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## A. Program Description

**Authority:**

Public Lands Corps Act – Public Lands Corps program (16 U.S.C. 1723), Fish and Wildlife Act – Community partnership enhancement (16 U.S.C. 742f(d))

**Assistance Listing Number:**

15.676

**Background, Purpose and Program Requirements:**

The U.S. Fish and Wildlife Service is the premier government agency dedicated to the conservation, protection, and enhancement of fish, wildlife and plants, and their habitats. We are the only agency in the federal government whose primary responsibility is the conservation and management of these important natural resources for the American public.

The Service's origins date back to 1871 when Congress established the U.S. Fish Commission to study the decrease in the nation's food fishes and recommend ways to reverse that decline. Today, we are a diverse and largely decentralized organization, employing about 8,000 dedicated professionals working out of facilities across the country, including a headquarters office in Falls Church, Virginia, and eight regional offices representing the 12 Unified Interior Regions.

A variety of programs within the U.S. Fish and Wildlife Service (FWS, Service) and the National Wildlife Refuge System (NWRS, Refuge System) are focused on engaging diverse youth in wildlife conservation and public land management. The Service enters into cooperative agreements with member organizations of the FWS Youth Corps to engage with youth and veterans in projects under the Authority of the Public Lands Corps Act (PLC).

The current list of FWS Youth Corps member organizations, application information for organizations interested in partnering with the FWS Youth Corps, and program contact information is available at:

Youth | U.S. Fish and Wildlife Service (fws.gov)

**FWS Public Lands Corps Act Overview**

The U.S. Fish and Wildlife Service partners with qualified youth and veteran serving organizations or qualified Conservation Corps with the organizational capacity and unique qualifications necessary to work collaboratively with the FWS to develop projects under the Public Lands Corps Act.

The purpose of the PLC is to provide work and educational opportunities for youth in the areas of natural and cultural resource conservation, development, and scientific research. Youth perform work on our nation's public lands that cannot be carried out by Federal agencies at existing personnel levels.

The PLC allows the Service to enter into partnerships using a financial assistance/cooperative with partner organizations to employ youth in PLC projects and internships. PLC participants who complete program requirements will be eligible for non-competitive appointment to Federal

positions for which they qualify.
Eligible partner organizations must:

- Be a State or local government entity, the governing body of any Indian tribe, a nonprofit organization, or an accredited institution of higher education.
- Be members of the FWS Youth Corps.
- Have financial policies and procedures that reflect generally accepted accounting principles
- Have risk management policies that reflect industry standards and are proactive and thorough in mitigating and managing risk to PLC Participants.
- Have a contract or financial assistance agreement with the Service that clearly identifies both organization's roles and responsibilities for implementing the PLC program, or have documentation (e.g. organizational charter or similar documentation) that they have performed conservation work on Federal, State, tribal, local or private lands and utilized young people between the ages of 16 and 30 years of age, and Veterans up to age 32.
- Provide liability insurance.
- Provide workers compensation insurance through the partnering organization or the state. (The FECA covers all civilian Federal employees except for non-appropriated fund employees. There is additional special legislation which provides potential coverage to Peace Corps and VISTA volunteers; Federal petit or grand jurors, volunteer members of the Civil Air Patrol, ROTC, Job Corps, YCC, and non-Federal law enforcement officers under certain circumstance involving crimes against the US. And of course, FWS volunteers have certain coverage dependent on VSA's.)
- Contribute a minimum of 25% of the total costs of the project or internship program either as direct funds or qualified in-kind services unless the project is carried out on Indian or Hawaiian homelands.

Additionally, these organizations must have an established program that:

- Offers meaningful, full-time, productive work for PLC Participants in a natural or cultural resource setting.
- Provides a mix of work experience, basic and life skills, education training, and support services.
- Provides PLC Participants with the opportunity to develop citizenship values and skills through service to their community and the United States.
- Provides PLC Participants with a living allowance, stipend, or wages.

Former Public Land Corps participants may be granted non-competitive hiring status for permanent competitive positions within the Department of the Interior, provided both they and the partner organization meet the above requirements. Non-competitive hiring status is granted through an approved FWS process. The former PLC participant also must be selected from a non-competitive selection certificate and appointed within two years of the candidate's completion of PLC service qualifying him/her for the non-competitive hiring authority.

**PLC and Workforce Diversity and Inclusion Goals**
This special hiring authority provides the FWS with an opportunity to help meet the agency's goal of building a diverse and inclusive workforce.

The FWS is committed to building and retaining a diverse and inclusive workforce that reflects the ethnic, age, socioeconomic and cultural backgrounds and language diversity of contemporary America.
Diversity means having many different elements, ideas and qualities.
We define workforce diversity as the differences that influence personal perspectives of individuals in that workforce – not just those differences based on ethnicity, gender, color, age, race, religion, disability, national origin, and sexual orientation, but also differences in communication style, career path, life experience, educational background, geographic location, income level, marital status, military experience, parental status, and other variables that influence personal perspectives.
Inclusion is about recognizing, respecting, and valuing differences that influence personal perspectives. These unique perspectives make us react differently, solve problems differently, and see different opportunities. Superior organizational performance requires employing people with a diversity of thought.
Equal employment opportunity: The Service has an ongoing obligation under equal employment opportunity laws, executive orders, and other standards to prevent discrimination on the bases of race, color, national origin, religion, sex, age, retaliation/reprisal, disability, sexual orientation, parental status, and genetic information; we are also obliged to eliminate barriers that impede free and open competition in the workplace.
We conduct an annual self-assessment to monitor progress and identify areas where barriers may exclude certain groups. In conducting this assessment, we compare our internal participation rates with corresponding rates in the relevant Civilian Labor Force (CLF) as points of reference. Equal employment opportunity is focused on equality and equal access, and is primarily concerned with protected classes. Even with these protections, it is important to treat every individual with respect and to embrace differences in the workplace. In this way, equal employment opportunity is distinct from diversity.

**FWS Public Lands Corps Act Programs**
PLC projects must be developed in collaboration with a FWS program, refuge, or field office. FWS Programs that enter into cooperative agreements under the Authority of the Public Lands Corps Act include but are not limited to the following:

**FWS Youth Corps**

Under the Authorization of the Public Lands Corps Act, FWS Youth Corps, collaboratively develops projects with PLC FWS Youth Corps member organizations to provide experiential, education, and employment program opportunities for youth between the ages of 16-30 and veterans 35 and younger to address resource conservation, community engagement, environmental education, facility and trail maintenance, invasive species management, and recreation access needs.

Department of the Interior Personnel Bulletin (PB) 17-03 establishes the policy and procedures for providing former members who served a minimum of 640 hours of satisfactory service during PLC qualifying projects, including 120 hours in direct support of Federally managed public lands/facilities, with a non-competitive hiring status certificate for permanent competitive positions with the U.S. Fish and Wildlife Service.

Directorate Fellows Program (DFP)Under the authorization of the Public Land Corp Act, Resources Assistant Program, the Department of the Interior established policy for bureaus to implement the Direct Hire Authority, Resources Assistant Internship Program (DHA/RAIP) in 2012. The key requirements of the program are: (1) students must be enrolled in undergraduate and graduate degree programs; and (2) mandated targeted recruitment to ensure the full representation of women and participants from historically Black, Hispanic, Asian Pacific Islander and Native American schools or other schools with diverse student populations; and (3) design a rigorous project for a minimum of least 11-weeks for candidates selected to participate in the program. FWS branded the DHA/RAIP, Directorate Fellows Program (DFP), and designed it with the intent of creating a pipeline of diverse talented individuals who would qualify and be eligible for hiring into permanent entry level science positions. The FWS, DFP was implemented in 2014 with a focus on recruiting diverse students pursuing biological science, natural resources management or related degrees that support FWS conservation mission. The FWS, DFP has provided a cohort of well-qualified, motivated folks who are eligible for direct hiring authority. Since its inception, the DFP has provided 11-week rigorous fellowships for hundreds of students with exemplary talent, approximately 200 of whom have joined our workforce so far.

Hispanic Access Foundation (HAF) has been selected through a directed Request for Information (RFI) as uniquely qualified to implement the Directed Fellows Program in FY 2022. In addition, several organizations have been selected through a directed RFI to provide recruitment support for the Directorate Fellows Program. Applications from qualified partner organizations for collaborative agreements to support DFP will be submitted through this announcement through GrantSolutions.

**Public Lands Transportation Fellows Program (PTLF)**

The Public Lands Transportation Fellows program (PLTF) provides fellowships to outstanding graduates in a transportation-related field to work directly with staff of Federal Land Management Agencies on key visitor transportation issues. The PLTF program began in 2012 and was modeled after the very successful Transportation Scholars program managed by the National Park Foundation (NPF) that serves the National Park Service (NPS).

The PLTF program gives recent graduates (sometimes current students) in a transportation related engineering, planning, or resource management program a unique opportunity for career development and public service. Successful applicants are placed at a federal land unit facing a transportation issue to facilitate a transportation planning or implementation project. A fellow is assigned to work directly with staff at a unit or headquarters/region/field office. The assigned projects help the land units develop transportation solutions that preserve valuable resources and enhance the visitor experience.
The program has three goals, which are to:

1. Encourage emerging transportation professionals to pursue their career serving federal lands.
2. Provide much needed transportation expertise to FMLA units and regions to help them address critical transportation issues.

3. Support the development, implementation and evaluation of viable alternative transportation for visitors to FLMA's.

The Public Lands Transportation Fellows program is a collaborative agreement between the U.S. Fish and Wildlife Service and Montana State University Western Transportation Institute.

**Youth Conservation Corps**

The Youth Conservation Corps (YCC) is a summer youth employment program that engages young people in meaningful work experiences on public lands while developing an ethic of environmental stewardship and civic responsibility. YCC programs are generally 8 to 10 weeks long. Participants are paid the minimum wage for a 40-hour work week. Most YCC opportunities are non-residential programs that provide paid daytime work. The Service anticipates entering into cooperative agreements with multiple organizations to accomplish crew-based YCC projects in fiscal year 2022. Collaborative projects must be submitted through GrantSolutions prior to the Application Due Date of this Notice of Funding Opportunity.

Youth Conservation Corps | U.S. Fish and Wildlife Service (fws.gov)

**Career Discovery Internship Program**

Founded in 2008, the Career Discovery Internship Program (CDIP) was created in partnership with the Student Conservation Association (SCA) to help prepare the next generation of wildlife professionals and managers by:

1. Introducing culturally and ethnically diverse college freshman and sophomores to conservation careers in the U.S. Fish and Wildlife Service (Service);
2. Giving field staff the experience of working with culturally and ethnically diverse employee; and
3. Increasing the diversity of the applicant pool for conservation based jobs.

These internships provide a diverse group of youth with the opportunity to gain hands-on experience in the field. Interns are paid a living wage and, in some cases, are also provided with room and board for the duration of their service.

CDIP interns are assigned to Service field stations for a summer of hard work and experiential education. Before beginning their assignment, interns attend a week-long training and orientation program. During this time, interns receive a variety of training units including an introduction to the Service and SCA, cultural and intergenerational awareness training, mentor/mentee training to name a few. The interns also engage in simulations and Service challenges designed and facilitated by Service and SCA staff. Interns also meet their designated mentor for the summer, who is a Service employee. Service challenges are usually management issues common to daily life on a Service field station, with topics considering public relations, invasive species, and resource conservation. The interns close their week with a presentation on their solutions to these challenges.

CDIP project applications must be submitted in GrantSolutions prior to the Application Due Date of this Notice of Funding Application.

U.S. Fish and Wildlife Service CDIP

Student Conservation Association CDIP

## B. Federal Award Information

### B1. Total Funding

**Estimated Total Funding**
$15,000,000

### B2. Expected Award Amount

**Maximum Award**
$2,000,000

**Minimum Award**
$2,000

### B3. Expected Award Funding and Anticipated Dates

**Expected Award Funding**
$47,000

**Expected Award Date**
October 01, 2021

### B4. Number of Awards

**Expected Number of Awards**
250

### B5. Type of Award

**Funding Instrument Type**
CA - Cooperative Agreement

## C. Eligibility Information

### C1. Eligible Applicants

**Eligible Applicants**
00 – State governments
01 – County governments
02 – City or township governments
04 – Special district governments
06 – Public and State controlled institutions of higher education
07 – Native American tribal governments (Federally recognized)
11 – Native American tribal organizations (other than Federally recognized tribal governments)
12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

13 – Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
20 – Private institutions of higher education

**Additional Information on Eligibility**

Other Organizations that have established Public Lands Corps Act eligibility as FWS Youth Corps member organizations such as 501(c) 4 or 501(c) 5 nonprofit organizations that are labor unions, neighborhood associations, or other types of eligible organizations, including those that reach or represent potentially underserved communities. Additional eligibility information is available at Youth | U.S. Fish and Wildlife Service (fws.gov)

The current list of eligible PLC Youth Corps member organizations, eligibility requirements, and application information for organizations that are not currently Youth Corps Program member organizations will be available at Youth | U.S. Fish and Wildlife Service (fws.gov).

## C2. Cost Sharing or Matching

**Cost Sharing / Matching Requirement**

Yes

**Percentage of Cost Sharing / Matching Requirement**

25

Does the program have a cost sharing or matching requirement? Yes.
Non-Federal Entity Cost Share: The non-federal entity must provide a cost match of minimum of 25% of the total project cost of Public Lands Corps Act eligible projects.
Contributions of cost match must be made from non-Federal sources which may include cash, in-kind contributions or services, or materials.

## C3. Other

**Unique Entity Identifier and System for Award Management (SAM.gov) Registration:** This requirement does not apply to individuals applying for funds as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name) or any entity with an exception approved by the Service under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. The Service may not make a Page 5 of 20 Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Service is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **Prohibition on Issuing Awards to Entities that Require Certain Internal Confidentiality Agreements:** Domestic (U.S.) non-Federal entities requiring their employees or contractors to sign internal confidentiality agreements or statements that prohibit, or otherwise restrict, such employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency

authorized to receive such information are not eligible to compete for or receive a Federal award. See Pub. L. 113-235, Title VII, Division E, Section 743 for more information.

**Foreign Entities or Projects:**

**State Sponsors of Terrorism:** This program will not fund projects in countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism and therefore are subject to sanctions restricting receipt of U.S. foreign assistance and other financial transactions.

**Office of Foreign Assets Control Sanctions:** This program will not fund projects in countries subject to comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Control without proper licenses.

**In-Country Licenses, Permits, or Approvals:** Entities conducting activities outside the U.S. are responsible for coordinating with appropriate U.S. and foreign government authorities as necessary to obtain all required licenses, permits, or approvals before undertaking project activities. The Service does not assume responsibility for recipient compliance with the laws, regulations, policies, or procedures of the foreign country in which they are conducting work.

**Excluded Parties:**

The DOI conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The DOI cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

## D. Application and Submission Information

### D1. Address to Request Application Package

***Applicants seeking technical assistance of financial assistance from U.S. Fish and Wildlife Service Public Lands Corps Act supporting programs are requested to consult with a FWS Youth Corps Regional Coordinator, other PLC supporting program lead, Regional Office, or FWS Field Office before developing or submitting an application (see Agency Contacts at the end of this announcement.)

Program Website Link: https://www.fws.gov/refuges/get-involved/youth/

**Program Website Link**

https://www.fws.gov/refuges/get-involved/youth/

### D2. Content and Form of Application Submission

**SF-424, Application for Federal Assistance**

All applicants must submit the Standard Form (SF)-424, Application for Federal Assistance. This form is available with the announcement on Grants.gov and in GrantSolutions. The form must be complete and signed by an Authorized Representative. For all applicants except private citizens, the Authorized Representative's signature on a standard application form submitted to the

Service represents their certification that the entity's financial management system meets 2 CFR §200.302 financial management requirements. The non-Federal entity's financial management system must be sufficient to:

1. Permit the preparation of required reports;
2. Trace funds to a level of expenditures adequate to establish that the entity has used such funds per Federal statutes, regulations, and terms and conditions of the Federal award;
3. Provide for the requirements in 2 CFR §200.302(b); and
4. Comply with §200.334 Retention requirements for records, §200.335 Requests for transfer of records, §200.336 Methods for collection, transmission, and storage of information, and §200.337 Access to records.

When completing the SF-424 Application form, enter only the amount requested from this Federal program in Box 18a, Estimated Federal Funding. Include any other Federal sources of funding in Box 18e. Estimated Other Funding and identify any such sources and amounts in the required Budget Narrative (see below). For individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), do NOT include your Social Security Number on this or any other document to be submitted with your application! When completing the SF-424 Application form, individuals must enter in Box 8b. Employee/Taxpayer Identification Number (EIN/TIN) the substitute number "444-44-4444" and in Box8c. For organizational DUNS substitute number "123456789". For UEI substitute the number "000123456789".

**Project Abstract Summary**
All applicants must submit the OMB Number: 4040-0019 Project Abstract Summary form. This form is available within the announcement on Grants.gov and in GrantSolutions.

**Project Narrative**
**Project Narrative**

- Project or position title and Position #;
- Number of openings and type (individual placement or crew based):
- Location of position or project:
- U.S. Fish and Wildlife Service Project Officer and contact information:
- Position start and end date:
- Number of weeks:
- Position requirements/description:
- Statement of need;
- Goals and objectives;
- Activities;
- Training and safety requirements
- Housing requirements:
- Travel requirements:
- Information to support environmental compliance review requirements.
- Description of stakeholder coordination or involvement, if applicable;

- Required project monitoring and evaluation plan, including description of assessment tools to be used;
- Information on key project personnel;
- Anticipated future funding needs, if applicable;

**SF-424A, Budget Information for Non-Construction Programs**
Applicants must complete and submit the SF-424A Budget Information form for Non-Construction Programs or Projects. All required application forms are available with this announcement on Grants.gov or in GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in Title 2 of the Code of Federal Regulations (CFR) part 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In "Section A – Budget Summary" on the SF-424A form enter the funding requested from this Federal program in the first row. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below).

**Budget Narrative**
Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any proposed item of cost that requires prior approval under the Federal cost principles, including any anticipated subawarding, transferring or contracting out of any work under the award. See 2 CFR §200.407 for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, identify the source, the amount, and the valuation methodology used to determine the total value. See 2 CFR §200.306 for more information.

In a separate narrative titled "Budget Justification," explain and justify the per participant/unit costs of the project. Describe the specific costs that are included/covered by the per participant/unit costs. The Budget Justification must include a breakdown of the required 25% Public Lands Corps Act non-Federal Entity Cost Share (if applicable).

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

**Conflict of Interest Disclosure**
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

a. *Applicability*.
    1. This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
    2. In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR§200.318 apply.

b. *Notification*.
    1. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass- through entity in accordance with 2 CFR §200.112.
    2. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.

c. *Restrictions on lobbying*. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR §18 and 31 USC §1352.

d. *Review procedures*. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR §200.339, Remedies for noncompliance, including suspension or debarment (see also 2 CFR §180).

**Uniform Audit Reporting Statement**

All U.S. states, local governments, Indian tribes, institutions of higher education, and non- profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System, in accordance with 2 CFR 200 subpart F. U.S. state, local government, Indian tribes, institutions of higher education, and non- profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

**Certification Regarding Lobbying**

Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

**Disclosure of Lobbying Activities**

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee

of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, "Disclosure of Lobbying Activities" form if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

**Overlap or Duplication of Effort Statement**
Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regard to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regard to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regard to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with "We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing."

## D3. Unique Entity Identifier and System for Award Management (SAM)

**Identifier and System for Award Management (SAM.gov) Registration:**
This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a Unique Entity Identifier (UEI) which will replace Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Applicants registering in SAM.gov prior to April 2022 may still be required to obtain a DUNS number prior to completing the registration process within SAM.gov. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. **There is no cost to register with Dun & Bradstreet or SAM.gov**. There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free**.

**Obtain a DUNS Number**
In April 2022, the Federal Government will stop requiring DUNS numbers. At that point, entities doing business with the government will use the Unique Entity Identifier (UEI) created in SAM.gov in place of a DUNS number. A UEI will be assigned to entities upon registering with SAM.

If an entity is applying for federal financial assistance prior to April 2022, a DUNS number may still be required as part of the SAM registration process. A DUNS Number can be requested through the Dun & Bradstreet website. The official website address is http://fedgov.dnb.com/webform. For technical difficulties, go to www.dnb.com/govtduns. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form (version 3).

**Register with the System for Award Management (SAM)**
Applicants can register on the SAM.gov website. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov "Register with SAM" page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity's IRS information. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

## D4. Submission Dates and Times

**Due Date for Applications**
09/15/2022
Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.

**Application Due Date Explanation**
Project Applications must be submitted via GrantSolutions on or before the Application Due Date.

## D5. Intergovernmental Review

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372. The State Single Point of Contact list is available on the OMB Office of Federal Financial Management website.

## D6. Funding Restrictions

**Indirect Costs: Individuals**

Individuals applying for and receiving funds separate from a business or non-profit organization they may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, you must not include any indirect costs in your proposed budget.

**Indirect Costs: Organizations**

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior (DOI) is your organization's cognizant agency, the Interior Business Center (IBC) will negotiate your indirect cost rate. Contact the IBC by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients may not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

**Required Indirect Cost Statement to be submitted by Organization:**

**U.S. state or local government entities receiving more than $35 million in direct Federal funding** must include the following statement in their application and attach a copy of their most recently negotiated rate agreement:

- We are a U.S. state or local government entity receiving more than $35 million in direct Federal funding. We submit our indirect cost rate proposals to our cognizant agency. Our current indirect cost rate is [insert rate]. Attached is a copy of our most recently negotiated rate agreement/certification.

**U.S. state or local government entities receiving $35 million or less in direct Federal funding** must include the applicable statement from this list:

- We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We prepare and retain for audit an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII. Our current indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award].
- We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We have not prepared an indirect cost rate proposal and documentation per 2 CFR §200, Appendix VII and elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until we choose to establish a rate per 2 CFR §200. We understand we must notify the Service in writing if we establish a rate that changes the methodology used to charge indirect costs during the award period. We understand that additional Federal funds may not be available to support an unexpected

increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.

**All other organizations** must include the applicable statement from this list and any related documentation in their application. Please note, an organization with a current negotiated (including provisional) rate may not elect to charge the 10% de minimis rate of Modified Total Direct Costs during the period covered by their current negotiated rate.

- We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
- We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the Service in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the Service.
- We are an organization submitting a [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"] project proposal, which has an indirect cost rate cap of [insert rate; CRU is currently 15%; CESU is currently 17.5%]. In the event we receive an award, we understand that if we have a current negotiated (including provisional) rate we must charge the program's capped indirect cost rate to the same base identified in our approved indirect cost rate agreement, per 2 CFR §1402.414. If we do not have current negotiated (including provisional) rate, we understand we must charge the capped indirect cost rate against Modified Total Direct Costs (MTDC) as defined in 2 CFR §200.1.
- We are an organization that will charge all costs directly.

The Federal Awarding Agency Contacts at the end of this announcement will be able to provide guidance on any potential funding restrictions which may vary greatly.
Any program that anticipates issuing cooperative agreements to Cooperative Ecosystem Studies

Units (CESU) Network partners that will qualify as CESU projects and therefore will be subject to the CESU indirect cost rate cap (currently 17.5%).

## D7. Other Submission Requirements

The Service requests applicants to apply electronically using GrantSolutions. To apply electronically the Applicant Organization and Organization Officials must be established in GrantSolutions. If your Organization and/or Organization Officials do not currently exist in GrantSolutions follow the instructions below.

New Organization Request

Send an email requesting a new organization to be with the following information to help@grantsolutions.gov:

- Organization/Individual Name
- POC first and last name
- POC email
- POC phone number
- Organization Type
- DUNS # (unless exempt)
- EIN (Applicants that are INDIVIDUALS SHOULD NOT include their social security number)
- Address

If your Organization is new or you do not have the appropriate officials in GrantSolutions you must also establish an individual account for each of the Organization Officials and assign the appropriate role. At a minimum the Authorizing Official and Principal Investigator/Program Director roles must be assigned. Individual Organization Official accounts may be requested by completing the Recipient User Account Request Form and emailing the completed form to at help@grantsolutions.gov.

If your organization already exists in GrantSolutions please verify that the correct Organization Officials have an individual GrantSolutions account.

If your Organization and Organization Officials already exists in GrantSolutions, please login using your existing username and password. If you do not remember your account information, please contact the GrantSolutions Help Desk at (866) 577-0771 or by email at help@grantsolutions.gov

For more information on how to apply please see GrantSolutions Help for instructions and videos.

Please contact GrantSolutions Help Desk if you have any questions regarding your account or GrantSolution issues at (866) 577-0771 or by email at help@grantsolutions.gov

## E. Application Review Information

## E1. Criteria

Criteria 1: Project Development

25% of rating: Applicant demonstrated ability to collaboratively develop natural and cultural resource conservation projects with the Service that can accomplish needed and important work on public lands while at the same time providing program participants with educational, technical, life and leadership skills

25% of rating: Applicant demonstrated ability and knowledge to engage with diverse racially, socially, and economically disadvantaged communities during the recruitment phase

10% of rating: Applicant built in appropriate training into the Project Narrative and has a clear training curriculum for supervisory staff and youth participants

Criteria 2: Recipient Selection

10% of rating: Applicant is uniquely qualified to perform the activity based on a variety of demonstratable factors such as location; voluntary support capacity, cost-sharing ability; technical expertise; or other such unique qualifications

20% of rating: Applicant has the demonstrated ability and capacity through membership in FWS Youth Corps to work collaboratively with the U.S. Fish and Wildlife Service to develop projects under the Public Lands Corps Act

10% of rating: Applicant was selected from among FWS Youth Corps members and provided cost information that best fits the needs of the U.S. Fish and Wildlife Service and provides a benefit to the public. FWS Project Officer's are strongly encouraged to consider cost estimates from multiple FWS Youth Corps member organizations.

## E2. Review and Selection Process

Prior to award, the program will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the program may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the FWS may choose not to fund the selected project.

The program may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Bureau is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR

§200.206. Programs document applicant risk evaluations using the Bureau's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently $250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR §200.208 should be applied to the award.

All projects entered into under the Public Lands Corps Act Authority must be collaboratively developed between the U.S. Fish and Wildlife Service and a FWS Youth Corps member organization. FWS Project Officers will complete a Merit Review evaluation using criteria identified in Section E. of this Funding Opportunity Announcement (FOA) or some comparable written program Merit Review evaluation that has been shared with the partner organization. For partners and projects selected under the Merit Review criteria in Section E, a score of 70 or better is required for project approval. Projects with a score of under 70 will be returned for further development or correction.

PUBLIC PURPOSE and FWS SUBSTANTIAL INVOLVEMENT
Public purpose is defined as government assistance for which the primary purpose is to promote the general welfare, security, prosperity, or public convenience as authorized by a Federal law.

1. All projects entered into under either the Public Lands Corps Act or the Fish and Wildlife Act Community partnership enhancement Authorities under the 15.676 Assistance Listing serve a public purpose since participants receive benefit through vocational and educational opportunities gained through their participation, and public lands are improved as a result of the work they provide.

2. Substantial involvement is defined as significant Service participation during the performance of a cooperative agreement. Examples include Service involvement in program management decisions; Service collaboration in the accomplishment of a project; or Service operational involvement or participation on a project such as:

a. Providing education support through project overviews to the PLC Participants
b. Explaining a public land's site significance
c. Delivering informal and formal sessions about Service and career opportunities
d. Providing feedback to PLC crew leaders on project accomplishments
e. Providing technical assistance and training (e.g. plant identification, weed control methods, and/or worksite/safety orientation).

3. Service funding and monitoring/administering an agreement do not constitute substantial involvement.

4. All Public Lands Corps Act projects must include substantial involvement by the Service as a basic eligibility requirement.

### E3. CFR – Regulatory Information

See the Service's General Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

### E4. Anticipated Announcement and Federal Award Dates

Awards will be issued on a rolling basis prior to 09/30/2022.

## F. Federal Award Administration Information

### F1. Federal Award Notices

Awards will be issued through GrantSolutions on a rolling basis.

### F2. Administrative and National Policy Requirements

See the DOI Standard Terms and Conditions for the administrative and national policy requirements applicable to DOI awards.

See the Service's General Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards.

Additional Youth Terms and Conditions that apply will be attached to the Notice of Grant Award (NGA).

**Data Availability**

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.315:

a. All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.
b. The Federal Government has the right to:
    1. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
    2. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

## F3. Reporting

### Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

### Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals was not met, if appropriate; and any other pertinent information relevant to the project results. **Final** reports are due no later than120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim performance**reports on the frequency established in the Notice of Award.

### Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify the Service in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

### Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required standard form or data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

### Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award.

Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies for noncompliance described in 2 CFR §200.339, including termination of the award.

**Other Mandatory Disclosures**
The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies for noncompliance described in 2 CFR§200.339, including suspension or debarment.

**Reporting Matters Related to Recipient Integrity and Performance**
If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

## G. Federal Awarding Agency Contact(s)

### G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First and Last Name:
Patrick Schulze
Telephone:
Email:

patrick_schulze@fws.gov

### G2. Program Administration

For **program administration assistance**, contact:

First and Last Name:
Maggie O'Connell

Telephone:
Email:
maggie_oconnell@fws.gov

## G3. Application System Technical Support

**For Grants.gov technical registration and submission, downloading forms and application packages, contact:**
Grants.gov Customer Support
Numeric Input Field: 1-800-518-4726
Support@grants.gov

**For GrantSolutions technical registration, submission, and other assistance contact:**
GrantSolutions Customer Support
1-866-577-0771
Help@grantsolutions.gov

## H. Other Information

**Payments**
Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the Service program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

**PAPERWORK REDUCTION ACT STATEMENT:**

**OMB Control Number: 1018-0100, Expiration Date: 7/31/2021**

We are collecting this information in accordance with the authorizing legislation identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.