

**U.S. Fish and Wildlife Service
Region 6 Division of Migratory Birds Management**

Migratory Bird Conservation

Catalog of Federal Domestic Assistance (CFDA) Number: 15.655

Notice of Funding Opportunity

I. Description of Funding Opportunity

An experienced individual/entity able to complete the duties described herein and in the Project Summary is necessary to ensure the health and safety of raptors and researchers throughout the entire process. This research is critical to FWS' understanding of ecology and population status of numerous priority species of raptors, but any individual directly involved in the capture, handling, and marking (i.e., telemetry unit) must possess extensive experience in the safe capture and handling of raptors, experience in handling and the care of any live raptor used as a lure bird, and a local knowledge to help efficiently locate raptors to capture. Failure to adhere to these extensive criteria would compromise the Service's obligations under the Bald and Golden Eagle Protection Act, the Migratory Bird Treaty Act, and treaties with other nations, as well as compromise the Service's ability to further refine regulations and guidance documents related to eagles and raptors. Because these responsibilities are delegated to the Fish and Wildlife Service by the Secretary of the Interior, failure to meet these responsibilities would be injurious to the Government. Also, failure to adhere to these criteria would place raptors (either used as lures or those captured) and other migratory birds at risk and result in inefficient trapping efforts that are more costly to the Government.

This Single Source Award is being awarded in accordance with Department of the Interior Policy **505 DM 2.14 B [4: Unique Qualifications]**, which allows for award without competition to an applicant. This recipient and project meet this criterion due to the fact that TRC is highly-experienced with research on numerous species of raptors (including eagles, hawks, and owls) throughout the West, especially in FWS Region 6, has specialized experience with various methods to safely capture and handle all species of raptor (which are protected by very strict federal laws), has extensive knowledge on where to efficiently and effectively search for various species of raptor in each season, and possesses all appropriate permits and/or sub-permits (state and federal) to capture and handle all raptors. Additionally, this is being awarded in accordance with **FAR 6.302-2 (10 U.S.C. 2304(c)(2) or 41 USC 253(c)(2) – Unusual and compelling urgency.**

II. Award Information

This is a Notice of Intent to award a Single Source Cooperative agreement to Teton Raptor Center (herein referred to as TRC), whose Conservation Research Branch is highly-experienced in safely conducting research (e.g., live-trapping, handling, tissue sampling, applying transmitters, etc.) and surveys on eagles (both Golden & Bald Eagles) and other priority species of raptors in Region 6 of the U.S. Fish and Wildlife Service (Service). TRC has extensive specialized experience with the various methods to safely capture and handle raptors (which are protected by very strict federal laws), and has extensive knowledge on where to efficiently and effectively search for priority raptor species during each season. TRC possesses and maintains all

appropriate permits and/or sub-permits (state and federal) to capture and handle eagles and other species of raptors.

This project should be considered a Cooperative Agreement with substantial involvement by the FWS Project Officer and other Migratory Bird Program staff. The FWS Project Officer will work closely with TRC to develop work plans for each aspect & year of the project, identify locations for work to occur, assist with field work and organizing logistics as needed, and will assist with publishing results. Consequently, the FWS Project Officer will serve as an integral partner with WPBC.

Estimated Total Program Funding: \$150,000

Expected Number of Awards: 5

Award Ceiling: \$50,000

Award Floor: \$5,000.

III. Basic Eligibility Requirements

Eligible Applicants:

This is a Notice of Intent to award a Single Source Cooperative agreement to TRC, a 501 (c)(3) non-profit charitable organization. U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization. U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:
U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)
Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

Cost-sharing or matching is not required.

However, if Applicants elect to provide cost-sharing or matching funds, the Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match. However recipients may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award. Recipients may not charge to the Federal award indirect costs calculated against: 1) any portion of the recipient's direct costs that are proposed as voluntary committed cost-share/match; or 2) any portion of the direct costs charged to any other Federal or non-Federal partner.

IV. Application Requirements

To be considered for funding under this funding opportunity, an application must contain:

- A.** A completed, signed and dated Application for Federal Assistance form. Because these are discretionary funds for a single source award, TRC must use the SF 424, Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>). Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

B. Project Summary

The Service is seeking rigorous research, surveying, monitoring, and/or modeling projects on a suite of priority raptor species throughout the Service's Region 6, especially in Wyoming and Montana. The Service needs additional information on survival, mortality causes, habitat use, movement patterns, and/or territory size throughout the western ranges of several

priority species of raptor, which will ultimately help the Service develop/refine management recommendations for these species. Region 6 of the Service supports large breeding, migration, and overwintering populations of several priority species (e.g., Flammulated Owl, Golden Eagle, Ferruginous Hawk, , Bald Eagle, and Short-eared Owl), and requests a qualified recipient to work collaboratively with the Service and its partners to address priority research, surveying, monitoring, and/or modeling needs as they arise. The recipient will work with the Service to safely and efficiently conduct various aspects of research, surveying, monitoring, and/or modeling under this agreement. Data gathered from work under this agreement will help inform various aspects of raptor management for the Service, which is vital to maintaining robust populations of species protected by the Migratory Bird Treaty Act and/or the Bald & Golden Eagle Protection Act.

C. Project Narrative

1. **Statement of Need:** The Service is seeking rigorous research, surveying, monitoring, and/or modeling projects on a suite of priority raptor species throughout the Service's Region 6, especially in Wyoming and Montana. The Service needs additional information on survival, mortality causes, habitat use, movement patterns, and/or territory size throughout the western ranges of several priority species of raptor, which will ultimately help the Service develop/refine management recommendations for these species. Region 6 of the Service supports large breeding, migration, and overwintering populations of several priority species (e.g., Flammulated Owl, Golden Eagle, Ferruginous Hawk, , Bald Eagle, and Short-eared Owl), and requests a qualified recipient to work collaboratively with the Service and its partners to address priority research, surveying, monitoring, and/or modeling needs.
2. **Project Goals and Objectives:** The long-term, overarching goals of the project are to 1) work with the Service and its partners to design and conduct species-specific projects critical to the management and conservation of raptors in Region 6 of FWS, 2) work collaboratively with the Service to identify additional resources and partners to complete projects, and 3) work collaboratively with the Service and partners to analyze, synthesize, and report project-specific results to inform management of each species. In order to accomplish this, the Service needs a highly- & uniquely-skilled entity with extensive experience with designing and implementing projects on a wide array of raptor species. TRC meets the stated needs above, with extensive (past & current) experience conducting research, surveying, monitoring, and modeling projects on raptors throughout Region 6 of the Service, especially in Wyoming and Montana.
3. **Project Activities, Methods and Timetable:** Annual project activities will include scoping meetings with FWS related to priority species of raptor, applying for additional funds to support agreed-upon projects, recruiting technicians, carrying out field research, analyzing and synthesizing project results, communicating project results with FWS and at conferences, and reporting and publication of results in peer-reviewed literature. Generally, the primary activities under this agreement will be to safely (for raptors and people involved) and efficiently conduct research, surveys, monitoring programs and modeling projects on raptors in key areas within Region 6. This work will occur between

fall of 2016 through fall of 2021. Throughout the agreement period, TRC also will help identify locations to trap, secure any permissions and/or maintain proper permits to trap, assist with carcass recoveries in the case of any mortalities, and transport/ship any carcasses to the appropriate facility (e.g., Office of Law Enforcement, necropsy lab, National Eagle Repository). Region 6 Project Officer and staff will be heavily involved in this project as well, from the logistics planning to implementation.

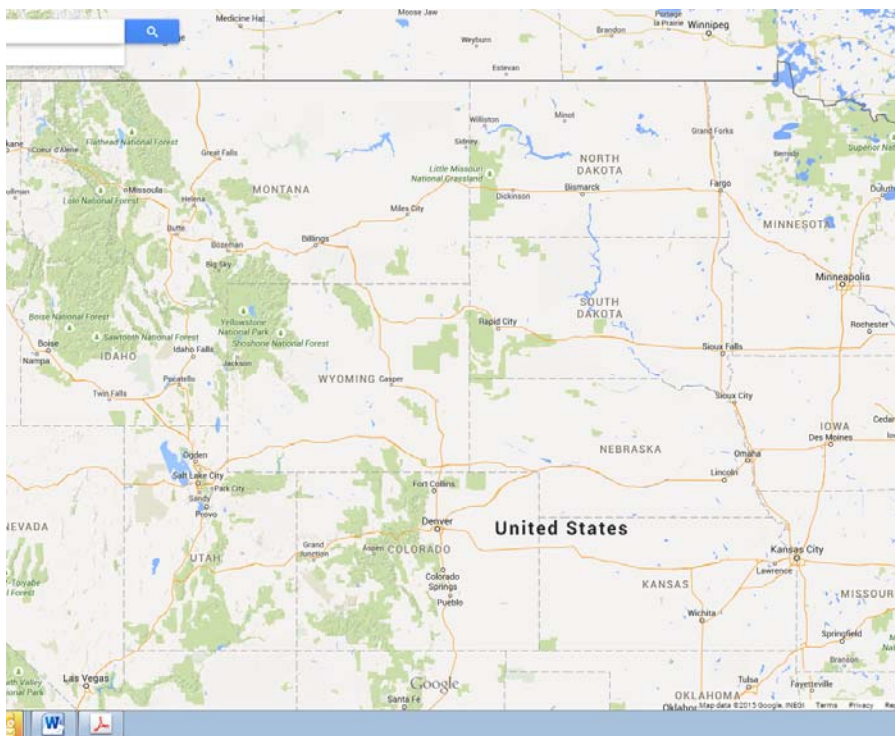
- 4. Stakeholder Coordination/Involvement:** We have coordinated closely with several state and federal agencies (e.g., state fish & wildlife agencies, other Service regional offices & programs, U.S. Forest Service, Bureau of Land Management, etc.) as well as other private entities (e.g., landowners) in the development of this project. TRC and the Service will continue to coordinate with them as we plan out logistics, seek permissions/permits, and implement work. Close coordination with our state, federal, & private partners is key to the success of this agreement.
- 5. Project Monitoring and Evaluation:** Given the collaborative nature of this project, and the critical timing windows that we have to meet (e.g., territorial adult raptors need to be captured when it will not affect nesting activities; recruiting technicians/students to assist with the work cannot be done hastily; etc.), the USFWS will be in constant communication with TRC. Working with state, federal, and private partners, we will be able to narrow our work down to key areas, expedite permissions/permits, and develop & share seasonal work plans quickly & thoroughly. The Region 6 Project Officer and other USFWS personnel will be thoroughly involved in the implementation of projects under this agreement, so we will be monitoring the achievement of the project's goals/objectives firsthand. Timing and communication is critical throughout this entire process, so we will monitor progress continually throughout the agreement period. We will require interim financial and interim progress reports annually, although we will be in constant communication with TRC throughout each year. Additionally, TRC will share data and reports with the Project Officer after each major bout of work (be it a survey or trapping effort), to ensure that objectives are being met, to discuss any adjustments to the methods or protocols, etc. These data and short-term outcomes would be included in annual reports.
- 6. Description of Entities Undertaking the Project:** TRC, a 501 (c)(3) non-profit charitable organization, has a highly-experienced Conservation Research Branch as part of its operating structure to support their mission. Mr. Bryan Bedrosian is the Senior Avian Ecologist that directs the activities of that Branch. Mr. Bedrosian has an extensive background working with numerous species of raptors and other birds, safely conducting research (e.g., live-trapping, handling, tissue sampling, applying transmitters, etc.), surveys, and other projects throughout much of Region 6 of the Service. His capture, handling, & transmitter attachment methods have a proven track record of being safe for raptors, and being efficient. He currently possesses and maintains all state and federal permits to conduct the work the Service has outlined in this agreement. TRC will be responsible for all field activities outlined in this agreement, with significant oversight & involvement from the Project Officer and Service personnel. Brian W. Smith (Deputy Chief, Region 6 Migratory Bird Management; brian_w_smith@fws.gov & 303-236-

4403) will be the Project Officer and will have significant involvement with this project on a day-to-day basis.

7. **Sustainability:** This project will not extend past the fall of 2021. The Region 6 Project Officer will act on the results achieved. We do not anticipate future activities to be funded that adhere to the goals and objectives listed under this agreement.

8. Literature Cited (if applicable)

9. **Map of Project Area:** Work under this agreement can occur anywhere throughout FWS Region 6 (MT, WY, UT, CO, ND, SD, NE, KS), with emphasis on Wyoming and Montana.



D. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A) or Budget Information for Construction Programs (SF 424C) form. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available on the Internet at <http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at <http://www.ecfr.gov/>.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the Service's approval and estimate its cost.

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

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

“We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A 501(c)(3) non-profit charitable organization that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is 13%. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in

the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in [Title 2 of the Code of Federal Regulations Part 200, section 200.68](#). We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

Negotiating an Indirect Cost Rate with the Department of the Interior: Entities that do not have a NICRA must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services

Acquisition Services Directorate, Interior Business Center

U.S. Department of the Interior

2180 Harvard Street, Suite 430

Sacramento, CA 95815

Phone: 916-566-7111

Email: ics@ibc.doi.gov

Internet address: <https://www.doi.gov/ibc/services/finance/indirect-cost-services>

- F. Single Audit Reporting Statements:** As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**".
- G. Assurances:** Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

- H. Certification and Disclosure of Lobbying Activities:** Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A- Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this proposal AND the Federal share exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.
- I. Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

- ✓ **Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ✓ **SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424-Individual form.
- ✓ **Project summary**
- ✓ **Project narrative**
- ✓ **Timetable**
- ✓ **Description of key personnel qualifications**
- ☐ **Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.
- ✓ **SF 424 budget form:** A complete SF 424A or SF 424C Budget Information form.

- ✓ **Budget justification**
- ☐ **Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment.
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ✓ **SF 424 Assurances form: Signed and dated SF 424B or SF 424D Assurances form.**
- ✓ **SF LLL form: If applicable, completed SF-LLL Disclosure of Lobbying Activities form.**
- ✓ **Conflict of Interest statement, when applicable.**

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions

SUBMISSION DEADLINE: July 25, 2016

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity. Please select **ONE** of the submission options:

To submit an application by e-mail:

Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to the Service program point of contact identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms **MUST** be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated

with the text “Completed by Grants.gov upon submission” or “Completed on submission to Grants.gov”. Remove this text (manually or digitally) before signing the forms.

VI. Application Review

Criteria: To be considered for funding, applications must be from a well-qualified entity to conduct the proposed activities safely and cost-efficiently. Additionally, the entity must possess and maintain all state and federal permits needed to capture, extract biological samples (e.g., feathers, blood), and attach a telemetry units to wild raptors. The entity must have extensive knowledge and experience with raptor nest surveys (both on the ground and aerial).

Review and Selection Process:

This Single Source application package will be reviewed and approved by the Migratory Birds Management Acting Chief, based on the criteria listed above. Reviewer also will consider applicant risk and past performance. Reviewer will use an adjectival rating system to rate the applicant’s qualifications to conduct the proposed activities safely and cost efficiently, the current status of the applicants state and federal permits, and the applicant’s knowledge and experience with raptor nest surveys. Reviewer will categorize each factor as “Extensive/Current,” “Moderate/Partial,” or “Low/Incomplete” for each of the major factors. The Reviewer will make the Financial Assistance team aware of the final selection.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the “Department of the Interior Conflict of Interest Certification” form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service’s risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document.

Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Special Award Terms and Conditions: Recipients must be university partners participating in the Rocky Mountain Cooperative Ecosystem Studies Unit, operating under the negotiated indirect rate of 17.5%, and must exhibit extensive experience with raptor research and ecology].

Recipient Reporting Requirements:

Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award

as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Significant Developments Reports: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- 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.
- 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.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this 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 have received a Federal award including the term and condition 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 described in 2 CFR 200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to awards with a total Federal share of more than \$500,000, except those to individuals and foreign public entities.

VIII. Agency Contacts

Brian W. Smith

brian_w_smith@fws.gov

303-236-4403