

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

Federal Agency Name: National Telecommunications and Information Administration (NTIA),
Department of Commerce

Funding Opportunity Title: Pan-Pacific Education and Communications Experiments by
Satellite (PEACESAT) Program

Announcement Type: Initial Announcement–Notice of Availability of Funds

Dates: Completed applications must be received at the Public Telecommunications Facilities
Program office no later than 5:00 p.m., Eastern Daylight Time, on May 3, 2010.

Federal Funding Opportunity: The Pan-Pacific Education and Communications Experiments
by Satellite (PEACESAT) Program supports the acquisition of satellite communications services
to provide educational, medical, and cultural needs of Pacific Basin communities and to manage
the operations of this network.

Amount to be Awarded: \$ 500,000

Funding Instrument: Grant

Eligible Applicants: Any for-profit or non-profit organization, public or private entity, other
than an agency or division of the Federal government. Individuals are not eligible to apply for
PEACESAT Program funds.

Cost Sharing: Cost sharing is not required.

Limitation on Number of Applications: None

FEDERAL FUNDING OPPORTUNITY (FFO)

Pan-Pacific Education and Communications Experiments by Satellite (PEACESAT) Program FY 2010 Grant Cycle

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I. Funding Opportunity Description

The Pan-Pacific Education and Communications Experiments by Satellite (PEACESAT) Program was authorized under Public Law 100-584 (102 Stat. 2970) and also Public Law 101-555 (104 Stat. 2758) to acquire satellite communications services to provide educational, medical, and cultural needs of Pacific Basin communities. The PEACESAT Program has been operational since 1971 and has received funding from NTIA for support of the project since 1988. The PEACESAT Program has been administered by the University of Hawaii throughout its history.

NTIA funding for the PEACESAT Program is provided pursuant to Public Law 106-113, which provides that “hereafter, notwithstanding any other provision of law, the Pan-Pacific Education and Communication Experiments by Satellite (PEACESAT) Program is eligible to compete for Public Telecommunications Facilities, Planning and Construction funds.” Funds appropriated to the Public Broadcasting, Facilities, Planning and Construction Funds account do not carry fiscal year limitations.

II. Award Information

NTIA funding assistance is in the form of grants. For FY 2010, Congress appropriated \$18 million for this account to be awarded for Public Telecommunications Facilities Program (PTFP) grants and for PEACESAT Program grants. The solicitation notice for the PTFP Program was published in the *Federal Register* on December 2, 2009. Applications submitted in response to this solicitation for PEACESAT applications are not subject to the requirements of the December 2, 2009, Notice and are exempt from the PTFP regulations at 15 CFR Part 2301. NTIA anticipates making a single award for approximately \$500,000 for the PEACESAT Program in FY2010. For FY 09, NTIA awarded one grant in the amount of \$499,641. Grants are customarily awarded with a start date of October 1. A grant awarded in this program will be for a period of one year.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include any for-profit or non-profit organization, public or private entity, other than an agency or division of the Federal government. Individuals are not eligible to apply for PEACESAT Program funds.

If an applicant does not meet the eligibility requirements, the application will be rejected and returned without further consideration.

B. Matching Funds Requirements

Grant recipients under this program will not be required to provide matching funds toward the total project cost. However, if the applicant proposes matching funds, the Department expects grantees to expend local matching funds at a rate at least equal to the ratio of the local match to the Federal grant as stipulated in the grant award.

IV. Application and Submission Information

A. Address to Request Application Materials

To obtain application materials either (1) write to NTIA, Room H-4812, U.S. Department of Commerce, 1401 Constitution Avenue, NW, Washington, DC 20230; (2) send an email to ptfp@ntia.doc.gov; (3) telephone (202) 482-5802; or (4) fax a request to (202) 482-2156. Applications materials can also be found on the Internet at grants.gov, the U.S. Government's central storehouse for information on over 1,000 grant programs.

B. Form and Content of Application Submission

All applicants are requested to submit one (1) original signed application and five (5) copies in paper form, unless doing so would present a financial hardship, in which case the applicant may submit one (1) original and two (2) copies of the application.

Applicants may also submit application electronically by completing the application forms available at the grants.gov website. If your organization is not registered with the Central Contractor Registration, it must do so at www.ccr.gov, then register with ORC, the grants.gov credential service provider at apply.grants.gov/OrcRegister. The e-business point-of-contact at your organization will then be able to register you as an authorized organization representative. The grants.gov registration process takes 3-5 business days. Applications filed electronically through grants.gov do not need the original signatures as required below

A complete application includes the following items:

1. **Standard Form 424, "Application for Federal Assistance"** (page 1 of the form is a certification; the original copy of the application must contain an original signature from an authorized representative of the applicant organization);
2. **Standard Form 424A, "Budget Information-Non-Construction Programs";**
3. **Standard Form 424B, "Assurances — Non-Construction Programs."** This form is required from all applicants, in spite of the reference to "non-construction" programs, and must have an original signature on the second page.¹
4. **Department of Commerce Form CD-511, "Certifications Regarding Lobbying."** This form is required from all applicants and must have an original signature.
5. **Standard Form LLL, "Disclosure of Lobbying Activities."** This form is required from all applicants that employ lobbyists in an effort to obtain a grant.
6. A **Program Narrative** is required from all applicants. It should address the five evaluation criteria described below in Section V. The Narrative should be printed on only one side of the page, have one-inch margins all around, and be in 12-point Times New Roman or its actual equivalent in size.
7. A **Budget Narrative** which details and justifies the funds requested.

Note. It should be noted that all applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants. See the October 30, 2002 (67 FR 66177), and April 8, 2003 (68 FR 17000), *Federal Register* notices for additional information. Organizations can receive a DUNS number at no cost by calling the

¹Another Standard Form, "Assurances for Construction Programs," is used for projects to construct highways, airports, etc.

dedicated toll-free DUNS Number request line 1-866-705-5711 or via the Internet at fedgov.dnb.com/webform.

These requirements are subject to the Paperwork Reduction Act and have been approved by the Office of Management and Budget under control numbers 0348-0043, 0348-0044, 0348-0040 and 0348-0046.

NTIA does not accept pre-applications.

NTIA does not accept facsimile or e-mail applications.

After an application has completed the review process described in Section V, Application Review Information, below, applicants selected for negotiation may be requested to revise and resubmit parts of the application.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act (PRA), unless that collection displays a currently valid Office of Management and Budget (OMB) control number.

C. Submission Dates and Times

Applications for all projects are due in the PTFP Office by 5:00 p.m., Eastern Daylight Time, on May 3, 2010. This is the **Closing Date**. NTIA does not accept a postmark as proof of meeting the PEACESAT deadline. NTIA does not accept fax or email application submissions, or weekend deliveries. Applicants must ensure that the carrier they use guarantees delivery of the application by the Closing Date and Time. Applicants should note that all material sent via the U. S. Postal Service (including "Overnight" or "Express Mail") is subject to delivery delays of up to two weeks due to mail security procedures at the Department of Commerce. If an application is received after the Closing Date due to (1) carrier error, when the carrier accepted the package with a guarantee for delivery by the Closing Date and Time, or (2) significant weather delays or natural disasters, NTIA will, upon receipt of proper documentation, consider the application as having been received by the deadline. NTIA will not accept applications postmarked on the Closing Date or later and received after the deadline.

Applicants submitting applications by hand delivery are notified that all packages must be cleared by the Department of Commerce security office. Entrance to the Department of Commerce Building for security clearance is through entrance #10 on the 15th Street side of the building.

As soon as possible after the Closing Date all applicants are sent notices that their submissions have been received and giving the file number assigned to each application by NTIA.

Applications not received by the deadline will be returned to the applicant. NTIA will also return any application that is substantially incomplete, or when it finds that either the applicant or the project is ineligible for funding. Applicants will be informed of the reason for the return of any application.

D. Intergovernmental Review

PEACESAT applications are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," if the state in which the applicant organization is located participates in the process. Usually, the submission to the State Single Point of Contact (SPOC)

needs to be only the first two pages of the Application Form, but applicants should contact their own SPOC offices to ensure compliance with its requirements. The names and addresses of the SPOC offices are listed on the PTFP website and at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc. Printed copies of the SPOC list are available from PTFP.

E. Funding Restrictions

1. Allowable Costs

Allowable costs incurred for approved projects shall be determined in accordance with applicable Federal cost principles, i.e., OMB Circulars A-21, A-87, A-122, or 48 CFR part 31, as applicable. If included in the approved PEACESAT project budget, NTIA will allow costs for personnel, fringe benefits, travel, consultants and other contractual services, supplies, and other costs that are reasonable and necessary to manage the operation of a satellite communications network. Communications and computer equipment costs are eligible as necessary in order to provide communications services to meet the education, medical, and cultural needs of the Pacific Basin communities. The costs allowable under this Announcement are not subject to the limitation on costs contained in the Federal Funding Opportunity announcement for PTFP.

2. Audit Costs

Audits must be performed in accordance with audit requirements contained in Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, revised June 27, 2003. OMB Circular A-133 requires that non-profit organizations, government agencies, Indian tribes, and educational institutions expending \$500,000 or more in Federal funds during a one-year period conduct a single audit in accordance with guidelines outlined in the circular. Other audits may be conducted by the Office of the Inspector General. Most PEACESAT grant recipients are divisions of state and local governments, all of which routinely conduct annual audits. NTIA will, therefore, fund audit costs only in exceptional circumstances.

3. Indirect Costs

The total dollar amount of the indirect costs proposed in an application under the PEACESAT program must not exceed the indirect cost rate negotiated and approved by a cognizant Federal agency or 100 percent of the total proposed direct cost dollar amount in the application, whichever is less.

4. Delinquent Federal Debts

No award of Federal funds shall be made to an applicant which has an outstanding delinquent Federal debt until either (a) the delinquent account is paid in full; (b) a negotiated repayment schedule is established and at least one payment is received; or (c) other arrangements satisfactory to the Department are made.

F. Mailing and Delivery Address for Applications

The mailing and delivery address for PEACESAT applications is:

NTIA

Room H- 4812
U.S. Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230

Hand-deliveries of applications must be made through Room 1874, located at entrance #10 on 15th Street, NW.

NTIA does not accept facsimile submissions.

V. Application Review Information

A. Evaluation Criteria

Each eligible application that is timely received, is materially complete, and proposes an eligible project will be considered under the evaluation criteria described here. The first three criteria—1. Meeting the Purposes of the PEACESAT Program, 2. Extent of Need for the Project, and 3. Plan of Operation for the Project—are each worth 25 points. Criterion 4, Budget and Cost Effectiveness is worth 20 points. Criterion 5, Quality of Key Personnel is worth 5 points.

Criterion 1. Meeting the Purposes of the PEACESAT Program, including (I) how well the proposal meets the objectives of the PEACESAT Program and (ii) how the objectives of the proposal further the purposes of the PEACESAT Program.

Criterion 2. Extent of Need for the Project. The extent to which the project meets the needs of the PEACESAT Program, including consideration of: (I) the needs addressed by the project; (ii) how the applicant identifies those needs; (iii) how those needs will be met by the project; and (iv) the benefits to be gained by meeting those needs.

Criterion 3. Plan of Operation for the Project, including (I) the quality of the design of the project; (ii) the extent to which the plan of management is effective and ensures proper and efficient administration of the project; (iii) how well the objectives of the project relate to the purposes of the PEACESAT Program; (iv) the quality of the applicant's plan to use its resources and personnel to achieve each objective; and (v) how the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age, or disability.

Criterion 4. Budget and Cost Effectiveness. The extent to which (I) the budget is adequate to support the project; and (ii) costs are reasonable in relation to the objectives of the project.

Criterion 5. Quality of Key Personnel the applicant plans to use on the project, including (I) the qualifications of the project director if one is to be used; (ii) the qualifications of each of the other key personnel to be used in the project; (iii) the time that each person will commit to the project; and (iv) how the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or disability. As used in this section, "qualifications" refers to experience and training in fields related to the objectives of the project, and any other qualifications that pertain to the quality of the project.

B. Review and Selection Process

The Public Broadcasting Division (PBD) administers the PEACESAT Program and places a summary of applications received on the Internet at <http://www.ntia.doc.gov/otiahome/peacesat/peacesat.html>. Listing an application merely acknowledges receipt of an application to compete for funding with other applications. Listing does not preclude subsequent return of the application for failure to meet application requirements and does not assure that the application will be funded. The listing will also include a request for comments on the applications from any interested party.

Each eligible application is evaluated by three independent reviewers who have demonstrated expertise in the programmatic and technological aspects of the application. The reviewers will evaluate applications according to the evaluation criteria in the following section and provide individual written ratings of each application. No consensus advice will be provided by the reviewers. State Single Point of Contact (SPOC) offices, per Executive Order 12372, may provide recommendations on applications under consideration.

The PBD program staff prepares a rank order of all applications according to the scores submitted by the independent reviewers. The PBD program staff then prepares written summary recommendations for the Director of the Public Broadcasting Division (PBD Director). These recommendations incorporate the independent reviewers' ratings and analysis of the degree to which a proposed project meets the PEACESAT Program purposes, as described above in the Program Description, and applicable cost principles. Staff recommendations also consider (1) project impact, (2) the cost/benefit of a project, and (3) whether the reviewers consistently applied the evaluation criteria.

The PBD Director considers the program staff's summary recommendations in accordance with the funding priorities and selection factors referenced in the next section and recommends the funding order of the applications for the PEACESAT Programs in three categories: "Recommended for Funding," "Recommended for Funding If Funds Are Available," and "Not Recommended for Funding." The PBD Director presents recommendations to the Associate Administrator, Office of Telecommunications and Information Applications (OTIA Associate Administrator), for review and approval.

Upon review and approval based on the funding priorities and selection factors referenced in the next section by the OTIA Associate Administrator, the OTIA Associate Administrator's and the PBD Director's recommendations are presented to the Selecting Official, the Assistant Secretary for Communications and Information, who is the NTIA Administrator. The Selecting Official then makes the final award selections taking into consideration these recommendations and the degree to which the slate of applications, taken as a whole, satisfies the stated purposes for the PEACESAT Program.

Prior to award, applications may be negotiated between NTIA and the applicant to resolve any differences between the original request and what NTIA is willing to consider funding. Some applications may be dropped from the slate due to lack of Federal Communications Commission (FCC) authorization, an applicant's inability to make adequate assurances or certifications, or other reasons. Negotiation of an application does not ensure that a final award will be made.

The Program will not award a grant until it has received confirmation that the FCC will issue any necessary authorization. After final award selections have been made, the Agency will notify the applicant of one of the following actions:

- (1) Selection of the application for funding, in whole or in part;

- (2) Deferral of the application for subsequent consideration; or
- (3) Rejection of the application with an explanation and the reason, e.g., if an applicant is not eligible or if the proposed project does not fall within the purposes of the PEACESAT program.

C. Funding Priorities and Selection Factors

The PBD Director will consider the summary evaluations prepared by program staff, rank the applications, and present recommendations to the OTIA Associate Administrator for review and approval. The PBD Director's recommendations and the OTIA Associate Administrator's review and approval will take into account the following selection factors:

- (1) The program staff evaluations, including the outside reviewers;
- (2) Whether the applicant has any current NTIA grants;
- (3) The geographic distribution of the proposed grant awards; and
- (4) The availability of funds.

The Selection Official considers these recommendations and whether the proposed awards satisfy the PEACESAT program purposes.

D. Anticipated Announcement and Award Dates

PEACESAT grant awards are usually announced toward the end of September with a starting date of October 1.

VI. Award Administration Information

A. Award Notices

Successful applicants are sent a standard Department of Commerce Grant Award package, Form CD-450, containing all of the terms and conditions of the award. The CD-450 signed by the grants officer is the authorizing document and is sent to the applicant's designated project contact via overnight delivery service. Two copies of the CD-450 must be signed and returned to the National Institute of Standards and Technology, Grants and Agreements Management Division (NIST/GAMD) within 30 days. NIST/GAMD provides grant administrative services for all PEACESAT grants.

Unsuccessful applicants are notified by a letter from the PBD Director

B. Payment of Federal Funds

As a general matter, the Department expects grantees to expend local matching funds at a rate at least equal to the ratio of the local match to the Federal grant as stipulated in the grant award. The Department will not make any payment under an award, unless and until the recipient complies with all relevant requirements

C. Reporting

1. Reports Submitted to NTIA

The following required reports may be submitted to NTIA via the Internet through the PTFP On-Line Reporting and Tracking System (PORTS) or via the submission of two paper copies.

(a) Quarterly Performance Reports. During the Grant Award Period, grantees must submit performance reports on a calendar year quarterly basis for the periods ending March 31, June 30, September 30, and December 31, or any portions thereof.

(b) Close-out documents. Full close-out documentation must be submitted within ninety days following project completion or the expiration of the Grant Award Period, whichever comes first.

2. Reports Submitted to the National Institute of Standards and Technology, Grants and Agreements Management Division

Federal Financial Reports (Form SF-425) must be submitted in paper copy to the grants office, the National Institute of Standards and Technology, Grants and Agreements Management Division (NIST/GAMD) for the six-month periods ending March 31 and September 30, or any portion thereof whether there is any financial activity or not. The reports are due no later than April 30 and October 31, respectively. Failure to provide Financial Status Reports in a timely manner will result in an adverse action being taken. This includes suspension of payment, suspension of award or any other action allowable under the uniform administrative requirements governing the award. A final Federal Financial Report must be submitted within ninety days after the expiration of the Grant Award Period. Completed reports are submitted to NIST/GAMD, not to NTIA/PTFP.

VII. Agency Contacts

PTFP/PEACESAT staff members are prepared to give technical assistance to potential applicants before the Closing Date, within available resources. They may be contacted by telephone at (202) 482-5802, by fax at (202) 482-2156, or by mail at the address given in Section IV, above. PTFP's email address is ptfp@ntia.doc.gov.

The program officer for PEACESAT is listed below with his email address:

Robert Sestili Program Officer rsestili@ntia.doc.gov
(202) 482-2141

Questions regarding Department of Commerce grant policies may be directed to:

Joyce Brigham NIST/GAMD Grants Officer
joyce.brigham@nist.gov
(301) 975-6329

VIII. Other Information

A. Service of Applications

Copies of PEACESAT applications must be submitted to their state's Single Point of Contact (SPOC) office, if the state in which the applicant organization is located participates in the process. See Part IV, Section D, above.

B. Department of Commerce Procedural Matters

The Department of Commerce Pre-Award Notification of Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of December 30, 2004 (69 FR 78389) is applicable to this solicitation.