient Contact's name, title, address, and telephone number are:

Chris Grenz
City of Miles City
Phone: 406-874-8603
Email: mayor@milescity-mt.org

Mayor
17 S. 8th Street
PO Box 910
Miles City, Montana 59301

3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Robert E. Olson
Regional Director
Phone: (303) 844-3909
Email: rolson@eda.gov
FAX: (303) 844-3968

Economic Development Administration
410 17th Street
Suite 250
Denver, Colorado 80202

4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Mari Sutton
Area Director
Phone: (303) 844-4403
Email: msutton@eda.gov
FAX: (303) 844-3968

Economic Development Administration
410 17th Street
Suite 250
Denver, Colorado 80202

5. The Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Janét Miller Phone: 303-844-5362 Email: jduncan@eda.gov	Economic Development Administration 410 17 th Street Suite 250 Denver, Colorado 80202
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6. ADDITIONAL INCLUDED DOCUMENTS:

In addition to the regulations, documents, or authorities incorporated by reference on the Financial Assistance Award (Form CD-450) the following additional documents are included with and considered to be part of the Award's terms and conditions:

- A Recipient's final completed Application (this item not enclosed in this Award package);
- Authorized Scope of Work (Attachment No. 1);
- Staffing Plan (Attachment No. 2);
- Instructions on how to enroll and access funds in ASAP (Attachment No. 3).

Should there be a discrepancy among these documents, the Special Award Conditions (this document), and associated attachments hereto shall control.

- 7. PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project development time schedule:

Return of Executed Financial Assistance Award.....Due no later than 30 calendar days
after receipt of Form CD-450/CD-451
Authorized Award Start DateOctober 1, 2013
Submission of Draft Final Progress Report..... March 1, 2015
Submission of Final Project Progress Report..... April 1, 2015
Authorized Award End Date..... April 1, 2015
Submission of Final Financial Documents (SF-425) ...Due no later than 90 calendar days
after the Award End Date

The Recipient shall diligently pursue the development and implementation of the Project upon receipt of an EDA Award so as to ensure completion within this time schedule. Moreover, the Recipient shall promptly notify EDA in writing of any event which could substantially delay meeting any of the proscribed time limits for the Project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA's taking action to terminate the Award in accordance with the regulations set forth at 15 C.F.R. § 14.62 or 15 C.F.R. § 24.43, as applicable.

The Recipient shall diligently pursue the development of the Project so as to ensure completion within this time schedule. Moreover, the Recipient shall promptly notify EDA in writing of any event that could substantially delay meeting any of the proscribed time limits for the Project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA's taking action to terminate the Award in

accordance with the regulations set forth at 15 C.F.R. § 14.62 or 15 C.F.R. § 24.43, as applicable.

8. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

- A. **AWARD DISBURSEMENTS:** EDA will make Award payments using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation as required by ASAP including but not limited to Recipient and Requestor Identification Numbers. Complete information concerning the ASAP system may be obtained by visiting www.fms.treas.gov/asap.

In order to receive payments, Recipients must submit a Form SF-270 "*Request for Reimbursement*" and supporting documentation for the applicable period electronically to the Project Officer, who will review and process the request, prior to notifying the Recipient to draw down the funds in ASAP. Request for reimbursements can be made no more frequently than once per month.

Please note that prior to the initial disbursement, Recipients must complete the attached Form SF-3881, "*ACH Vendor/Miscellaneous Payment Enrollment Form*" and submit it to NOAA's Accounting Office by FAX to 301-528-3675 (*FAX is required to secure confidentiality of sensitive information*). The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

- B. **REPORTING:** Reports and financials should be submitted to the EDA project officer assigned to your project on or before the required due date. If for any reason, you are unable to meet the appointed due date, please notify the project officer, in writing, at least 10 days prior to the applicable due date. The e-mail or letter should state the reason(s) for not being able to meet the due date and the proposed extension date the report will be submitted to the Regional Office. The Regional Office reserves the right to deny a request for extension.

C. REPORTS:

- a. *Project Progress Reports:* The Recipient agrees to provide the Project Officer with Project Progress Reports, which will communicate the important activities and accomplishments of the Project, on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof. Reports are due no later than 1 month following the end of the period.

Performance Progress Reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, which outlines the following information in no more than 3-6 pages in length:

- i. The format for the report is to repeat the scope of work in the grant award back to EDA verbatim. After each item in the scope of work identify what has been accomplished on the project up to the date the report is due.

- ii. Provide a clear, concise overview of the activities undertaken during the Project Period;
- iii. Document accomplishments, benefits, and impacts that the Project and Activities are having. Recipients should note specific outcomes where activities have led to job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;
- iv. Highlight any upcoming or potential press events or opportunities for collaborative press events to highlight benefits of the EDA investment;
- v. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course of work for the next period;
- vi. Outline challenges that currently impact or could impact progress on the grant over the next reporting period and identify ways to mitigate this risk; and
- vii. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for your EDA Project Officer to know.

Final Project Reports may be posted on EDA's website, used for promotional materials or policy reviews, or may be otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no specific page limit for Final Project Reports; however, such reports should concisely communicate key project information, and should:

- i. Outline the specific regional need that the project was designed to address and update on progress made during the reporting period that will mitigate need and advance economic development;
 - ii. Provide a high-level overview of the activities undertaken;
 - iii. Detail lessons learned during the project period that may be of assistance to EDA or other communities undertaking similar efforts;
 - iv. Outline the expected and actual economic benefits of the project as the time that the report is written; and
 - v. Any other key information from the relevant project period.
- b. Financial Reports: The Recipient shall submit a "Financial Status Report" (Form SF-425) on a semi-annual basis for the periods ending **March 31** and **September**

30, or any portion thereof, for the entire project period. Form SF-425 (and instructions for completing this form) is available at:
http://www.whitehouse.gov/omb/grants/grants_forms.html. Reports are due no later than 1 month following the end of the period.

A final Form SF-425 must be submitted no more than 90 calendar days after the expiration date of the Award (e.g., the Award end date specified on the Form CD-450 or Form CD-451). Final financial reports should follow the guidance outlined by the form instructions for submitting semi-annual financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period, and that all matching and program income (if applicable) is fully reported. Final grant rate and determinations of final balances owed to the government will be determined by the information on the final Form SF-425, so it is imperative that this final financial form is submitted in a timely and accurate manner.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined at the conclusion of the award period in accordance with the administrative authorities applicable pursuant to the *Financial Assistance Award* (Form CD-450), including the applicable *Cost Principles* and *Uniform Administrative Requirements*, after Final Financial Documents are submitted.

Line Item Budget:

- A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$ 50,000
Non-Federal Matching Share	\$50,000
Total Project Cost	\$100,000

- B. Under the terms of this Award, the total approved line item budget is:

Personnel	\$5,370
Fringe Benefits	\$2,210
Travel	\$0
Equipment	\$12,780
Supplies	\$0
Contractual	\$79,640
Construction	\$0
Other	\$0
Total Direct Costs	\$100,000
Indirect Charges	\$0
Total Project Costs	\$100,000

10. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
11. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. The Recipient also certifies that, in accepting the Financial Assistance Award, the Recipient's Matching Share of the project costs is committed and unencumbered, from authorized sources, and shall be available as needed for the project. Periodic status reports identifying and documenting the in-kind match should be submitted to EDA with the SF-270 request for disbursement.
12. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given the EDA two options for having payments deposited to EDA's account:
- i. The first one is Pay.Gov. This option allows the payee to pay EDA through the Internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
 - ii. The second option is Paper Check conversion. All checks must identify on their face the name of the DOC agency funding the award, award number, and no more than a two-word description to identify the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, who processes EDA's accounting functions at the following address:

U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Finance Office, AOD, EDA Grants
20020 Century Boulevard
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original

check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

13. **PLANNING COORDINATION:** In keeping with regional economic development principles, Recipients should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).
14. **PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with Department of Commerce Regulations at 15 C.F.R § 24.36 (State and Local Governments) or 15 C.F.R. § 14.44 (Higher Education, Hospitals, other Non-Profits), as applicable.
15. **NONRELOCATION:** In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or cause, which may include the establishment of a debt requiring the Recipient to reimburse EDA.
16. **PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. Recipients are to retain sufficient documentation so that they can submit these required reports. Failure to submit this required report can adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document, if applicable. EDA staff will contact Recipients in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

17. **STAFFING CHANGES:** For vacant positions primarily funded by the EDA grant, EDA is requesting the following information be sent to the Denver Regional Office for review: a copy of the job announcement, a copy of the resumes of the top three qualified candidates, and if interviews have already taken place, the identification of the selected candidate hired for the EDA funded position. This review is consistent the Public Works and Economic Development Act of 1965, as Amended ("PWEDA") Title V – Administration SEC.504. Administration, Operation and Maintenance (42 U.S.C. § 3194). The review is to ensure that the key EDA funded positions will be staffed by qualified individuals and that the grant will be properly and efficiently administered, operated and maintained.

Attachment No. 1 - Scope of Work

The primary goal of this study in regards to the Miles City Water Transmission and Distribution and Sewage Collection Systems is to assess the capacity of these systems to accommodate the expected growth.

The study will meet accomplish the following:

- Develop GIS maps of both the water and sewer systems to enable planning of upgrades for future expansion and other future uses.
- Develop a computer model of the water system for use in analyzing capacity questions; to be used as a tool for the long-term management of this water system; and to be used for design improvements.
- Develop a SewerCAD model of the interceptor sewers on this system.
- Provide recommendations based on the findings of the capacity question. Those recommendations then will be incorporated into a Capital Improvement Plan (CIP) and actual projects in the coming years so necessary upgrades can be made using a planned approach to ensure proper expansion.
- Document the capacity of these systems to the extent that when requests come in for connections to or extensions from these systems to serve new users or developments, decisions can be made as to whether:
 - these systems have the capacity to serve that connection/extension; or
 - what improvements will be required if the systems do not have the necessary capacity.
- Produce tools including models of the water system, mapping, meter readings, documentation or other information that can be used to more fully answer specific questions, and to aid in the design of specific improvement projects.
- Assemble all of these tools in one location.

Study Area

The study area will initially be focused on the following areas that will be impacted most by potential growth:

Wastewater Collection System:

- Haynes Ave Trunk Line, from station 000 to AA26 (2.5 miles)
 - Upper Trunk Line AA26 – LL16, Flow and condition will be assessed (3,900 feet)

- Lower Trunk Line LL16 – 000, Flow and condition will be assessed (9,300 feet)
- Southgate Meadows Service Line, from station FFF to FFF13 (2,357 feet)
 - Flow measurements only
- Southgate Meadows Service Line, from station FFF7 to FFF12 (1,454 feet)
 - Flow measurements only
- Gordon Street Trunk Line, from station I to I22 (1,989 feet)
 - Flow and condition will be assessed

Water Transmission & Distribution:

- Southgate pump station – capacity and deficiencies will be assessed
- Document flow rates in study areas
- Southgate storage capacity

If and when all of the above tasks are completed within the project budget, the study efforts will proceed to the next highest priority areas as identified by the study documentation and mapping tasks.

Infrastructure Included:

The following components of the water and sewer systems are included in this study:

- Water transmission mains;
- Water distributions lines;
- The one pump station on the water system;
- Sewage collection lines, focusing on the interceptors;
- An inventory of the sewage lift stations; and
- Southgate water storage tank.

What is not included in this study:

- The water treatment and wastewater treatment plants. The capacity of these plants is to be discussed using existing information such as from other studies, and from discussion with City staff, but the assessment of the plants is beyond the scope of this study.
- The Riverside and Carbon Hill tanks, since these are both new.

- Detailed assessments of the capacity of the sewage lift stations. These will be shown on the mapping, and discussed in the report based on a field inspection and input from the operators, but the detailed study of the condition and capacity of sewage lift stations is not included.
- East Valley Water Line. When operational, this waterline will not significantly impact the capacity of the City's water distribution system.

Specific tasks to be complete by Consultant(s):

General (both water and sewer systems):

- Establish the current population and number of water and sewer accounts for Miles City.
- Review any recent Comprehensive Plans for Miles City or Custer County and incorporate pertinent information as it relates to the capacity of the water and sewer systems.
- Interview the City and County planners. Discuss growth potential and where that growth is likely to occur. The primary focus of the study will start with these areas.
- Estimate the population these water and sewer systems will serve in the design years of 2020 (shorter term) and 2040 (longer term).
- Using historical water production and sewage flow records, establish the design criteria for this study. This criteria will include:
 - Water system
 - Average day, peak day and peak hour demands;
 - Per capita demands;
 - Peaking factors; and
 - All of the above for existing, 2020 and 2040.
 - Sewer system
 - Average day and peak day flows;
 - Per capita flow rates;
 - Peaking factors; and
 - All of the above for existing, 2020 and 2040.
- Assemble copies of all City resolutions and policies relating to the water and sewer systems. Include current water and sewer rates and hook-up fees (impact fees for connecting).
- Obtain and include a copy of the most recent budgets for the water and sewer enterprise funds.
- Summarize the primary regulations that impact these systems and if Miles City has any

challenges complying with these regulations. Include any pertinent correspondence or inspection reports from the Department of Environmental Quality. For the water system, discuss the distribution rules of bacteriological samples, disinfection byproducts, lead and copper and chlorine residual.

Water System:

- Survey (using GPS to the proper vertical datum and coordinate base) the valves and hydrants on this water system.
- Develop a GIS map of the water system. This map is to be developed using the surveying done in #1, plus existing mapping information available from the City. It shall be reviewed with City operators and the Utilities Director for accuracy and completeness. It shall be set up so that as additional information becomes available, lines are replaced or extensions made to this system, this new data can be added to the GIS. This map shall indicate line sizes and to the best information that is available, pipe materials.
- Develop a WaterCAD model of this water system.
- Provide a listing of fire hydrants to be flowed by the City and which fire hydrants to obtain pressure readings as the other hydrants are flowed. Work with the City crew to accomplish this flow testing. Calibrate the model based on these data being provided.
- Conduct representative runs with this model, and tabulate the results in a hydraulics modeling report.
- Discuss this system with City operators. From that information, document locations with specific problems, condition issues, capacity issues or other specific information they provide. Document these discussions in the report and take this information into account as capacity is discussed and recommendations prepared.
- If the data is available, prepare a map that shows the location of leak repairs due to corrosion over the last 20 years, so the areas of more corrosive soils are identified.
- Document the capacity of the Southgate pump station and any deficiencies with this station.
- Develop a map of the existing service areas and the pressure zones. Discuss any concerns with the existing pressure zones. Develop a map of future pressures zone(s) that will need to be established as the system expands.
- Incorporate information on the Custer County Water and Sewer District's (CCWSD) water system into this work. This information is similar to Miles City's and includes GIS mapping of their system and bringing their water system into the water model.
- Prepare a Capital Improvement Plan for improvements that are recommended; including

capacity, capacity limitations and improvements needed in the areas where growth is expected to occur based on the research conducted under this study.

- Study capacity and storage of Southgate storage tank.

Sewer System:

- Survey (using GPS to the proper vertical datum and coordinate base) the manhole rims on the sewer system.
- Develop a GIS map of the Sewer system. This map is to be developed using the surveying in #1 and existing mapping information available from the City. It shall be reviewed with City operators and the Utilities Director for accuracy. It shall be set up so that as more information becomes available on the existing system, replacement lines are installed or extensions made, information on these components can be surveyed and brought into the GIS. This map shall indicate line sizes and to the best information that is available, pipe materials.
- Measure down from the rims to get the approximate invert elevation of the interceptor manholes on Haynes Avenue and Montana. Calculate the slopes on these lines.
- Add approximate slope information on other sewers as information may be available off existing mapping from the City. Flow lines will not be surveyed on these other sewers at this time.
- Clean and video sewer lines to identify I/I condition and integrity of sewer lines.
- Using the information gathered above, including information available from plans, establish the size and slope of sewer interceptors, particularly those on Haynes Avenue and Montana Avenue.
- Develop a plan where to locate the sewer flow meter in manholes. Provide this to the City and coordinate with City staff periodically on the moving of this flow meter around the system to obtain flow readings.
- From discussions with the City, identify a few key locations where I/I can be assessed and measure the flow in these areas during both dry periods and wet periods for comparison.
- Develop a spreadsheet of the sewer interceptors that are investigated. Estimate their capacity at no more than 75% full based on Manning's equation. Based on the investigation, make a recommendation on the n value to use. Include information on the sewer flow meter readings in this summary.
- Develop a SewerCAD model of the interceptors. Set this up so laterals can be added in the future, but they are not to be included at this time.

- Discuss this system with City operators. From their information, document locations with specific problems, condition issues, capacity issues or other specific information they provide. Document these discussions in the report and take this information into account as capacity is discussed and recommendations prepared.
- Incorporate information on the Custer County Water and Sewer District #2's sewer system into this work. This information is similar to Miles City's and includes GIS mapping of their system.
- Prepare a Capital Improvement Plan for improvements that are recommended. Particularly discuss capacity, capacity limitations and improvements needed in the areas where growth is most expected to occur based on the research conducted under this study.

Deliverables:

The following lists the deliverables from this work:

- GIS maps of the existing water and sewer systems;
- WaterCAD model of the water system;
- SewerCAD model of the key interceptors;
- An analysis of all of the work done under this study and a CIP for:
 - Shorter term improvements
 - Longer term improvements
- The approximate cost of these improvements;
- A report summarizing all of the work under this study, including the capacity analysis, capacity limitations and recommendations; and
- Include in appendices the data gathered, information provided from other sources, summaries of discussions, etc.

Specific Tasks by the City of Miles City:

Administration/RFP Process/ Reporting/Dissemination of Information:

- The City will prepare, manage and solicit the RFP process for the competitive selection of a qualified consultant firm or firms (the "Consultant(s)") to complete the scope of work.
Dawn Colton – Program Assistant/Grant Writer
- Submit a copy of the top two proposals to EDA prior to selection. *Dawn Colton – Program Assistant/Grant Writer*

- Coordinate with the consultant and the City to ensure that the work completed is documented appropriately and the work narratives address the scope of work. *Dawn Colton – Program Assistant/Grant Writer*
- Coordinate and facilitate a presentation by the consultant(s) and the City to be provided to the City Council. *Dawn Colton – Program Assistant/Grant Writer*
- Track all financial aspects of the project (expenses, match, etc.) and submit reports per the grant award agreement, including Financial Status Reports (SF-425) and Requests for Advance or Reimbursements (SF-270). *Dawn Colton – Program Assistant/Grant Writer*
- Provide a Mid-Point Progress Report to EDA addressing accomplishments on each element in the scope of work. *Dawn Colton – Program Assistant/Grant Writer*
- Provide a Draft Final Report to EDA which follows the Final Report guidelines. *Dawn Colton – Program Assistant/Grant Writer*
- Provide a Final Report to the Miles City City Council and EDA which follows the Final Report guidelines. *Dawn Colton – Program Assistant/Grant Writer*
- Place a copy of materials and Final Report and results on the City's website and produce hard copies for distribution. *Dawn Colton – Program Assistant/Grant Writer*

The City of Miles City will also provide the following information and support services in addition to the Administrative Tasks:

- Paper and electronic maps of water/sewer systems as requested by Consultant(s). *Sam Malenovsky – CADD Technician*
- Current population and number of water and sewer accounts for Miles City. *Sam Malenovsky – CADD Technician*
- Install and monitor flow meter to measure flows and pressures at locations identified by Consultant(s). *Vacant - Utilities Foreman, Bucky Johnson – Heavy Equipment Operator*
- Historical water production and sewage flow records, including water meter readings. *Vacant - Utilities Foreman*
- Pertinent correspondence or inspection reports from the Department of Environmental Quality regarding challenges in complying with regulations for both systems. *Sam Malenovsky – CADD Technician*
- Copies of all City resolutions and policies relating to water and sewer systems, including current water and sewer rates and hook-up fees. *Sam Malenovsky – CADD Technician*
- Copies of the most recent budgets for the water and sewer enterprise funds. *Sam Malenovsky – CADD Technician*

- Meet with consultant to discuss the following topics:
 - Condition issues, capacity issues and other specific information/problems associated with the various system components. *Vacant - Utilities Foreman, Al Kelm – Public Utilities Director*
 - Growth potential and where that growth is likely to occur. *Al Kelm – Public Utilities Director*
 - Challenges complying with DEQ regulations. *Al Kelm – Public Utilities Director*
 - Distribution rules for water system of bacteriological samples, disinfection byproducts, lead and copper and chlorine residual. *Al Kelm – Public Utilities Director*
 - Concerns with the existing pressure zones *Vacant - Utilities Foreman, Al Kelm – Public Utilities Director*
 - Locations of leaks repaired on the system *Vacant - Utilities Foreman*
 - Review all deliverables produced by the study. *Al Kelm – Public Utilities Director*
- Open manhole covers and assist with obtaining measure downs on manholes. *Vacant - Utilities Foreman, Bucky Johnson – Heavy Equipment Operator*
- Clean and video sewers and document condition from this videoing. (City crew to provide condition summary so the consultant does not need to monitor all of the videos). *Vacant - Utilities Foreman, Bucky Johnson – Heavy Equipment Operator*
- Monitor work, review pay applications, issue Purchase Orders for work performed under the EDA grant, according to good accounting procedures. *Al Kelm – Public Utilities Director,*

The City of Miles City will provide the following equipment:

- City-owned Sewer Vacuum Truck;
- City-owned Sewer Camera; and
- City-owned flow meter.

Attachment No. 2 - Staffing Plan

Position	Hourly Rate	Fringe Benefits	Number of Hours charged to project	Total Personnel Charged to Project	Total Fringe Charged to Project
Allen Kelm – Public Utilities Director	\$32.23	\$10.47	10	\$322	\$105
Samantha Malenovsky – CADD Technician	\$18.21	\$7.47	6	\$109	\$45
Dawn Colton – Program Asst/Grant Writer	\$16.41	\$7.17	80	\$1,313	\$574
Vacant – Public Utilities Foreman	\$19.43	\$7.82	101	\$1,962	\$790
Bucky Johnson – Heavy Equipment Operator	\$17.89	\$7.48	93	\$1,664	\$696
Total				\$5,370	\$2210

Attachment No. 3 - Instructions on How to Enroll in the Automated Standard Application for Payments (ASAP) System

1. The grantee will send an email to EDA's ASAP e-mail address, edagrants@NOAA.gov. If the grantee is already enrolled in ASAP.gov with another federal agency, EDA still needs this email. However, all the organization needs to do is link their organization to EDA. There are instructions on the Home page of ASAP.gov on how to link.
 - a. Include the grantee's complete name, address, Tax Identification Number, DUNS number, ASAP's Recipient ID (if already enrolled in ASAP)
 - b. Include the point of contact's (POC) name, phone number, title, and e-mail address. It is suggested that the POC is an employee in the Accounting or Finance office.
 - c. EDA will enroll the grantee by comparing the enrollment information to application received by the project officer.
 - d. EDA will reply to the POC and inform him/her that the grantee has been enrolled.
2. The POC will receive an email from ASAP.gov. This email will be triggered by EDA enrolling the grantee.
 - a. The email will have instructions for the POC on the enrollment process.
 - b. The email will have the POC's User ID in it.
 - c. The password is sent by U.S. Mail for security purposes.
3. Once the POC has his user's ID and password, the POC can log into ASAP.gov*
 - a. The POC confirms the information entered by EDA.
 - b. The POC identifies the recipient organization's officials, which include the Head of Organization, Authorizing Official, and Financial Official. A re-delegated Head of Organization and another Point of Contact can also be defined.
4. Once entered by the POC, the officials are assigned a User ID and temporary password in ASAP.gov's system. He/she will receive an email notification.
5. The Head of Organization approves the officials identified by the point of contact.*
6. The Authorizing Official is responsible for confirming the recipient organization's information and identifying the users who need access to the ASAP.gov application*.
7. The Financial Official is responsible for entering the bank account information for the recipient organization. * If the grantee is already enrolled in ASAP.gov with another federal agency all the organization needs to do is link their organization to EDA. There are instructions on the Homepage of ASAP.gov.

8. Once all of the above tasks are completed, the ASAP.gov application will notify EDA by email that the grantee's enrollment has been completed. The email will include the ASAP recipient number.
9. EDA will create and fund accounts for the grantee so that the grantee will be able to draw down funds using ASAP.gov

Please visit ASAP.gov's website at <http://fms.treas.gov/asap> for more information, including instructions and a user manual. Please note that there is excellent online help at ASAP.gov.

*The setting on the computer's desktop must have the screen resolution set to 1024x768.

- a. Right click on an empty space on the computer's desktop.
- b. Select Properties.
- c. Go to the Setting tab.
- d. Change the screen resolution to 1024x768.

Who to Call if You Have Questions about ASAP

Username or password problems - Federal Reserve Bank of Richmond, 804-697-8384

Enrollment questions - National Oceanic and Atmospheric Administration (NOAA) Finance Team: *Teresa Shahan @ 301-444-2807, Roberta Duncan @ 301-444-2753 or by email @ edagrants@NOAA.gov.*




Funding questions - National Oceanic and Atmospheric Administration (NOAA) Finance Team: (EDA cannot fund your grant until we receive an email from ASAP.gov confirming enrollment completion.)

How to use the ASAP system/ System questions - call the Treasury Financial Center determined by the location of your state capital:

- In the Eastern and Central time zone, call the Kansas City Regional Financial Center at (855)868-0151 from 7:30 a.m. to 4:00 p.m.
- If your state capital is in the any time zone other than the Eastern and Central time zones, call San Francisco Financial Center at (510)594-7182 from 7:30 a.m. to 4:00 p.m.

Not sure - National Oceanic and Atmospheric Administration (NOAA) Finance Team: *Teresa Shahan @ 301-444-2807, Roberta Duncan @ 301-444-2753 or via email @ edagrants@NOAA.gov.*

Procedures for Drawing Down Funds from ASAP

1. The grantee will send a *Request for Advance or Reimbursement*, SF 270, to the project officer with the amount that they want to draw down and the period of performance. This does not need to be an original. It can be sent to the project officer either by email, fax, or mail.
 2. The grantee will go into ASAP and request a payment for the same amount that is on the SF-270.
 - a. Click on the  Tab at the top of the screen.
 - b. From the drop down menu, select initiate payment request.
 - c. Confirm banking account information and number.
 - d. Select Payment Request type as **Individual** Payment Method - ACH or wire
 - e. Requested Settlement date- grantee's decision (next business day)
 - f. Requester Reference number- EDA's grant number, Account # is EDA's grant number with the letter "F" in front of the grant number (no hyphens)
 - g. Press 
 - h. Cash on Hand 0.00
 - i. Amount Requested \$\$\$\$.\$\$
 - j. Review
 - k. Press- 
 3. EDA's project officer will notify NOAA's Finance Team and grantee thru the ASAP email address edagrants@NOAA.gov authorizing funds draws. NOAA's Team also must receive a copy of the SF-270 and payment memo.
 - a. On the subject line, please include organization's name and project number
 4. NOAA will release the funds in ASAP upon grantees withdrawal in ASAP.
 5. The funds will be in the grantee's account within two business days of approval.
- *All grants except for planning grants with program code of 83 and 84.

DEPARTMENT OF COMMERCE
FINANCIAL ASSISTANCE
STANDARD TERMS AND CONDITIONS



January 2013

DEPARTMENT OF COMMERCE
FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS

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PREFACE

The recipient and any subrecipients must, in addition to the assurances made as part of the application, comply and require each of its contractors and subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders (E.O.s), Office of Management and Budget (OMB) circulars, terms and conditions, and approved applications.

This award is subject to the laws and regulations of the United States. Any inconsistency or conflict in terms and conditions specified in the award will be resolved according to the following order of precedence: public laws, regulations, applicable notices published in the *Federal Register*, E.O.s, OMB circulars, Department of Commerce (DOC) Financial Assistance Standard Terms and Conditions, agency standard award conditions (if any), and special award conditions. Special award conditions may amend or take precedence over DOC standard terms and conditions, on a case-by-case basis, when allowed by the DOC standard term and condition.

Some of the DOC terms and conditions herein contain, by reference or substance, a summary of the pertinent statutes, or regulations published in the *Federal Register* or Code of Federal Regulations (C.F.R.), E.O.s, OMB circulars or the assurances (Forms SF-424B and SF- 424D). To the extent that it is a summary, such provision is not in derogation of, or an amendment to, any such statute, regulation, E.O., OMB circular, or assurance.

A. FINANCIAL REQUIREMENTS

.01 Financial Reports

- a. The recipient shall submit a "Federal Financial Report" (Form SF-425) on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof, unless otherwise specified in a special award condition. Reports are due no later than 30 days following the end of each reporting period. A final Form SF-425 shall be submitted within 90 days after the expiration of the project period.
- b. The reports must be submitted to the Grants Officer electronically, or in hard copy (no more than an original and two copies), in accordance with the award conditions.

.02 Award Payments

- a. Consistent with 15 C.F.R. §§ 14.22 and 24.21, the advance method of payment shall be authorized unless otherwise specified in a special award condition. The Grants Officer determines the appropriate method of payment. Payments will be made through electronic funds transfers directly to the recipient's bank account and in accordance with the requirements of the Debt Collection Improvement Act of 1996 and the Cash Management Improvement Act. The DOC Award Number must be included on all payment-related correspondence, information, and forms.

- b. When the "Request for Advance or Reimbursement" (Form SF-270) is used to request payment, the recipient shall submit the request no more frequently than monthly, and advances shall be approved for periods to cover only expenses anticipated over the next 30 days. The recipient must complete Forms SF-3881, "ACH Vendor Miscellaneous Payment Enrollment Form," and SF-270 and submit forms to the Grants Officer. Form SF-3881 enrollment must be completed before the first award payment can be made via a Form SF-270 request.
- c. Unless otherwise provided for in the award terms, payments under this award will be made using the Department of Treasury's Automated Standard Application for Payment (ASAP) system. Under the ASAP system, payments are made through preauthorized electronic funds transfers, in accordance with the requirements of the Debt Collection Improvement Act of 1996. In order to receive payments under ASAP, recipients are required to enroll with the Department of Treasury, Financial Management Service, Regional Financial Centers, which allows them to use the on-line and Voice Response System (VRS) method of withdrawing funds from their ASAP established accounts. The following information will be required to make withdrawals under ASAP: (1) ASAP account number – the award number found on the cover sheet of the award; (2) Agency Location Code (ALC); and Region Code. Recipients enrolled in the ASAP system do not need to submit a "Request for Advance or Reimbursement" (Form SF-270), for payments relating to their award. Awards paid under the ASAP system will contain a special award condition, clause, or provision describing enrollment requirements and any controls or withdrawal limits set in the ASAP system.
- d. Advances shall be limited to the minimum amounts necessary to meet immediate disbursement needs, but in no case should advances exceed the amount of cash required for a 30-day period. Advanced funds not disbursed in a timely manner and any applicable interest must be promptly returned to DOC. If a recipient demonstrates an unwillingness or inability to establish procedures that will minimize the time elapsing between the transfer of funds and disbursement or if the recipient otherwise fails to continue to qualify for the advance method of payment, the Grants Officer may change the method of payment to reimbursement only.

.03 Federal and Non-Federal Sharing

- a. Awards that include Federal and non-Federal sharing incorporate a budget consisting of shared allowable costs. If actual allowable costs are less than the total approved budget, the Federal and non-Federal cost shares shall be calculated by applying the approved Federal and non-Federal cost share ratios to actual allowable costs. If actual allowable costs are greater than the total approved budget, the Federal share shall not exceed the total Federal dollar amount authorized by the award.
- b. The non-Federal share, whether in cash or in-kind, is to be paid out at the same general rate as the Federal share. Exceptions to this requirement may be granted by the Grants Officer based on sufficient documentation demonstrating previously determined plans for, or later commitment of, cash or in-kind contributions. In any case, the recipient must meet its cost share commitment over the life of the award. The recipient must create and maintain

sufficient records justifying all non-federal sharing requirements to facilitate questions and audits, see Section D, "Audits," for audit requirements.

.04 Budget Changes and Transfer of Funds among Categories

- a. Requests for budget changes to the approved estimated budget in accordance with the provision noted below must be submitted to the Grants Officer who shall make the final determination on such requests and notify the recipient in writing.
- b. Transfers of funds by the recipient among direct cost categories are permitted for awards in which the Federal share of the project is \$100,000 or less. For awards in which the Federal share of the project exceeds \$100,000, transfers of funds among direct cost categories must be approved in writing by the Grants Officer when the cumulative amount of such direct costs transfers exceed 10 percent of the total Federal and non-Federal funds authorized by the Grants Officer. The 10 percent threshold applies to the total Federal and non-Federal funds authorized by the Grants Officer at the time of the transfer request. This is the accumulated amount of Federal funding obligated to date by the Grants Officer along with any non-Federal share. The same requirements apply to the cumulative amount of transfer of funds among programs, functions, and activities. Transfers will not be permitted if such transfers would cause any Federal appropriation, or part thereof, to be used for purposes other than those intended. This transfer authority does not authorize the recipient to create new budget categories within an approved budget unless the Grants Officer has provided prior approval. In addition, this does not prohibit the recipient from requesting Grants Officer approval for revisions to the budget. *See* 15 C.F.R. § 14.25 and 15 C.F.R. § 24.30 (as applicable) for specific requirements concerning budget revisions and transfer of funds between budget categories.
- c. The recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa, without written prior approval of the Grants Officer.

.05 Indirect Costs and Facilities and Administrative Costs

- a. Indirect costs, or facilities and administrative (F&A) costs for educational institutions, will not be allowable charges against an award unless permitted under the award and specifically included as a line item in the award's approved budget.
- b. Excess indirect costs may not be used to offset unallowable direct costs.
- c. OMB established the cognizant agency concept, under which a single agency represents all others in dealing with grantees in common areas. The cognizant agency reviews and approves grantees' indirect cost rates. Approved rates must be accepted by other agencies, unless specific program regulations restrict the recovery of indirect costs. If indirect costs are permitted and the recipient would like to include indirect costs in its budget, but the recipient has not previously established an indirect cost rate with a Federal agency, the

negotiation and approval of a rate is subject to the procedures in the applicable cost principles and the following subparagraphs:

1. (a) State, local, and Indian Tribal Governments; Educational Institutions; Hospitals and Non-Profit Organizations (Non-Commercial Organizations)
 - i. State and Local Governments: Department of Health and Human Services (HHS) serves as the cognizant agency for all States and most cities. For certain State agencies, cities and counties, OMB published a list of cognizant Federal agency assignments on January 6, 1986 (51 FR 552). The cognizant agency for governmental units or agencies not specifically identified by OMB will be determined based on the Federal agency providing the largest amount of Federal funds. *See* Subsection D.1.b. of Appendix E to 2 C.F.R. Part 225 (OMB Circular A-87);
 - ii. Indian Tribes: Department of the Interior serves as the cognizant agency for all Indian tribal governments. *See* Subsection D.1.c. of Appendix E to 2 C.F.R. Part 225 (OMB Circular A-87);
 - iii. Educational Institutions: Department of Health and Human Services or the Department of Defense's Office of Naval Research serves as the cognizant agency for educational institutions as determined in accordance with Subsection G.11. of Appendix A to 2 C.F.R. Part 220 (OMB Circular A-21);
 - iv. Non-Profit Organizations: Cognizant agency is determined by calculating which Federal agency provides the largest dollar amount of awards to the non-profit organization in accordance with Subsection E.2. of Appendix A to 2 C.F.R. Part 230 (OMB Circular A-122); and
 - v. Hospitals: Department of Health and Human Services serves as the main cognizant agency for hospitals. *See* Appendix E to 45 C.F.R. Part 74.

For those organizations for which DOC is cognizant or has oversight, DOC or its designee will either negotiate a fixed rate with carry-forward provisions for the recipient or, in some instances, will limit its review to evaluating the procedures described in the recipient's cost allocation plan. Indirect cost rates and cost allocation methodology reviews are subject to future audits to determine actual indirect costs.

(b) Commercial Organizations

For commercial organizations, the term "cognizant Federal agency" generally is defined as the agency that provides the largest dollar amount of negotiated contracts, including options. *See* 48 C.F.R. Part 42. If the only Federal funds received by a commercial organization are DOC award funds, then DOC becomes the cognizant Federal agency for the purpose of indirect cost negotiations. For those organizations for which DOC is cognizant, DOC or its designee will negotiate a fixed rate with carry-forward provisions for the recipient. Fixed rate means an indirect cost rate that has the same characteristics as a pre-determined rate, except that the difference between the estimated costs and the

actual costs of the period covered by the rate is carried forward as an adjustment to the rate computation of the subsequent period.

DOC or its designee will negotiate indirect cost rates using the cost principles found in 48 C.F.R. Part 31, "Contract Cost Principles and Procedures." For guidance on how to put an indirect cost plan together go to:

<http://www.dol.gov/oasam/programs/boc/costdeterminationguide/main.htm>

2. Within 90 days of the award start date the recipient shall submit to the address listed below documentation (indirect cost proposal, cost allocation plan, etc.) necessary to perform the review. The recipient shall provide the Grants Officer with a copy of the transmittal letter.

Office of Acquisition Management
U.S. Department of Commerce
14th Street and Constitution Avenue, N.W., Room 6412
Washington, DC 20230

3. The recipient can use the fixed rate proposed in the indirect cost plan until such time as the DOC provides a response to the submitted plan. Actual indirect costs must be calculated annually and adjustments made through the carry-forward provision used in calculating next year's rate. This calculation of actual indirect costs and the carry-forward provision is subject to audit. Indirect cost rate proposals must be submitted annually. Organizations that have previously established indirect cost rates must submit a new indirect cost proposal to the cognizant agency within six months after the close of each of the recipients' fiscal years.
- d. When DOC is not the oversight or cognizant Federal agency, the recipient shall provide the Grants Officer with a copy of a negotiated rate agreement or a copy of the transmittal letter submitted to the cognizant or oversight Federal agency requesting a negotiated rate agreement.
- e. If the recipient fails to submit the required documentation to DOC within 90 days of the award start date, the Grants Officer may amend the award to preclude the recovery of any indirect costs under the award. If the DOC, oversight, or cognizant Federal agency determines there is a finding of good and sufficient cause to excuse the recipient's delay in submitting the documentation, an extension of the 90-day due date may be approved by the Grants Officer.
- f. The maximum dollar amount of allocable indirect costs for which DOC will reimburse the recipient shall be the lesser of:

1. The line item amount for the Federal share of indirect costs contained in the approved award budget, including all budget revisions approved in writing by the Grants Officer; or
2. The Federal share of the total indirect costs allocable to the award based on the indirect cost rate approved by a cognizant or oversight Federal Agency and applicable to the period in which the cost was occurred, provided that the rate is approved on or before the award end date.

.06 Incurring Costs or Obligating Federal Funds beyond the Expiration Date

- a. The recipient shall not incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities beyond the project period, which is the period established in the award document during which Federal sponsorship begins and ends. *See, e.g., 15 C.F.R. § 14.2(cc).* The only costs which are authorized for a period of up to 90 days following the end of the project period are those strictly associated with close-out activities. Close-out activities are normally limited to the preparation of final progress, financial, and required project audit reports unless otherwise approved in writing by the Grants Officer. The Grants Officer may approve extensions of the 90-day closeout period upon a request by the recipient as provided in 15 C.F.R. §§ 14.71 and 24.50.
- b. Unless otherwise authorized in 15 C.F.R. § 14.25(e)(2) or a special award condition, any extension of the project period can only be authorized by the Grants Officer in writing. Verbal or written assurances of funding from anyone other than the Grants Officer shall not constitute authority to obligate funds for programmatic activities beyond the end of the project period.
- c. The DOC has no obligation to provide any additional prospective funding. Any amendment of the award to increase funding and to extend the project period is at the sole discretion of DOC.

.07 Tax Refunds

Refunds of Federal Insurance Contributions Act (FICA) or Federal Unemployment Tax Act (FUTA) taxes received by the recipient during or after the project period must be refunded or credited to DOC where the benefits were financed with Federal funds under the award. The recipient agrees to contact the Grants Officer immediately upon receipt of these refunds. The recipient further agrees to refund portions of FICA/FUTA taxes determined to belong to the Federal Government, including refunds received after the project period ends.

B. PROGRAMMATIC REQUIREMENTS

.01 Performance (Technical) Reports

- a. The recipient shall submit performance (technical) reports electronically or in hard copy (no more than an original and two copies), in accordance with the award conditions, to the Federal Program Officer. Performance Reports should be submitted in the same frequency as the Federal Financial Report (Form SF-425), unless otherwise authorized by the Grants Officer.
- b. Performance (technical) reports shall contain brief information as prescribed in the applicable uniform administrative requirements incorporated into the award, unless otherwise specified in the award provisions.

.02 Unsatisfactory Performance

Failure to perform the work in accordance with the terms of the award and maintain at least a satisfactory performance rating or equivalent evaluation may result in designation of the recipient as high risk and assignment of special award conditions or other further action as specified in the standard term and condition entitled "Non-Compliance with Award Provisions."

.03 Programmatic Changes

The recipient shall report programmatic changes to the Program Officer who forwards the request to the Grants Officer, and shall request prior approvals in accordance with 15 C.F.R. § 14.25 or 15 C.F.R. § 24.30, as applicable.

.04 Other Federal Awards with Similar Programmatic Activities

The recipient shall immediately provide written notification to the Federal Program Officer and the Grants Officer in the event that, subsequent to receipt of the DOC award, other financial assistance is received to support or fund any portion of the scope of work incorporated into the DOC award. DOC will not pay for costs that are funded by other sources.

.05 Non-Compliance with Award Provisions

Failure to comply with any or all of the provisions of the award may have a negative impact on future funding by DOC and may be considered grounds for any or all of the following actions: establishment of an account receivable, withholding payments under any DOC awards to the recipient, changing the method of payment from advance to reimbursement only, or the imposition of other special award conditions, suspension of any active DOC awards, and termination of any active DOC awards.

.06 Prohibition against Assignment by the Recipient

The recipient shall not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, banks, trust companies, or other financing or financial institutions without the express written approval of the Grants Officer.

.07 Disclaimer Provisions

- a. The United States expressly disclaims any and all responsibility or liability to the recipient or third persons for the actions of the recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any subaward or subcontract under this award.
- b. The acceptance of this award by the recipient does not in any way constitute an agency relationship between the United States and the recipient.

C. NON-DISCRIMINATION REQUIREMENTS

No person in the United States shall, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. The recipient agrees to comply with the non-discrimination requirements below:

.01 Statutory Provisions

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance;
- b. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- c. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation;
- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance:

Revised ADA Standards for Accessible Design for Construction Awards: The U.S. Department of Justice has issued revised regulations implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards). The 2010 Standards are an acceptable alternative to the Uniform Federal Accessibility Standards (UFAS). DOC deems compliance with the 2010 Standards to be an acceptable means of complying with the

Section 504 accessibility requirements for new construction and alteration projects under 15 C.F.R. § 8b.18(c), as follows:

1. Public Recipients subject to Title II of the ADA may use either the 2010 Standards or UFAS where the physical construction or alternations commence on or after September 15, 2010 and before March 15, 2012 (see 28 C.F.R. § 35.151(c)(2)); and
2. Private Recipients subject to Title III of the ADA may use either the 2010 Standards or UFAS if the date when the last application for a building permit or permit extension is certified to be complete by a State, county, or local government (or, in those jurisdictions where the government does not certify completion of applications, if the date when the last application for a building permit or permit extension is received by the State, county, or local government) is on or after September 15, 2010 and before March 15, 2012, or if no permit is required, if the start of physical construction or alterations occurs on or after September 15, 2010 and before March 15, 2012 (see 28 C.F.R. § 36.406(a)(2)).

In all cases, once a recipient selects an applicable ADA accessibility standard (i.e., the 2010 Standards or UFAS), that standard must be applied to the entire facility.

As of March 15, 2012, all new construction and alteration projects must comply with the 2010 Standards.

- e. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- f. Any other applicable non-discrimination law(s).

.02 Other Provisions

- a. Parts II and III of Executive Order (E.O.) 11246, "Equal Employment Opportunity," (30 FR 12319, 1965), as amended by E.O. 11375 (32 FR 14303, 1967) and E.O. 12086 (43 FR 46501, 1978), requiring Federally assisted construction contracts to include the nondiscrimination provisions of §§ 202 and 203 of that E.O. and Department of Labor regulations implementing E.O. 11246 (41 C.F.R. § 60-1.4(b), 1991).
- b. Executive Order 13166 (August 11, 2000), "Improving Access to Services for Persons With Limited English Proficiency," requiring Federal agencies to examine the services provided, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them, and DOC policy guidance issued on March 24, 2003 (68 FR 14180) to Federal financial assistance recipients on the Title VI prohibition against national origin discrimination affecting LEP persons.

.03 Title VII Exemption for Religious Organizations

Generally, Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*, provides that it shall be an unlawful employment practice for an employer to discharge any individual or otherwise to discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, or national origin. However, Title VII, 42 U.S.C. § 2000e-1(a), expressly exempts from the prohibition against discrimination on the basis of religion, a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.

D. AUDITS

Under the Inspector General Act of 1978, as amended, 5 U.S.C. App. 3, § 1 *et seq.*, an audit of the award may be conducted at any time. The Inspector General of the DOC, or any of his or her duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the recipient, whether written, printed, recorded, produced, or reproduced by any electronic, mechanical, magnetic, or other process or medium, in order to make audits, inspections, excerpts, transcripts, or other examinations as authorized by law. When the DOC Office of Inspector General (OIG) requires a program audit on a DOC award, the OIG will usually make the arrangements to audit the award, whether the audit is performed by OIG personnel, an independent accountant under contract with DOC, or any other Federal, State, or local audit entity.

.01 Organization-Wide, Program-Specific, and Project Audits

- a. Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996, as implemented by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Recipients that are subject to the provisions of OMB Circular A-133 and that expend \$500,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in OMB Circular A-133. A copy of the audit shall be submitted to the Bureau of the Census, which has been designated by OMB as a central clearinghouse, by electronic submission to the Federal Audit Clearinghouse website <http://harvester.census.gov/sac/>. If it is necessary to submit by paper, the address for submission is:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

- b. Unless otherwise specified in the terms and conditions of the award, in accordance with 15 C.F.R. § 14.26(c) and (d), for-profit hospitals, commercial entities, and other

organizations not required to follow the audit provisions of OMB Circular A-133 shall have a program specific audit performed by an independent auditor when the Federal share amount awarded is \$500,000 or more over the duration of the project period. An audit is required at least once every two years using the following schedule for audit report submission:

1. For awards where the project period is less than two years, an audit is required within 90 days of the end of the project period to cover the entire project (the award close-out period is included in the 90 days);
2. For awards with a two- or three-year project period, an audit is required within 90 days after the end of the first year to cover Year 1, which is the period of time when Federal funding is available for obligation by the recipient, and within 90 days of the end of the project period to cover Year 2 and Year 3 (if applicable) (the award close-out period is included in the 90 days); or
3. For awards with a four- to five-year project period, an audit is required within 90 days after the end of the first year to cover Year 1, within 90 days after the end of the third year to cover Year 2 and Year 3, and within 90 days of the end of the project period to cover Year 4 and Year 5 (if applicable) (the award close-out period is included in the 90 days).

Some DOC programs have specific audit guidelines that will be incorporated into the award. When DOC does not have a program-specific audit guide available for the program, the auditor will follow the requirements for a program-specific audit as described in OMB Circular A-133, § .235. The recipient may include a line item in the budget for the cost of the audit for approval. A copy of the program-specific audit shall be submitted to the Grants Officer and to the OIG at NonFederalAudits@OIG.DOC.GOV or if e-mail is unavailable, submission to the OIG can be made at the following address:

Office of Inspector General
U.S. Department of Commerce
Atlanta Regional Office of Audits
401 West Peachtree Street, N.W., Suite 2742
Atlanta, GA 30308

.02 Audit Resolution Process

- a. An audit of the award may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due DOC. For this reason, the recipient should take seriously its responsibility to respond to all audit findings and recommendations with adequate explanations and supporting evidence whenever audit results are disputed.
- b. In accordance with the *Federal Register* notice dated January 27, 1989 (54 FR 4053), a recipient whose award is audited has the following opportunities to dispute the proposed disallowance of costs and the establishment of a debt:

1. Unless the Inspector General determines otherwise, the recipient has 30 days from the date of the transmittal of the draft audit report to submit written comments and documentary evidence.
2. The recipient has 30 days from the date of the transmittal of the final audit report to submit written comments and documentary evidence. There will be no extension of this deadline.
3. The DOC shall review the documentary evidence submitted by the recipient and shall notify the recipient of the results in an *Audit Resolution Determination Letter*. The recipient has 30 days from the date of receipt of the *Audit Resolution Determination Letter* to submit a written appeal. There will be no extension of this deadline. The appeal is the last opportunity for the recipient to submit written comments and documentary evidence that dispute the validity of the audit resolution determination.
4. An appeal of the Audit Resolution Determination does not prevent the establishment of the audit-related debt nor does it prevent the accrual of interest on the debt. If the Audit Resolution Determination is overruled or modified on appeal, appropriate corrective action will be taken retroactively. An appeal will stay the offset of funds owed by the auditee against funds due to the auditee.
5. The DOC shall review the recipient's appeal and notify the recipient of the results in an *Appeal Determination Letter*. After the opportunity to appeal has expired or after the appeal determination has been rendered, DOC will not accept any further documentary evidence from the recipient. No other administrative appeals are available in DOC.

E. DEBTS

.01 Payment of Debts Owed the Federal Government

Any debts determined to be owed the Federal Government shall be paid promptly by the recipient. DOC debt collection procedures are set out in 15 C.F.R. Part 19. In accordance with 15 C.F.R. § 19.1, delinquent debt is a debt that has not been paid by the date specified in the agency's initial written demand for payment or applicable agreement or instrument (including a post-delinquency payment agreement) unless other satisfactory payment arrangements have been made. In accordance with 15 C.F.R. § 19.5 and 31 U.S.C. § 3717, failure to pay a debt by the due date, or if there is no due date, within 30 days of the billing date, shall result in the assessment of interest, penalties and administrative costs in accordance with the provisions of 31 U.S.C. § 3717 and 31 C.F.R. § 901.9. Commerce entities will transfer any Commerce debt that is more than 180 days delinquent to the Financial Management Service for debt collection services, a process known as "cross-servicing," pursuant 31 U.S.C. § 3711(g), 31 C.F.R. § 285.12 and 15 C.F.R. § 19.9, and may result in DOC taking further action as specified in the standard term and condition entitled "Non-Compliance With Award Provisions." Funds for

payment of a debt must not come from other Federally-sponsored programs. Verification that other Federal funds have not been used will be made, e.g., during on-site visits and audits.

.02 Late Payment Charges

- a. Interest shall be assessed on the delinquent debt in accordance with section 3717(a) of the Debt Collection Act (see 31 U.S.C. § 3701 *et seq.* for the entire Debt Collection Act), as amended. The minimum annual interest rate to be assessed is the Department of the Treasury's Current Value of Funds Rate (CVFR). The CVFR is available online at <http://www.fms.treas.gov/cvfr/index.html>. The CVFR is published by the Department of the Treasury in the *Federal Register* (<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR>) and in the *Treasury Financial Manual Bulletin*. The assessed rate shall remain fixed for the duration of the indebtedness.
- b. Penalties shall accrue at a rate of not more than 6 percent per year or such other higher rate as authorized by law.
- c. Administrative charges, that is, the costs of processing and handling a delinquent debt, shall be determined by the Commerce entity collecting the debt, as directed by the Office of the Commerce Deputy Chief Financial Officer.

.03 Barring Delinquent Federal Debtors from Obtaining Federal Loans or Loan Insurance Guarantees

Pursuant to 31 U.S.C. § 3720B and 31 C.F.R. § 901.6, unless waived, the DOC is not permitted to extend financial assistance in the form of a loan, loan guarantee, or loan insurance to any person delinquent on a nontax debt owed to a Federal agency. This prohibition does not apply to disaster loans.

.04 Effect of Judgment Lien on Eligibility for Federal Grants, Loans, or Programs

Pursuant to 28 U.S.C. § 3201(e), unless waived by the DOC, a debtor who has a judgment lien against the debtor's property for a debt to the United States shall not be eligible to receive any grant or loan that is made, insured, guaranteed, or financed directly or indirectly by the United States or to receive funds directly from the Federal Government in any program, except funds to which the debtor is entitled as beneficiary, until the judgment is paid in full or otherwise satisfied.

F. GOVERNMENTWIDE DEBARMENT AND SUSPENSION

The recipient shall comply with the provisions of Subpart C of 2 C.F.R. Part 1326, "Nonprocurement Debarment and Suspension" (published in the *Federal Register* on December

21, 2006, 71 FR 76573), which generally prohibit entities that have been debarred, suspended, or voluntarily excluded from participating in Federal nonprocurement transactions either through primary or lower tier covered transactions, and which sets forth the responsibilities of recipients of Federal financial assistance regarding transactions with other persons, including subrecipients and contractors.

G. DRUG-FREE WORKPLACE

The recipient shall comply with the provisions of the Drug-Free Workplace Act of 1988 (Pub. L. No. 100-690, Title V, Sec. 5153, as amended by Pub. L. No. 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 8102) and DOC implementing regulations published at 15 C.F.R. Part 29 “Governmentwide Requirements for Drug-Free Workplace (Financial Assistance),” which require that the recipient take steps to provide a drug-free workplace.

H. LOBBYING RESTRICTIONS

.01 Statutory Provisions

The recipient shall comply with the provisions of 31 U.S.C. § 1352 and DOC implementing regulations published at 15 C.F.R. Part 28, “New Restrictions on Lobbying.” These provisions prohibit the use of Federal funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with the award, and require the disclosure of the use of non-Federal funds for lobbying.

.02 Disclosure of Lobbying Activities

The recipient receiving in excess of \$100,000 in Federal funding shall submit a completed Form SF-LLL, “Disclosure of Lobbying Activities,” regarding the use of non-Federal funds for lobbying. The Form SF-LLL shall be submitted within 30 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The recipient must submit any required Forms SF-LLL, including those received from subrecipients, contractors, and subcontractors, to the Grants Officer.

I. CODES OF CONDUCT AND SUBAWARD, CONTRACT, AND SUBCONTRACT PROVISIONS

.01 Code of Conduct for Recipients

Pursuant to the certification in Form SF-424B, paragraph 3, the recipient must maintain written standards of conduct to establish safeguards to prohibit employees from using their positions for

a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain in the administration of this award.

.02 Applicability of Award Provisions to Subrecipients

- a. The recipient shall require all subrecipients, including lower tier subrecipients, under the award to comply with the provisions of the award, including applicable cost principles, administrative, audit requirements, and all associated terms and conditions.
- b. A recipient is responsible for subrecipient monitoring, including the following:
 1. Award Identification. At the time of the award, identifying to the subrecipient the Federal award information (e.g., CFDA title and number, award name, name of Federal agency) and applicable compliance requirements.
 2. During-the-Award Monitoring. Monitoring the subrecipient's use of Federal awards through reporting, site visits, regular contact, or other means to provide reasonable assurance that the subrecipient administers Federal awards in compliance with applicable laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.
 3. Subrecipient Audits. Ensuring that subrecipients expending \$500,000 or more in Federal awards during the subrecipient's fiscal year have met the audit requirements of OMB Circular A-133, and that the required audits are completed within 9 months of the end of the subrecipient's audit period. In addition, the recipient is required to issue a management decision on audit findings within 6 months after receipt of the subrecipient's audit report, and ensuring that the subrecipient takes timely and appropriate corrective action on all audit findings. In cases of continued inability or unwillingness of a subrecipient to have the required audits, the pass-through entity shall take appropriate action using sanctions.

.03 Competition and Codes of Conduct for Subawards

- a. All subawards will be made in a manner to provide, to the maximum extent practicable, open and free competition. The recipient must be alert to organizational conflicts of interest as well as other practices among subrecipients that may restrict or eliminate competition. In order to ensure objective subrecipient performance and eliminate unfair competitive advantage, subrecipients that develop or draft work requirements, statements of work, or requests for proposals shall be excluded from competing for such subawards.
- b. The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of subawards. No employee, officer, or agent shall participate in the selection, award, or administration of a subaward supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate

family, his or her partner, or an organization in which he/she serves as an officer or which employs or is about to employ any of the parties mentioned in this section, has a financial interest or other interest in the organization selected or to be selected for a subaward. The officers, employees, and agents of the recipient shall neither solicit nor accept anything of monetary value from subrecipients. However, the recipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

- c. A financial interest may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with the organization selected or to be selected for a subaward. An appearance of impairment of objectivity could result from an organizational conflict where, because of other activities or relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance or advice. It could also result from non-financial gain to the individual, such as benefit to reputation or prestige in a professional field.

.04 Applicability of Provisions to Subawards, Contracts, and Subcontracts

- a. The recipient shall include the following notice in each request for applications or bids for a subaward, contract, or subcontract, as applicable:

Applicants/bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of a DOC official) are subject to 2 C.F.R. Part 1326, Subpart C "Governmentwide Debarment and Suspension (Nonprocurement)." In addition, applicants/bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to 15 C.F.R. Part 28, "New Restrictions on Lobbying." Applicants/bidders should familiarize themselves with these provisions, including the certification requirement. Therefore, applications for a lower tier covered transaction must include a Form CD-512, "Certification Regarding Lobbying--Lower Tier Covered Transactions," completed without modification.

- b. The recipient shall include a term or condition in all lower tier covered transactions (subawards, contracts, and subcontracts), that the award is subject to Subpart C of 2 C.F.R. Part 1326, "Nonprocurement Debarment and Suspension."
- c. The recipient shall include a statement in all lower tier covered transactions (subawards, contracts, and subcontracts) exceeding \$100,000 in Federal funds, that the subaward, contract, or subcontract is subject to 31 U.S.C § 1352, as implemented at 15 C.F.R. Part 28, "New Restrictions on Lobbying." The recipient shall further require the subrecipient, contractor, or subcontractor to submit a completed "Disclosure of Lobbying Activities" (Form SF-LLL) regarding the use of non-Federal funds for lobbying. The Form SF-LLL shall be submitted within 15 days following the end of the calendar quarter in which there

occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The Form SF-LLL shall be submitted from tier to tier until received by the recipient. The recipient must submit all disclosure forms received, including those that report lobbying activity on its own behalf, to the Grants Officer within 30 days following the end of the calendar quarter.

.05 Small Businesses, Minority Business Enterprises and Women's Business Enterprises

DOC encourages recipients to utilize small businesses, minority business enterprises and women's business enterprises in contracts under financial assistance awards. The Minority Business Development Agency will assist recipients in matching qualified minority business enterprises with contract opportunities. For further information visit MBDA's website at <http://www.mbda.gov>. If you do not have access to the Internet, you may contact MBDA via telephone or mail:

U.S. Department of Commerce
Minority Business Development Agency
Herbert C. Hoover Building
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20230
(202) 482-0101

.06 Subaward and/or Contract to a Federal Agency

- a. The recipient, subrecipient, contractor, and/or subcontractor shall not sub-grant or sub-contract any part of the approved project to any agency or employee of DOC and/or other Federal department, agency, or instrumentality without the prior written approval of the Grants Officer.
- b. Requests for approval of such action must be submitted to the Federal Program Officer who shall review and make a recommendation to the Grants Officer. The Grants Officer must forward all requests to the Federal Assistance Law Division in the Office of the Department of Commerce Assistant General Counsel for Finance and Litigation for review prior to making the final determination. The Grants Officer will notify the recipient in writing of the final determination.

J. PROPERTY

.01 Standards

The recipient shall comply with the property management standards as stipulated in the uniform administrative requirements set forth in 15 C.F.R. §§ 14.30 - 14.37 and 15 C.F.R. §§ 24.31 - 24.34.

.02 Real and Personal Property

A recipient holds all real property and tangible and intangible personal property that it acquires or improves, in whole or in part, with funds made available under a DOC financial assistance award in trust for the public purposes for which the award was made. This trust relationship exists throughout the duration of the property's estimated useful life, as determined by the Grants Officer in consultation with the Program Office, during which time the Federal Government retains an undivided, equitable reversionary interest in the property (Federal Interest). During the duration of the Federal Interest, the recipient shall comply with all use and disposition requirements and restrictions as set forth in 15 C.F.R. §§ 14.30 – 14.37 and 15 C.F.R. §§ 24.31 – 24.34, as applicable, and in the terms and conditions of the financial assistance award. The Grants Officer may require a recipient to execute a security interest or other public notice of record to indicate that real or personal property acquired or improved in whole or in part with Federal funds is subject to the Federal Interest, and that certain use and disposition requirements apply to the property. The security interest or other public notice must be acceptable in form and substance to the DOC and must be perfected and placed of record in accordance with applicable State and local law, with continuances re-filed as appropriate. In such cases, the Grants Officer may further require the recipient to provide the DOC with a written statement from a licensed attorney in the jurisdiction where the property is located certifying that the Federal Interest has been protected, as required under the award and in accordance with applicable State and local law. The attorney's statement, along with a copy of the instrument reflecting the recordation of the Federal Interest, shall be returned to the Grants Officer. The Grants Officer may elect not to release any or a portion of the Federal award funds until the recipient has complied with this provision any other applicable award terms or conditions, unless other arrangements satisfactory to the Grants Officer are made.

The Grants Officer may require the recipient to submit Form SF-428, Tangible Personal Property Report, and/or Form SF-429, Real Property Status Report, including applicable attachments to each form, in connection with the reporting of tangible personal property or of real property acquired or improved, in whole or in part, under a DOC financial assistance award, or of Federally-owned property that is in the recipient's custody pursuant to a DOC financial assistance award. The Grants Officer may also require the recipient to submit Form SF-428 and/or Form SF-429 in connection with a recipient's request to acquire, encumber, dispose of, or any other action or activity pertaining to tangible personal property or to real property acquired or improved, in whole or in part, under a DOC financial assistance award or to Federally-owned property.

K. ENVIRONMENTAL REQUIREMENTS

Environmental impacts must be considered by Federal decision makers in their decisions whether or not to: (1) approve a proposal for Federal assistance; (2) approve the proposal with mitigation; or (3) approve a different proposal/grant having less adverse environmental impacts. Federal environmental laws require that the funding agency initiate an early planning process

that considers potential impacts that projects funded with Federal assistance may have on the environment. The recipient and subrecipients must comply with all environmental standards, to include those prescribed under the following statutes and E.O.s, and shall identify to the awarding agency any impact the award may have on the environment. In some cases, award funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable the DOC to make an assessment on any impacts that a project may have on the environment.

.01 The National Environmental Policy Act (42 U.S.C. § 4321 *et seq.*)

The National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) implementing regulations (40 C.F.R. Parts 1500 through 1508) require that an environmental analysis be completed for all major Federal actions significantly affecting the environment. NEPA applies to the actions of Federal agencies and may include a Federal agency's decision to fund non-Federal projects under grants and cooperative agreements when the award activities remain subject to Federal authority and control. Recipients of Federal assistance are required to identify to the awarding agency any impact an award will have on the quality of the human environment, and assist the agency in complying with NEPA. Recipients may also be requested to assist DOC in drafting an environmental assessment or environmental impact statement if DOC determines such documentation is required. Until such time as the appropriate NEPA documentation is complete, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit the appropriate NEPA documentation sufficient to enable DOC to make an assessment on any impacts that a project may have on the environment. In the event that any additional information is required during the project period in order to assess any impacts that a project may have on the environment, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit such additional environmental compliance information sufficient to enable DOC to make the requisite assessment.

.02 National Historic Preservation Act (16 U.S.C. § 470 *et seq.*)

Section 106 of the National Historic Preservation Act (NHPA) (16 U.S.C. § 470f) and the Advisory Council on Historic Preservation implementing regulations (36 C.F.R. Part 800) require that Federal agencies take into account the effects of their undertakings on historic properties. Recipients of Federal funding are required to identify to the awarding agency any effects the award may have on properties included on or eligible for inclusion on the National Register of Historic Places. Recipients may also be requested to assist DOC in consulting with State or Tribal Historic Preservation Officers or other applicable interested parties necessary to identify, assess and resolve adverse effects to historic properties. Until such time as the appropriate NHPA consultations and documentation is complete, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to fully comply with the requirement of the NHPA. In the event that any additional information is required during the project period in order to assess any impacts that a project may have on historic properties, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit such additional information sufficient to enable DOC to make the requisite assessment.

.03 Executive Order 11988 ("Floodplain Management") and Executive Order 11990 ("Protection of Wetlands")

Recipients must identify proposed actions in Federally defined floodplains and wetlands to enable DOC to make a determination whether there is an alternative to minimize any potential harm.

.04 Clean Air Act (42 U.S.C. § 7401 *et seq.*), Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*) (Clean Water Act), and Executive Order 11738 ("Providing for administration of the Clean Air Act and the Federal Water Pollution Control Act with respect to Federal contracts, grants or loans")

Recipients must comply with the provisions of the Clean Air Act (42 U.S.C. § 7401 *et seq.*), Clean Water Act (33 U.S.C. § 1251 *et seq.*), and E.O. 11738, and shall not use a facility on the Environmental Protection Agency's (EPA) List of Violating Facilities (this list is incorporated into the Excluded Parties List System located at <https://www.sam.gov/portal/public/SAM/>) in performing any award that is nonexempt under 2 C.F.R. § 1532, and shall notify the Program Officer in writing if it intends to use a facility that is on the EPA List of Violating Facilities or knows that the facility has been recommended to be placed on the List.

.05 The Flood Disaster Protection Act (42 U.S.C. § 4002 *et seq.*)

Flood insurance, when available, is required for Federally assisted construction or acquisition in flood-prone areas.

.06 The Endangered Species Act (16 U.S.C. § 1531 *et seq.*)

Recipients must identify any impact or activities that may involve a threatened or endangered species. Federal agencies have the responsibility to ensure that no adverse effects to a protected species or habitat occur from actions under Federal assistance awards and conduct the reviews required under the Endangered Species Act, as applicable.

.07 The Coastal Zone Management Act (16 U.S.C. § 1451 *et seq.*)

Funded projects must be consistent with a coastal State's approved management program for the coastal zone.

.08 The Coastal Barriers Resources Act (16 U.S.C. § 3501 *et seq.*)

Only in certain circumstances can Federal funding be provided for actions within a Coastal Barrier System.

.09 The Wild and Scenic Rivers Act (16 U.S.C. § 1271 *et seq.*)

This Act applies to awards that may affect existing or proposed components of the National Wild and Scenic Rivers system.

.10 The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. § 300f *et seq.*)

This Act precludes Federal assistance for any project that the EPA determines may contaminate a sole source aquifer so as to threaten public health.

.11 The Resource Conservation and Recovery Act (42 U.S.C. § 6901 *et seq.*)

This Act regulates the generation, transportation, treatment, and disposal of hazardous wastes, and also provides that recipients of Federal funds give preference in their procurement programs to the purchase of recycled products pursuant to EPA guidelines.

.12 The Comprehensive Environmental Response, Compensation, and Liability Act (Superfund) (42 U.S.C. § 9601 *et seq.*) and the Community Environmental Response Facilitation Act (41 U.S.C. § 11001 *et seq.*)

These requirements address responsibilities related to hazardous substance releases, threatened releases and environmental cleanup. There are also reporting and community involvement requirements designed to ensure disclosure of the release or disposal of regulated substances and cleanup of hazards to state and local emergency responders.

.13 Executive Order 12898 (“Environmental Justice in Minority Populations and Low Income Populations”)

Federal agencies are required to identify and address the disproportionately high and adverse human health or environmental effects of Federal programs, policies, and activities on low income and minority populations.

L. MISCELLANEOUS REQUIREMENTS

.01 Criminal and Prohibited Activities

- a. The Program Fraud Civil Remedies Act (31 U.S.C. § 3801 *et seq.*), provides for the imposition of civil penalties against persons who make false, fictitious, or fraudulent claims to the Federal Government for money (including money representing grants, loans, or other benefits).

- b. The False Claims Amendments Act and the False Statements Act (18 U.S.C. §§ 287 and 1001, respectively), provide that whoever makes or presents any false, fictitious, or fraudulent statement, representation, or claim against the United States shall be subject to imprisonment of not more than five years and shall be subject to a fine in the amount provided by 18 U.S.C. § 287.
- c. The Civil False Claims Act (31 U.S.C. § 3729 *et seq.*), provides that suits can be brought by the government, or a person on behalf of the government, for false claims made under Federal assistance programs.
- d. The Copeland “Anti-Kickback” Act (18 U.S.C. § 874), prohibits a person or organization engaged in a Federally supported project from enticing an employee working on the project from giving up a part of his compensation under an employment contract. The Copeland “Anti-Kickback” Act also applies to contractors and subcontractors pursuant to 40 U.S.C. § 3145.

.02 Foreign Travel

- a. The recipient shall comply with the provisions of the Fly America Act (49 U.S.C. § 40118). The implementing regulations of the Fly America Act are found at 41 C.F.R. §§ 301-10.131 through 301-10.143.
- b. The Fly America Act requires that Federal travelers and others performing U.S. Government-financed air travel must use U.S. flag air carriers, to the extent that service by such carriers is available. Foreign air carriers may be used only in specific instances, such as when a U.S. flag air carrier is unavailable, or use of U.S. flag air carrier service will not accomplish the agency’s mission.
- c. One exception to the requirement to fly U.S. flag carriers is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act pursuant to 49 U.S.C. § 40118(b). The United States Government has entered into bilateral/multilateral “Open Skies Agreements” (U.S. Government Procured Transportation) that allow federal funded transportation services for travel and cargo movements to use foreign air carriers under certain circumstances. There are multiple “Open Skies Agreements” currently in effect. For more information about the current bilateral and multilateral agreements, visit the GSA website <http://www.gsa.gov/portal/content/103191>. Information on the Open Skies agreements (U.S. Government Procured Transportation) and other specific country agreements may be accessed via the Department of State’s website <http://www.state.gov/e/eeb/tra/>.
- d. If a foreign air carrier is anticipated to be used for any portion of travel under a DOC financial assistance award the recipient must receive prior approval from the Grants Officer. When requesting such approval, the recipient must provide a justification in accordance with

guidance provided by 41 C.F.R. § 301-10.142, which requires the recipient to provide the Grants Officer with the following: name; dates of travel; origin and destination of travel; detailed itinerary of travel; name of the air carrier and flight number for each leg of the trip; and a statement explaining why the recipient meets one of the exceptions to the regulations. If the use of a foreign air carrier is pursuant to a bilateral agreement, the recipient must provide the Grants Officer with a copy of the agreement or a citation to the official agreement available on the GSA website. The Grants Officer shall make the final determination and notify the recipient in writing. Failure to adhere to the provisions of the Fly America Act will result in the recipient not being reimbursed for any transportation costs for which the recipient improperly used a foreign air carrier.

.03 American-Made Equipment and Products

Recipients are hereby notified that they are encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided under this award.

.04 Intellectual Property Rights

- a. Inventions. Unless otherwise provided by law, the rights to any invention made by a recipient under a DOC financial assistance award are determined by the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and as codified in 35 U.S.C. § 200 *et seq.*, except as otherwise required by law. The specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are described in more detail in 37 C.F.R. Part 401 and in particular, in the standard patent rights clause in 37 C.F.R. § 401.14, which is hereby incorporated by reference into this award.

1. Ownership.

- (a) Recipient. The recipient has the right to elect to retain title to any invention it makes (conceived or first actually reduced to practice) or is made by its employees. A recipient that is a non-profit organization, which includes a university or other institution of higher learning, may not assign to a third party its rights to such an invention without the permission of DOC unless that assignment is to a patent management organization (i.e., a university's Research Foundation.) The recipient's ownership rights are subject to the Government's nonexclusive, nontransferable, irrevocable, paid-up license and other rights.
- (b) Department. If the recipient elects not to retain title, fails to disclose the invention to the agency within the required time limits, or does not file a patent application within the time limits set forth in the standard patent rights clause, DOC may request an assignment of all rights, which is normally subject to a limited royalty free nonexclusive revocable license for the recipient. DOC owns any invention made solely by its employees, but

may license the recipient in accordance with the procedures in 37 C.F.R. Part 404.

(c) Inventor/Employee. If neither the recipient nor DOC is interested in owning an invention by a recipient employee, the recipient, with the written concurrence of DOC, may allow the inventor/employee to retain ownership of the invention subject to certain restrictions as described in 37 C.F.R. § 401.9.

(d) Joint inventions. Inventions made jointly by a recipient and a DOC employee will be owned jointly by the recipient and DOC. However, DOC may transfer or license its rights to the recipient as authorized by 35 U.S.C. § 202(e) and 37 C.F.R. § 401.10 if the recipient is willing to patent and license the invention usually in exchange for a share of “net” royalties based on the number of inventors (e.g., 50-50 if there is one recipient inventor and one DOC employee inventor). The agreement will be prepared by DOC and may include other provisions, such as a royalty free license to the Government and certain other entities. The provision at 35 U.S.C. § 202(e) also authorizes the recipient to transfer its rights to the Government, which can agree to share royalties similarly as described above.

2. Responsibilities - iEdison. The recipient has responsibilities and duties set forth in the standard patent rights clause, which are not described below. The recipient is expected to comply with all the requirements of the standard patent rights clause and 37 C.F.R. Part 401. Recipients of DOC financial assistance awards are required to submit their disclosures and elections electronically using the Interagency Edison extramural invention reporting system (iEdison) at www.i Edison.gov. Recipients may obtain a waiver of this electronic submission requirement by providing to DOC compelling reasons for allowing the submission of paper copies of reports related to inventions.

b. Patent Notification Procedures.

Pursuant to E.O. 12889, DOC is required to notify the owner of any valid patent covering technology whenever the DOC or its financial assistance recipients, without making a patent search, knows (or has demonstrable reasonable grounds to know) that technology covered by a valid United States patent has been or will be used without a license from the owner. To ensure proper notification, if the recipient uses or has used patented technology under this award without a license or permission from the owner, the recipient must notify the Grants Officer.

This notice does not necessarily mean that the Government authorizes and consents to any copyright or patent infringement occurring under the financial assistance award.

c. Data, Databases, and Software.

The rights to any work produced or purchased under a DOC Federal financial assistance award are determined by 15 C.F.R. § 24.34, for State and Local Governments, and 15 C.F.R. § 14.36, for Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations. Such works may include data, databases or software. The recipient owns any work produced or purchased under a DOC Federal financial assistance award subject to DOC's right to obtain, reproduce, publish or otherwise use the work or authorize others to receive, reproduce, publish or otherwise use the data for Government purposes.

d. Copyright.

The recipient may copyright any work produced under a DOC Federal financial assistance award subject to DOC's royalty-free nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, or authorize others to do so for Government purposes. Works jointly authored by DOC and recipient employees may be copyrighted but only the part authored by the recipient is protected because, under 17 U.S.C. § 105, works produced by Government employees are not copyrightable in the United States. On occasion, DOC may require the recipient to transfer to DOC its copyright in a particular work for government purposes or when DOC is undertaking the primary dissemination of the work. Ownership of copyright by the Government through assignment is permitted by 17 U.S.C. § 105.

.05 Increasing Seat Belt Use in the United States

Pursuant to E.O. 13043, recipients should encourage employees and contractors to enforce on-the-job seat belt policies and programs when operating company-owned, rented, or personally owned vehicles.

.06 Research Involving Human Subjects

- a. All proposed research involving human subjects must be conducted in accordance with 15 C.F.R. Part 27, "Protection of Human Subjects." No research involving human subjects is permitted under this award unless expressly authorized by special award condition, or otherwise in writing by the Grants Officer.
- b. Federal policy defines a human subject as a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
- c. DOC regulations at 15 C.F.R. Part 27 require that recipients maintain appropriate policies and procedures for the protection of human subjects. In the event it becomes evident that human subjects may be involved in this project, the recipient shall submit appropriate documentation to the Federal Program Officer for approval by the appropriate DOC officials. This documentation may include:

1. Documentation establishing approval of the project by an institutional review board (IRB) approved for Federal-wide use under Department of Health and Human Services guidelines (*see also* 15 C.F.R. § 27.103);
 2. Documentation to support an exemption for the project under 15 C.F.R. § 27.101(b);
 3. Documentation to support deferral for an exemption or IRB review under 15 C.F.R. § 27.118;
 4. Documentation of IRB approval of any modification to a prior approved protocol or to an informed consent form.
- d. No work involving human subjects may be undertaken, conducted, or costs incurred and/or charged for human subjects research, until the appropriate documentation is approved in writing by the Grants Officer. Notwithstanding this prohibition, work may be initiated or costs incurred and/or charged to the project for protocol or instrument development related to human subjects research.

.07 Federal Employee Expenses

Federal agencies are generally barred from accepting funds from a recipient to pay transportation, travel, or other expenses for any Federal employee. Use of award funds (Federal or non-Federal) or the recipient's provision of in-kind goods or services, for the purposes of transportation, travel, or any other expenses for any Federal employee may raise appropriation augmentation issues. In addition, DOC policy prohibits the acceptance of gifts, including travel payments for Federal employees, from recipients or applicants regardless of the source.

.08 Minority Serving Institutions Initiative

Pursuant to E.O.s 13555 ("White House Initiative on Educational Excellence for Hispanics"), 13270 ("Tribal Colleges and Universities"), and 13532 ("Promoting Excellence, Innovation, and Sustainability at Historically Black Colleges and Universities"), DOC is strongly committed to broadening the participation of minority serving institutions (MSIs) in its financial assistance programs. DOC's goals include achieving full participation of MSIs in order to advance the development of human potential, strengthen the Nation's capacity to provide high-quality education, and increase opportunities for MSIs to participate in and benefit from Federal financial assistance programs. DOC encourages all applicants and recipients to include meaningful participation of MSIs. Institutions eligible to be considered MSIs are listed on the Department of Education website.

.09 Research Misconduct

The DOC adopts, and applies to financial assistance awards for research, the Federal Policy on Research Misconduct (Federal Policy) issued by the Executive Office of the President's Office of Science and Technology Policy on December 6, 2000 (65 Fed. Reg. 76260 (2000)). As

provided for in the Federal Policy, research misconduct refers to the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest errors or differences of opinion. Recipient organizations that conduct extramural research funded by DOC must foster an atmosphere conducive to the responsible conduct of sponsored research by safeguarding against and resolving allegations of research misconduct. Recipient organizations also have the primary responsibility to prevent, detect, and investigate allegations of research misconduct and, for this purpose, may rely on their internal policies and procedures, as appropriate, to do so. Federal award funds expended on an activity that is determined to be invalid or unreliable because of research misconduct may result in appropriate enforcement action under the award, up to and including award termination and possible suspension or debarment. The DOC requires that any allegation that contains sufficient information to proceed with an inquiry be submitted to the Grants Officer, who will also notify the OIG of such allegation. Once the recipient organization has investigated the allegation, it will submit its findings to the Grants Officer. The DOC may accept the recipient's findings or proceed with its own investigation. The Grants Officer shall inform the recipient of the DOC's final determination.

.10 Publications, Videos and Acknowledgment of Sponsorship

- a. Publication of results or findings in appropriate professional journals and production of video or other media is encouraged as an important method of recording, reporting and otherwise disseminating information and expanding public access to federally-funded projects (e.g., scientific research).
- b. Recipients may be required to submit a copy of any publication materials, including but not limited to print, recorded or Internet materials, to the funding agency.
- c. When releasing information related to a funded project, recipients must include a statement that the project or effort undertaken was or is sponsored by DOC.
- d. Recipients are responsible for assuring that every publication of material based on, developed under, or otherwise produced under a DOC financial assistance award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer or other disclaimer approved by the Grants Officer:

This [report/video/etc.] was prepared by [recipient name] using Federal funds under award [number] from [name of operating unit], U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the [name of operating unit] or the U.S. Department of Commerce.

.11 Care and Use of Live Vertebrate Animals

Recipients must comply with the Laboratory Animal Welfare Act of 1966, as amended, (Pub. L. No. 89-544, 7 U.S.C. § 2131 *et seq.*) (animal acquisition, transport, care, handling, and

use in projects), and implementing regulations, 9 C.F.R. Parts 1, 2, and 3; the Endangered Species Act (16 U.S.C. § 1531 *et seq.*); Marine Mammal Protection Act (16 U.S.C. § 1361 *et seq.*) (taking possession, transport, purchase, sale, export or import of wildlife and plants); the Nonindigenous Aquatic Nuisance Prevention and Control Act (16 U.S.C. § 4701 *et seq.*) (ensure preventive measures are taken or that probable harm of using species is minimal if there is an escape or release); and all other applicable statutes pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by Federal financial assistance. No research involving vertebrate animals is permitted under any DOC financial assistance award unless authorized by the Grants Officer.

.12 Homeland Security Presidential Directive 12

If the performance of a grant award requires recipient organization personnel to have routine access to Federally-controlled facilities and/or Federally-controlled information systems (for purpose of this term "routine access" is defined as more than 180 days), such personnel must undergo the personal identity verification credential process. In the case of foreign nationals, the DOC will conduct a check with U.S. Citizenship and Immigration Services' (USCIS) Verification Division, a component of the Department of Homeland Security (DHS), to ensure the individual is in a lawful immigration status and that he or she is eligible for employment within the United States. Any items or services delivered under a financial assistance award shall comply with DOC personal identity verification procedures that implement Homeland Security Presidential Directive 12, "Policy for a Common Identification Standard for Federal Employees and Contractors", FIPS PUB 201, and OMB Memorandum M-05-24. The recipient shall ensure that its subrecipients and contractors (at all tiers) performing work under this award comply with the requirements contained in this term. The Grants Officer may delay final payment under an award if the subrecipient or contractor fails to comply with the requirements listed in the term below. The recipient shall insert the following term in all subawards and contracts when the subaward recipient or contractor is required to have routine physical access to a Federally-controlled facility or routine access to a Federally-controlled information system:

- a. The subrecipient or contractor shall comply with DOC personal identity verification procedures identified in the subaward or contract that implement Homeland Security Presidential Directive 12 (HSPD-12), Office of Management and Budget (OMB) Guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended, for all employees under this subaward or contract who require routine physical access to a Federally-controlled facility or routine access to a Federally-controlled information system.*
- b. The subrecipient or contractor shall account for all forms of Government-provided identification issued to the subrecipient or contractor employees in connection with performance under this subaward or contract. The subrecipient or contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by DOC: (1) When no longer needed for subaward or contract performance; (2) Upon completion of the subrecipient or contractor employee's employment; (3) Upon subaward or contract completion or termination.*

.13 Compliance with Department of Commerce Bureau of Industry and Security Export Administration Regulations

- a. This clause applies to the extent that this financial assistance award involves access to export-controlled items.
- b. In performing this financial assistance award, the recipient may gain access to items subject to export control (export-controlled items) under the Export Administration Regulations (EAR). The recipient is responsible for compliance with all applicable laws and regulations regarding export-controlled items, including the EAR's deemed exports and reexports provisions. The recipient shall establish and maintain effective export compliance procedures at DOC and non-DOC facilities throughout performance of the financial assistance award. At a minimum, these export compliance procedures must include adequate controls of physical, verbal, visual, and electronic access to export-controlled items, including by foreign nationals.
- c. Definitions
 - 1. Export-controlled items. Items (commodities, software, or technology), that are subject to the EAR (15 C.F.R. §§ 730-774), implemented by the DOC's Bureau of Industry and Security. These are generally known as "dual-use" items, items with a military and commercial application.
 - 2. Deemed Export/Reexport. The EAR defines a deemed export as a release of export-controlled items (specifically, technology or source code) to a foreign national in the U.S. Such release is "deemed" to be an export to the home country of the foreign national. 15 C.F.R. § 734.2(b)(2)(ii). A release may take the form of visual inspection, oral exchange of information, or the application abroad of knowledge or technical experience acquired in the U.S. If such a release occurs abroad, it is considered a deemed reexport to the foreign national's home country. Licenses from DOC may be required for deemed exports or reexports.
- d. The recipient shall control access to all export-controlled items that it possesses or that comes into its possession in performance of this financial assistance award, to ensure that access to, or release of, such items are restricted, or licensed, as required by applicable Federal laws, E.O.s, and/or regulations, including the EAR.
- e. As applicable, recipient personnel and associates at DOC sites will be informed of any procedures to identify and protect export-controlled items.
- f. To the extent the recipient wishes to provide foreign nationals with access to export-controlled items, the recipient shall be responsible for obtaining any necessary licenses, including licenses required under the EAR for deemed exports or deemed reexports.

- g. Nothing in the terms of this financial assistance award is intended to change, supersede, or waive the requirements of applicable Federal laws, E.O.s or regulations.
- h. Compliance with this term will not satisfy any legal obligations the recipient may have regarding items that may be subject to export controls administered by other agencies such as the Department of State, which has jurisdiction over exports of munitions items subject to the International Traffic in Arms Regulations (ITAR) (22 C.F.R. §§ 120-130), including releases of such items to foreign nationals.
- i. The recipient shall include this clause, including this paragraph (i), in all lower tier transactions (subawards, contracts, and subcontracts) under this financial assistance award that may involve access to export-controlled items.

.14 The Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(g)), as amended, and the implementing regulations at 2 C.F.R. part 175

The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal Government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. The Department of Commerce hereby incorporates the following award term required by 2 C.F.R. § 175.15(b). See <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf>.

Award Term from 2 C.F.R. § 175.15(b): Trafficking in persons.

- a. Provisions applicable to a recipient that is a private entity.
 - 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 - 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either— (A) Associated with performance under this award; or (B) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. Part 180, “OMB Guidelines to Agencies on

Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by DOC at 2 C.F.R. Part 1326, “Nonprocurement Debarment and Suspension.”

- b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by DOC at 2 C.F.R. Part 1326, “Nonprocurement Debarment and Suspension.”
- c. Provisions applicable to any recipient.
 - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. Definitions. For purposes of this award term:
 - 1. Employee means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer

or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. Forced labor means: labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. Private entity:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25;
 - ii. Includes: (A) A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b); and (B) A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

.15 The Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282, 31 USCA § 6101 note)

- a. Searchable Website Requirements. The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires information on Federal awards (Federal financial assistance and expenditures) be made available to the public via a single, searchable website. This information is available at www.USASpending.gov. Recipients and subrecipients must include the following required data elements in their application:
 - Name of entity receiving award;
 - Award amount;
 - Transaction type, funding agency, Catalog of Federal Domestic Assistance Number, and descriptive award title;
 - Location of entity, primary location of performance (City/State/Congressional District/Country; and
 - Unique identifier of entity.
- b. Reporting Subawards and Executive Compensation. Prime grant recipients awarded a new Federal grant greater than or equal to \$25,000 on or after October 1, 2010, other than those funded by the Recovery Act, are subject to FFATA subaward reporting requirements as outlined in the OMB guidance issued August 27, 2010. The prime recipient is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000. See Pub. L. No. 109-282, as amended by section 6202(a) of Pub. L. No. 110-252 (*see* 31 U.S.C. 6101 note). The reporting requirements are located in Appendix A of 2 C.F.R. Part 170 and are available on

GPO's FDsys website: <http://www.gpo.gov/fdsys/pkg/CFR-2011-title2-vol1/pdf/CFR-2011-title2-vol1-part170-appA.pdf>.

Award Term from Appendix A of 2 C.F.R. Part 170:

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. Where and when to report.
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at <http://www.ccr.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. Reporting of Total Compensation of Subrecipient Executives.
 1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
 2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. Exemptions. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report: i. Subawards, and ii. The total compensation of the five most highly compensated executives of any subrecipient.
- e. Definitions. For purposes of this award term:
 1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;

- iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Subaward:
- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient means an entity that:
- i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

c. Central Contractor Registration (CCR) and Universal Identifier requirements.

1. Requirement for Central Contractor Registration (CCR) Unless you are exempted from this requirement under 2 C.F.R. § 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.
2. Requirement for Data Universal Numbering System (DUNS) Numbers If you are authorized to make subawards under this award, you:
 - i. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
 - ii. May not make a subaward to an entity unless the entity has provided its DUNS number to you.
3. Definitions for purposes of this award term:
 - i. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the System for Award Management Internet site (currently at <https://www.sam.gov/portal/public/SAM/>).
 - ii. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
 - iii. Entity, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:
 - (A) A Governmental organization, which is a State, local government, or Indian Tribe;
 - (B) A foreign public entity;
 - (C) A domestic or foreign nonprofit organization;
 - (D) A domestic or foreign for-profit organization; and

- (E) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

iv. Subaward:

- (A) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- (B) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- (C) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

v. Subrecipient means an entity that:

- (A) Receives a subaward from you under this award; and
- (B) Is accountable to you for the use of the Federal funds provided by the subaward.

.16 Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown

This term sets forth initial guidance that will be implemented for Federal assistance awards in the event of a lapse in appropriations, or a government shutdown. The Grants Officer may issue further guidance prior to an anticipated shutdown.

- a. Unless there is an actual rescission of funds for specific grant obligations, recipients of Federal financial assistance awards for which funds have been obligated generally will be able to continue to perform and incur allowable expenses under the award during a funding hiatus. Recipients are advised that ongoing activities by Federal employees involved in grant administration (including payment processing) or similar operational and administrative work cannot continue when there is a funding lapse. Therefore, there may be delays, including payment processing delays, in the event of a shutdown.
- b. All award actions will be delayed during a government shutdown; if it appears that a recipient's performance under a grant or cooperative agreement will require agency involvement, direction, or clearance during the period of a possible government shutdown, the Program Officer or Grants Officer, as appropriate, may attempt to provide such involvement, direction, or clearance prior to the shutdown or advise recipients that such

involvement, direction, or clearance will not be forthcoming during the shutdown. Accordingly, recipients whose ability to withdraw funds is subject to prior agency approval, which in general are recipients that have been designated high risk, recipients of construction awards, or are otherwise limited to reimbursements or subject to agency review, will be able draw funds down from the relevant Automatic Standard Application for Payment (ASAP) account only if agency approval is given and coded into ASAP prior to any government shutdown or closure. This limitation may not be lifted during a government shutdown. Recipients should plan to work with the Grants Officer to request prior approvals in advance of a shutdown wherever possible. Recipients whose authority to draw down award funds is restricted may decide to suspend work until the government reopens.

- c. The ASAP system should remain operational during a government shutdown. Recipients that do not require any grant office or agency approval to draw down advance funds from their ASAP accounts should be able to do so during a shutdown. The 30-day limitation on the drawdown of advance funds will still apply notwithstanding a government shutdown and advanced funds held for more than 30 days will have to be returned with interest.

APPENDIX A: Summary of Changes to the 2008 Standard Terms and Conditions

Section	Page	Summary of Changes
PREFACE	4	Administrative changes.
A. FINANCIAL REQUIREMENTS	4	No changes to heading.
.01 Financial Reports	4	<ul style="list-style-type: none"> A.01.a. Changed "Form SF-269" to the current "Form SF-425" A.01.b. Changed the preferred method of submission to electronic submission.
.02 Award Payments	4	<ul style="list-style-type: none"> A.02.b. Includes reference to the submission of Form SF-3881, "ACH Vendor Miscellaneous Payment Enrollment Form" to be able to receive payment via a Form SF-270 request.
.03 Federal and Non-Federal Sharing	5	<ul style="list-style-type: none"> A.03.b. Added a clarification on the record keeping requirement for cost-share.
.04 Budget Changes and Transfer of Funds among Categories	6	<ul style="list-style-type: none"> Added DOC-specific regulation cites for transfers among direct cost categories.
.05 Indirect Costs and Facilities and Administrative Costs	6	<ul style="list-style-type: none"> Change to title of heading to include both "indirect costs" and "F&A Costs." A.05. Changed "start date" to "award date" for consistency with regulations and existing DOC policy. A.05.a. Changed "Indirect Costs" to "Facilities and Administrative Costs" in line with the regulations. A.05.c. Updated "cognizant Federal agency" section to reflect OMB guidance; added a reference to the "Commercial Organization" regulations at 48 C.F.R. Part 42; and updated the link to the DOL cite. A.05.f. Revisions to allocable indirect cost reimbursement.
.06 Incurring Costs or Obligating Federal Funds beyond the Expiration Date	9	<ul style="list-style-type: none"> A.06. Change "award period" to "project period" for consistency with regulations and existing DOC policy. A.06.a. Added language stating that the Grants Officer may approve extensions beyond 90-day closeout period.
.07 Tax Refunds	9	Administrative changes.
B. PROGRAMMATIC REQUIREMENTS	9	No changes to heading.
.01 Performance (Technical) Reports	9	<ul style="list-style-type: none"> B.01.a. Change preferred form of report submission to electronic submission, and set default submission dates to correspond with Federal Financial Report submissions.
.02 Unsatisfactory Performance	10	No changes to the term.
.03 Programmatic Changes	10	<ul style="list-style-type: none"> B.03. Reports must be submitted to the Program Officer who forwards the request to the Grants Officer.
.04 Other Federal Awards with Similar Programmatic Activities	10	No changes to the term.
.05 Non-Compliance with Award Provisions	10	No changes to the term.
.06 Prohibition against Assignment by the Recipient	10	<ul style="list-style-type: none"> B.06. Clarified that the written approval must be from the Grants Officer.
.07 Disclaimer Provisions	11	<ul style="list-style-type: none"> B.07.a. Removed "other losses resulting in any way from the performance of this award or any" language to clarify that the disclaimer applies to the performance of the award and all subawards or subcontracts.
C. NON-DISCRIMINATION REQUIREMENTS	11	No changes to heading.

Section	Page	Summary of Changes
.01 Statutory Provisionss	11	<ul style="list-style-type: none"> C.01.d. Added the new award term for the "Revised ADA Standards for Accessible Design for Construction Awards."
.02 Other Provisions	12	<ul style="list-style-type: none"> C.02.b. Provided additional explanation for LEP requirements.
.03 Title VII Exemption for Religious Organizations	13	No changes to the term.
D. AUDITS	13	No changes to heading.
.01 Organization-Wide, Program-Specific, and Project Audits	13	<ul style="list-style-type: none"> D.01.a. Change submission preference to electronic submission.
.02 Audit Resolution Process	14	<ul style="list-style-type: none"> D.02.b.5. Added language emphasizing that no other administrative appeals are available in DOC.
E. DEBTS	15	No changes to heading.
.01 Payment of Debts Owed the Federal Government	15	<ul style="list-style-type: none"> E.01. Corrected the citation for the debt collection procedures in the regs and clarified procedures.
.02 Late Payment Charges	16	<ul style="list-style-type: none"> E.02.a. Added links to the CVFR and Federal Register publication. E.02.b. Updated penalty charges information. E.02.c. Updated administrative charges information.
.03 Barring Delinquent Federal Debtors from Obtaining Federal Loans or Loan Insurance Guarantees	16	<ul style="list-style-type: none"> E.03. Added citation to new debt collection procedures regs.
.04 Effect of Judgment Lien on Eligibility for Federal Grants, Loans, or Programs	16	No changes to the term.
F. INDIVIDUAL BACKGROUND SCREENING	--	<ul style="list-style-type: none"> This section and related requirements are revoked and Form CD-346 is rescinded.
F. GOVERNMENTWIDE DEBARMENT AND SUSPENSION	16	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening." This is now section "F." Changed citation to reflect the relocation of these procedures to 2.C.F.R. Part 1326.
G. DRUG-FREE WORKPLACE	17	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening." This is now section "G." Corrected citations for the Drug-Free Workplace Act of 1988 and the "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."
H. LOBBYING RESTRICTIONS	17	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening." This is now section "H."
.01 Statutory Provisions	17	<ul style="list-style-type: none"> Removed the word "generally" to accurately reflect the prohibition against using Federal funds for lobbying.
.02 Disclosure of Lobbying Activities	17	<ul style="list-style-type: none"> Added language to clarify that the Grants Officer is the individual who receives those forms.
I. CODES OF CONDUCT AND SUBAWARD, CONTRACT, AND SUBCONTRACT PROVISIONS	17	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening." This is now section "I."
.01 Code of Conduct for Recipients	17	No changes to the term.
.02 Applicability of Award Provisions to Subrecipients	18	<ul style="list-style-type: none"> Added "and all associated terms and conditions" to the other requirements the recipient must include in awards to subrecipients. Administrative changes to terminology.
.03 Competition and Codes of Conduct for Subawards	18	No changes to this term.

Section	Page	Summary of Changes
.04 Applicability of Provisions to Subawards, Contracts, and Subcontracts	19	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening.
.05 Small Businesses, Minority Business Enterprises and Women's Business Enterprises	20	<ul style="list-style-type: none"> Changed heading to 'Small Businesses, Minority Business Enterprises and Women's Business Enterprises' to accurately reflect the regs. Changed language in the term to reflect the heading change and track regs.
.06 Subaward and/or Contract to a Federal Agency	20	<ul style="list-style-type: none"> Old section J.06.b. Added the language: "The Grants Officer must forward all requests to the Federal Assistance Law Division in the Office of the Assistant General Counsel for Finance and Litigation for review prior to making the final determination. The Grants Officer will notify the recipient in writing of the final determination" to ensure clearance by legal counsel.
J. PROPERTY	20	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening. This is now section "J."
.01 Standards	20	<ul style="list-style-type: none"> Added in citations to 2 C.F.R. Parts 14 and 24.
.02 Real and Personal Property	21	<ul style="list-style-type: none"> Changed section heading from 'Real Property' to 'Real and Personal Property' Substantial revisions to the section
K. ENVIRONMENTAL REQUIREMENTS	21	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening. This is now section "K."
.01 The National Environmental Policy Act (42 U.S.C. § 4321 <i>et seq.</i>)	22	<ul style="list-style-type: none"> Changed heading citation and clarification of NEPA requirements for recipients.
NEW .02 National Historic Preservation Act (16 U.S.C. § 470 <i>et seq.</i>)	22	<ul style="list-style-type: none"> Added in a term about the National Historic Preservation Act requirements for recipients.
.03 Executive Order 11988 ("Floodplain Management") and Executive Order 11990 ("Protection of Wetlands")	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.03 Changed heading citation for clarity.
.04 Clean Air Act (42 U.S.C. § 7401 <i>et seq.</i>), Federal Water Pollution Control Act (33 U.S.C. § 1251 <i>et seq.</i>) (Clean Water Act), and Executive Order 11738 ("Providing for administration of the Clean Air Act and the Federal Water Pollution Control Act with respect to Federal contracts, grants or loans")	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.04. Changed heading citation for clarity. Added link to the EPA List of Violating Facilities. Updated C.F.R. citation.
.05 The Flood Disaster Protection Act (42 U.S.C. § 4002 <i>et seq.</i>)	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.05. Updated heading citation.
.06 The Endangered Species Act (16 U.S.C. § 1531 <i>et seq.</i>)	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.06. Updated heading citation.
.07 The Coastal Zone Management Act (16 U.S.C. § 1451 <i>et seq.</i>)	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.07. Updated heading citation.
.08 The Coastal Barriers Resources Act (16 U.S.C. § 3501 <i>et seq.</i>)	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.08. Clarified that only in certain circumstances can Federal funding be provided for actions within a Coastal Barrier System.
.09 The Wild and Scenic Rivers Act (16 U.S.C. § 1271 <i>et seq.</i>)	23	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.09. Updated heading citation.
.10 The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. § 300f <i>et seq.</i>)	22	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term, this is now K.10. Updated heading citation.

Section	Page	Summary of Changes
.11 The Resource Conservation and Recovery Act (42 U.S.C. § 6901 <i>et seq.</i>)	24	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term; this is now K.11. Updated heading citation.
.12 The Comprehensive Environmental Response, Compensation, and Liability Act (Superfund) (42 U.S.C. § 9601 <i>et seq.</i>) and the Community Environmental Response Facilitation Act (41 U.S.C. § 11001 <i>et seq.</i>)	24	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term; this is now K.12. Updated heading citation. Added language specifying reporting requirements.
.13 Executive Order 12898 ("Environmental Justice in Minority Populations and Low Income Populations")	24	<ul style="list-style-type: none"> Changed numbering to reflect the new NHPA term; this is now K.13. Updated heading citation.
L. MISCELLANEOUS REQUIREMENTS	24	<ul style="list-style-type: none"> Changed numbering of heading to reflect the removal of section "F." Individual Background Screening." This is now section "L."
.01 Criminal and Prohibited Activities	24	<ul style="list-style-type: none"> Old M.01 d. Updated citations and added language expressly stating that "The Copeland "Anti-Kickback" Act also applies to contractors and subcontractors pursuant to 40 U.S.C. § 3145."
.02 Foreign Travel	25	<ul style="list-style-type: none"> Updated section on the bilateral or multilateral treaty exception and links to Department of State website for specific agreements. Added language clarifying that the Fly America Act applies to all award funds, not only Federal award funds.
.03 American-Made Equipment and Products	26	No changes to term.
.04 Intellectual Property Rights	26	<ul style="list-style-type: none"> L.04.a.1(a). Updates to the "Recipient" section: The recipient's ownership rights are subject to the Government's nonexclusive, [added] "nontransferable, irrevocable," paid-up license and other rights. (b). Updates the "Department" section to add that DOC may request assignment of all rights when a recipient "elects to not retain title own, fails to disclose the invention to the agency within the required time limits." M.04.a.2. Added link to iEdison website and added information about how a recipient may obtain a waiver of the electronic submission requirement.
.05 Increasing Seat Belt Use in the United States	28	No changes to heading or term.
.06 Research Involving Human Subjects	28	No changes to heading or term.
.07 Federal Employee Expenses	29	<ul style="list-style-type: none"> Removed "unless specifically approved in the terms of the award" for clarity the term to emphasize that recipients cannot pay for federal employee expenses.
M.08 Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects.	--	<ul style="list-style-type: none"> Removed this term because the relevant part of the authorizing Executive Order was revoked by a later Executive Order.
.08 Minority Serving Institutions Initiative	29	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.08. Updated references to Executive Orders to reflect the current authorities.
.09 Research Misconduct	29	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.09. Added additional explanation of recipient responsibilities for preventing, detecting and investigating allegations of research misconduct.

Section	Page	Summary of Changes
.10 Publications, Videos and Acknowledgment of Sponsorship	30	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.10. Substantive changes to this term include expanding the term to apply to all Federally-funded projects, rather than only "Federally funded research." Updated disclaimer requirement.
.11 Care and Use of Live Vertebrate Animals	30	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.11.
.12 Homeland Security Presidential Directive 12	31	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.12. Added a term that recipients must include in all subawards and subcontracts (at all tiers) performing work under the award when the subaward recipient or contractor is required to have routine physical access to a Federally-controlled facility or routine access to a Federally-controlled information system. Added language allowing the Grants Officer to delay final payment under an award if the subrecipient or contractor fails to comply with the requirements listed in the term.
.13 Compliance with Department of Commerce Bureau of Industry and Security Export Administration Regulations	32	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.13. Old section M.14.a. Updated term to reflect that it applies when the financial assistance involves access to "export-controlled items" rather than "export-controlled information or technology." Old section M.14.c. Updated the definition of "Export-controlled items" and "Deemed Export/Reexport." M.14.f. Added a paragraph on license requirement under EAR. M.14.h. Added disclaimers that compliance with this term does not satisfy any legal obligations the recipient may have regarding items that may be subject to export controls administered by other Agencies (e.g. ITAR).
.14 The Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(g)), as amended, and the implementing regulations at 2 C.F.R. part 175	33	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.14. Added name of the act for clarity to the term. Added citation to regs and added the term from 2 C.F.R. § 175.15(b).
.15 The Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282, 31 USCA § 6101 note)	35	<ul style="list-style-type: none"> Changed numbering to reflect the removal of old M.08. This is now L.15. Old section M.14.a. Updated term addressing the "Searchable Website" requirement. Old section M.14.b. Added the "Reporting Subawards and Executive Compensation" term required in 2 C.F.R. Part 170. Old section M.14.c. Added CCR and Universal Identifier Requirements terminology.
NEW L.17 Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown	40	<ul style="list-style-type: none"> Added new term addressing procedures for "Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown."