

U.S. Fish and Wildlife Service

FWS - Fisheries

2023 State and Interstate Aquatic Nuisance Species Management Plan Grant Program
Fiscal Year: 2023
F23AS00259

Due Date for Applications: 08/31/2023

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A. Program Description

Authority:

Nonindigenous Aquatic Nuisance Prevention and Control Act, 16 U.S.C. §4701-4741. Section 4724 of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990, as amended (16 U.S.C. 4701-4741) (Act), authorized and provided general guidance for the development of State and Interstate Aquatic Nuisance Species (ANS) Management Plans.

Assistance Listing Number:

15.608

Background, Purpose and Program Requirements:

The Fish and Aquatic Conservation Program's Branch of Aquatic Invasive Species (AIS) intends to award funding for its 2023 State and Interstate Aquatic Nuisance Species Management Plan (SIANSMP) Grant Program. Section 4724 of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990, as amended (16 U.S.C. 4701-4741) (Act), authorized and provided general guidance for the development of State and Interstate Aquatic Nuisance Species (ANS) Management Plans. The Act enables State governors to submit these plans to the ANS Task Force for approval.

These comprehensive ANS Management Plans identify technical, enforcement, or financial assistance activities needed to prevent, eliminate, or reduce the environmental and public health and safety risks associated with ANS. ANS Management Plans focus on feasible, cost-effective management practices and measures to be undertaken by States to prevent and control ANS infestations in an environmentally sound manner.

Once an ANS Management Plan is reviewed and approved by the ANS Task Force, the Act authorizes the U.S. Fish and Wildlife Service (Service) to provide cost-share grants for the implementation of the approved plans.

This Program has a two-stage application process (see sections D2 and E2, for more details).

- Stage One - the "Preliminary National Review" - is managed by the Service Headquarters office. **The pre-proposal process will occur outside of Grant Solutions** similar to how it has occurred in the past; for 2023, pre-proposals are due four weeks after posting of the NOFO.
- Stage Two - the "Regional Office Review and Grant Processing" - is managed by the Service Regional Offices (See the program administration contacts under section G below).

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$4,084,000

B2. Expected Award Amount

Maximum Award

\$130,000

Minimum Award

\$5,000

B3. Expected Award Funding and Anticipated Dates

Expected Award Funding

\$90,755

Expected Award Date

June 20, 2023

FY 2023, the Service's SIANSMP Grant Program plans to allocate an anticipated \$4,084,000 for implementation of the 45 ANS Task Force approved State and Interstate ANS Management Plans (This funding level is based on FY2021; final award amounts will be based upon available funding.). Available funding will be evenly distributed based on requested funding amounts and the number of ANS Task Force approved plans. The funding for each plan is estimated to be approximately \$90,755 if proposals are successfully submitted for all 45 currently approved plans (42 State and 3 interstate). Eligible applicants must meet pre-award review and application requirements. **The pre-proposal process will occur outside of Grant Solutions** similar to how it has occurred in the past; for 2023, pre-proposals are due four weeks after posting of the NOFO. Once advised of the final funding level, grant application packages can be submitted via GrantSolutions.

B4. Number of Awards

Expected Number of Awards

45

There are only 45 ANS Task Force-approved plans eligible for funding. However, there have been cases where states do not apply in a given year for various reasons, thus the total number of awards could be less than 45.

B5. Type of Award

Funding Instrument Type

G - Grant

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants

00 – State governments

Additional Information on Eligibility

Eligible applicants are any State, or group of States and Tribes involved in an interstate organization, with an approved ANS Management Plan. For eligibility questions, please contact the appropriate agency contact identified in the contacts attachment. Unless the hosting entity of an approved plan has an unforeseen change, the currently eligible applicants can be found in the attachment provided.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement

Yes

Percentage of Cost Sharing / Matching Requirement

25

Section 4724 (b)(3)(a) of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 as amended (16 U.S.C. 4701-4741), requires those entities applying for funds under this Program to provide a 25% cost share (25% of total project costs). Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share or match.

C3. Other

Per Section 4724 (b)(3)(a) of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 as amended (16 USC 4724 (b)(4)), states that “administrative costs for activities and programs carried out with a grant in any fiscal year shall not exceed 5% of the amount of the grant in that year.” This cap applies to all administrative costs under the award, including the Federal share and any non-Federal shared costs or matching funds (see [2 CFR §200.1 Project costs](#)), and flows down to subawards to subrecipients (see [2 CFR §200.101\(b\)\(2\)](#)). To support our determination that your proposed costs conform to this restriction, provide the following information in your budget narrative:

- Categorize all proposed costs (direct and indirect; Federal and non-Federal) within two categories: “Program or Project” and “Administrative”. “Program or project costs” are costs directly attributable to the funded program or project activities. “Administrative costs” are general award management or administration costs. Administrative costs may be for personnel or non-personnel costs and may be direct or indirect costs. For more information, see [2 CFR §200.414](#).

- Calculate the percentage of total proposed costs categorized as “Administrative”. Provide your calculation and describe any adjustments made to your budget to reduce your proposed administrative costs to conform to the program’s cap.

Recipients under this program are responsible for ensuring the total allowable administrative costs charged to their award does not exceed this program’s administrative cost cap.

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

All eligible applicants are State agencies, and those with high-speed internet may download the necessary application materials through the new GrantSolutions system. However, if any State needs to have the Notice of Funding Opportunity sent to them, they should contact the appropriate agency contact in section G below.

Program Website Link

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 individuals and commercial entities, 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.

If this application requests more than \$100,000 in Federal funds, the Authorized Representative's signature on or submission of the SF-424 form in GrantSolutions also represents their certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

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." Individuals may register in SAM.gov but are not required to have a SAM.gov registration. For individuals without a SAM.gov registration enter in Box 8c. the substitute Unique Entity Identifier (UEI) "KA5HQCLKUVW1".

This Program has a two-stage application process. Each stage requires specific documentation, as detailed below.

Stage One Application Requirements - Preliminary National Review

After the Funding Opportunity is posted within GrantSolutions (and posted on Grants.gov), Stage One, the pre-proposal stage, of the grant process is handled outside of GrantSolutions. **For 2023, pre-proposals are due 4 weeks after posting of the NOFO.** Eligible entities must submit an approximately 3-page pre-proposal that contains:

1. Funding opportunity number (To Be Determined);
2. Program narrative that outlines the ANS Management Plan activities to be conducted with the requested funding, including:
 1. Narrative description of each activity pertaining to zebra and/or quagga mussels or other aquatic invasive species and the funding requested;
 2. A linkage of each activity to its designated action within the SIANSMP implementation table;
 3. A prioritization of all the proposed activities; and
 4. A timeline for the performance of each activity in the pre-proposal.

3. A Budget in tabular form: Budget must show individual entries for each proposed activity as well as Federal and non-Federal cost share (25% of total project costs) and that administrative costs will not exceed 5% of the total budget (See section C2 and C3 above).

To support our determination that your proposed costs conform to the 5% limit on admin costs, provide the following information in your budget narrative:

1. Categorize all proposed costs (direct and indirect; Federal and non-Federal) within two categories: “Program or Project” and “Administrative”. “Program or project costs” are costs directly attributable to the funded program or project activities. “Administrative costs” are general award management or administration costs. Administrative costs may be for personnel or non-personnel costs and may be direct or indirect costs. For more information, see [2 CFR §200.414](#).
2. Calculate the percentage of total proposed costs categorized as “Administrative”. Provide your calculation and describe any adjustments made to your budget to reduce your proposed administrative costs to conform to the program’s cap.
3. Use of MS Word or Excel Spreadsheet is acceptable; please note – the SF 424A - Budget Information for Non-Construction Programs can also be used but is not necessary at Stage One.
4. Budget narrative: Brief narrative describing how the budget numbers were derived.

Pre-proposals are submitted outside of the GrantSolutions system to the Program Technical Contacts (see section G below). **For 2023, pre-proposals are due four weeks after posting of the NOFO.**

Stage Two Application Requirements - Regional Office Review and Grant Processing

The Service’s Headquarters AIS office will notify applicants by email of the funding amount they are eligible to apply for as they move to Stage Two and submit a complete grant application.

Applicants notified that they can submit their complete application must work with their appropriate Regional offices to submit the SF-424, Application for Federal Assistance, and other required documentation, within the GrantSolutions system.

Project Abstract Summary (OMB Number 4040-0019)

Applicants must complete and submit the Project Abstract Summary form. The Project Abstract Summary form must provide a brief award description. The description must be in plain language that the public can understand without viewing the full application proposal. It should include a brief, simple description of the project purpose, activities to be performed, deliverables and expected outcomes, intended beneficiaries, and subrecipient activities, if known at the time of submission.

Do not include personally identifiable, sensitive, or proprietary information in the award description as this is available to the public. Use only English characters, numbers, punctuation, and standard symbols. Use of non-English, non-standard characters (also referred to as special or extended ASCII characters) will result in the award description failing to be reported correctly to USASpending.gov. Award descriptions are limited to 4,000 characters or less. Applicants should check the length of the award description and proofread for proper grammar and spelling.

For applicants applying through Grants.gov: Applicants must download and complete the Grants.gov “Project Abstract Summary” form from the full text announcement. To submit the Grants.gov “Project Abstract Summary” form with the application, applicants must add the form as an attachment to the Grants.gov “Attachments” form that is included in the application package.

For applicants applying through GrantSolutions-Grants Management Module (GS-GMM): Applicants must enter the information in the Project Abstract Summary screen. Do not upload a document in place of entering the information directly into GS-GMM Project Abstract Screen.

Project Narrative

Detailed below are the minimum requirement for the Project Narrative:

- Project title
- Description of entity(ies) undertaking the project
- Statement of need that addresses: the specific concern, problem, or issue to be addressed or opportunity to be leveraged; the consequences of not addressing the need; and how the proposed project aligns with the Service program’s goals
- Project objectives that are specific, measurable, achievable, realistic, and time-bound, and any milestones that must be reached to achieve objectives
- Activities, including detailing for each who is carrying out the activity, what is involved, how will it be carried out (method), and when and where the activity will be carried out
- Timeline of when significant project events or milestones are anticipated
- Sufficient information to support environmental compliance review requirements. Note: while the environmental compliance laws are primarily applicable to projects carried out in the U.S., projects carried out on the high seas are subject to compliance with Section 7 of the Endangered Species Act, and projects outside the U.S. on any property on the UNESCO World Heritage List or the in-country equivalent of the U.S. National Register of Historic Places are subject to compliance with Section 106 of the National Historic Preservation Act
- Information on key project personnel, including details on their expertise, skill, or significance to the project
- Project location details and supporting documentation such as maps, GIS data, or geopolitical data, as applicable.
- Description of stakeholder coordination or involvement
- Expected deliverables
- Project monitoring and evaluation plan, including description of assessment tools
- Anticipated future funding needs

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). In the SF-424A “Contractual” category total, do not combine estimated subawards and contractual costs. Use the “Contractual” category to reflect estimated contractual costs only. Enter estimated subaward costs in the SF-424A “Other” category. Provide a separate description and total estimated costs for both contractual and subaward costs in the required Budget Narrative (see below).

SF-424C, Budget Information for Construction Program

Applicants must submit the appropriate SF-424C Budget Information form for Construction Programs or Projects. All required application forms are available with this announcement on Grants.gov and in GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below).

SF-429 Request to Acquire, Improve, or Furnish Real Property

Applicants seeking approval to acquire real property under an award must complete and submit the SF-429, “Real Property Status Report (Cover Page)” and the SF-429-B, “Real Property Status Report Attachment B (Request to Acquire, Improve, or Furnish)”. These forms are required if the real property is acquired with Federal funds, with recipient cost share or matching funds, or as an in-kind contribution under the award. The SF-429 forms are not available with this announcement on Grants.gov; they are available on the [Grants.gov Post-Award Reporting Forms page](#). Please submit these completed forms as attachments to your application.

Budget Narrative

Applicants must include a budget narrative that describes and justifies requested budget items and costs. In your budget narrative, describe how the SF-424 Budget Information, “Object Class Category” totals were determined. For personnel salary costs, generally describe how estimates were determined by identifying what type of staff will support the project and how much time they will contribute to the project (in hours or workdays). Describe any proposed [items of cost that require prior approval](#) under the [Federal award cost principles](#), including any anticipated subawarding, transferring, or contracting out of any work under the award. Provide a separate description and total estimated costs for both contractual and subaward costs. If equipment previously purchased with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any third-party 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. Please note the prohibitions on certain telecommunications and video surveillance services or equipment in [2 CFR 200.216](#). The Department of the Interior’s [Unmanned Aircraft web page](#) provides a list of approved unmanned aircraft and related equipment and software.

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 as a financial assistance recipient in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#). 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. Federal award

recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). Entities already registered in SAM.gov should review their registration to confirm that they are registered as a financial assistance recipient, which requires completion of the SAM.gov “Financial Assistance General Certifications and Representations”. See the “Submission Requirements” section of this document below for more information on SAM.gov registration.

Applicants can register on the [SAM.gov](https://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

08/31/2023

Application Due Date Explanation

11:59 p.m. ET as the cutoff time after which applications will no longer be accepted. For FY2023, this should be approximately May 20th, with all funding being awarded by August 31, 2023. For 2023, pre-proposals are due 4 weeks after posting of the NOFO. Once advised of the final funding level, grant application packages are submitted via GrantSolutions.

All eligible applicants are State agencies, and those with high-speed internet may download the necessary application materials through the new GrantSolutions system. However, if any State needs to have the Notice of Funding Opportunity sent to them, they should contact the appropriate agency contact in section E2.

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) indirect cost rate agreement we must charge the capped indirect cost rate to the same base identified in our approved indirect cost rate agreement. We understand we must request prior approval from the awarding program to use the [2 CFR 200.1 Modified Total Direct Costs](#) (MTDC) base instead of our approved base and that we must submit such requests with our application, including a calculation showing how use of the MTDC base results in an overall reduction in the total indirect costs recovered. 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. If we have never negotiated a rate, we understand we must use the de minimis rate of 10% of MTDC.
- We are an organization that will charge all costs directly.

Per Section 4724 (b)(3)(a) of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 as amended (16 USC 4724 (b)(4)), states that “administrative costs for activities and programs carried out with a grant in any fiscal year shall not exceed 5% of the amount of the grant in that year.” This cap applies to all administrative costs under the award, including the

Federal share and any non-Federal shared costs or matching funds (see [2 CFR §200.1 Project costs](#)), and flows down to subawards to subrecipients (see [2 CFR §200.101\(b\)\(2\)](#)). To support our determination that your proposed costs conform to this restriction, provide the following information in your budget narrative:

- Categorize all proposed costs (direct and indirect; Federal and non-Federal) within two categories: “Program or Project” and “Administrative”. “Program or project costs” are costs directly attributable to the funded program or project activities. “Administrative costs” are general award management or administration costs. Administrative costs may be for personnel or non-personnel costs and may be direct or indirect costs. For more information, see [2 CFR §200.414](#).
- Calculate the percentage of total proposed costs categorized as “Administrative”. Provide your calculation and describe any adjustments made to your budget to reduce your proposed administrative costs to conform to the program’s cap.

Recipients under this program are responsible for ensuring the total allowable administrative costs charged to their award does not exceed this program’s administrative cost cap

D7. Other Submission Requirements

The Service uses the GrantSolutions system to manage financial assistance applications and awards. Applicants must register in and conduct any subsequent award business with the Service in GrantSolutions. To apply, your organization and organization officials must be established in GrantSolutions. To register your organization in GrantSolutions, send an email to help@grantsolutions.gov with the following information:

Subject: New Organization Request

- Organization/Individual Name
- Point of Contact first and last name, email, and phone number
- Organization Type
- SAM.gov Unique Entity Identifier (not required for individuals or Service-waived entities)
- Organization Employer Identification Number (Applicants that are INDIVIDUALS DO NOT include your social security number)
- Address

Organizational details should match those in the organization’s SAM.gov registration. To establish organization official accounts and user role(s), complete a Recipient User Account Request Form for each official and email it to help@grantsolutions.gov. The GrantSolutions entity user roles are: Authorizing Official (ADO); Principal Investigator/Program Director (PI/PD); Support Specialist (GSS); Financial Officer (FO); and Financial Support Staff (FSS). All roles can do the following: enter applications, amendments, and reports, view awards, and view and create notes. The ADO and the PI/PD roles can also submit applications, amendments, and reports. The FO role can also submit reports. At a minimum, registered organizations must

assign someone to the ADO and PI/PD roles. For more information, see the GrantSolutions Recipient Training and FAQs web page. For GrantSolutions registration, submission, and other assistance contact their Customer Support by telephone at 1-866-577-0771 or by email at help@grantsolutions.gov.

See section D2 for an explanation of Stage One of the grant process: “Preliminary National Review”, a pre-proposal process required before moving forward with an application in GrantSolutions.

E. Application Review Information

E1. Criteria

To be considered for funding, applicants must work directly with the U.S. Fish and Wildlife Service’s Aquatic Invasive Species Program and represent one of the currently 45 ANS Task Force approved State or Interstate ANS Management Plans. Section 1204 of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 restricts the award to States with ANSTF-approved State or Interstate ANS Management Plans. The purpose of the State and Interstate ANS Management Plans is listed in the authorizing legislation and aligns with the priorities of the Department of the Interior’s Invasive Species Task Force (and accompanying Strategic Plan). If there is any question about the eligibility for funding, please contact the appropriate agency contact (see section G). Eligible applicants compete for the available pot of funding by their having met the pre-award requirements through the intensive, collaborative, multi-stage plan development process and meeting the 25% cost-share (25% of total project costs) and 5% limitation on administrative costs. (See sections C2 and C3)

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.

Prior to award, the program will conduct and document a review of the proposed budget to ensure figures are calculated correctly, proposed costs are clearly linked to the project narrative and seem necessary and reasonable, no obviously unallowable costs are included, costs requiring prior approval are identified and described, indirect cost are applied correctly, and any program match or cost share requirements are addressed.

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](#). 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.

The funding available under this grant program will be distributed based on requested funding amounts and the number of ANS Task Force approved plans. All eligible applicants must meet the pre-award review and application requirements.

Stage One Process – Preliminary National Review

During this stage, the pre-proposals are screened to make sure they meet the application requirements. The pre-proposals are not evaluated through a merit review process because the “merit” of a project is considered prior to applications being received by the Service during a plan’s rigorous, multi-stage development and review process; thus no criteria or scores are used to evaluate the pre-proposals.

To be considered for funding, the pre-proposals must include all of the requirements for Stage One, detailed in section D2 of this funding opportunity. In addition, pre-proposals from eligible applicants will be reviewed to determine:

- Do the activities outlined in the pre-proposal align with/support the goals, objectives, strategies, and actions of their respective plans?
- Does the proposal show any progress from the previous year’s proposal (i.e. that the proposal is not an exact copy of the previous year’s proposal).
- Does the pre-proposal identify the 25% cost-share? (25% of total project costs)
- Does the pre-proposal indicate the 5% limitation on administrative costs?

If an eligible applicant is found to be missing any part of the pre-proposal requirements, the Grant Program Manager for Stage One will work with the applicant to acquire any missing information. Ineligible applicants will be contacted and given an explanation on why they are considered ineligible.

Once all pre-proposals have been received and reviewed, those determined acceptable will move to Stage Two of the process. The Service’s Headquarters AIS office will notify each successful applicant by email of the funding amount they are eligible to apply for in the Stage Two of the grant process.

Stage Two Process – Regional Office Review and Grant Processing

In this stage, applicants are notified that they are approved to submit a complete application for a specified funding amount; this notification indicates that the applicant has passed Stage One and is not the final award letter. No merit review is conducted at this stage; the merit review for the State ANS Management Plans is incorporated earlier during the rigorous, multi-stage plan

development process. The Service's Regional AIS Coordinators, along with the Regional Contracting staff, will then assist applicants with the remaining part of the grant process before any funding is awarded (see section G below). Please note that the grant process procedures may vary depending on the Service Region managing your award.

U.S. Fish and Wildlife Regional Aquatic Invasive Species Coordinators*

Region 1 - Pacific Region (HI, ID, OR, WA, Pacific Islands)

Theresa Thom, Ph.D.

Regional Aquatic Invasive Species Coordinator

Fisheries and Aquatic Conservation, Pacific Region

U.S. Fish and Wildlife Service

911 NE 11th Avenue

Portland, OR 97232

503-736-4722 (office)

971-278-8029 (cell)

Email: theresa_thom@fws.gov

Region 2 - Southwest Region (AZ, NM, TX, OK)

Barak Shemai

Regional Aquatic Invasive Species Coordinator

U.S. Fish and Wildlife Service

P.O. Box 1306

Albuquerque, NM 87103-1306

505-248-6593 (office)

(505) 366-9565 (cell)

Email: barak_shemai@fws.gov

Region 3 - Great Lakes-Big Rivers Region (IA, IN, IL, OH, MI, MN, MO, WI)

Nathan Evans

Fish Biologist

U.S. Fish and Wildlife Service

5600 American Blvd. West, Suite 990

Bloomington, MN 55437-1458

Cell: 612-286-4212

Email: nathan_evans@fws.gov

Region 4 - Southeast Region (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, Puerto Rico and the Virgin Islands)

Cindy A. Williams

Regional Aquatic Invasive Species Coordinator

US Fish & Wildlife Service

Fish & Wildlife Conservation Offices, Fish Technology & Fish Health

1875 Century Blvd, 4th Floor

Atlanta, GA 30345

(404) 679-4148 FAX: (404) 679-4141*

Email: cynthia_williams@fws.gov

*FAX number not available during COVID pandemic.

Region 5 - Northeast Region (CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV)

Sandra Keppner

Regional Aquatic Invasive Species Coordinator

U.S. Fish & Wildlife Service

Lower Great Lakes Fish & Wildlife Conservation Office

1101 Casey Road

Basom, NY 14013

(585) 948-5445 (x 7039) (office)

Email: sandra_keppner@fws.gov

Region 6 - Mountain-Prairie Region - (CO, KS, MT, ND, NE, SD, UT, WY)

Joe Helseth

Fish Biologist

U.S. Fish & Wildlife Service

Ennis National Fish Hatchery

180 Fish Hatchery Rd.

Ennis, MT 59729

(406) 682-4847

joseph_helseth@fws.gov

Kevin Johnson

Deputy Assistant Regional Director

Fish and Aquatic Conservation

Interior Regions 5 & 7

U.S. Fish and Wildlife Service

(303) 236-4404 office

(720) 402-9506 cell

Kevin_m_johnson@fws.gov

Region 7 - Alaska Region

Aaron Martin

Regional Aquatic Invasive Species Coordinator

U.S. Fish and Wildlife Service

Alaska Regional Office

1011 East Tudor Road

Anchorage, AK 99503

(907) 786-3510 (office) FAX: (907) 786-3848

Email: aaron_e_martin@fws.gov

Region 8 - Pacific Southwest Region (CA and NV)

Cesar Cadena Blanco, PhD

Regional Aquatic Invasive Species Coordinator

U.S. Fish & Wildlife Service, Pacific Southwest Region (LR8)

2800 Cottage Way

Sacramento, CA 95825

(916) 978-6190 (desk)

Email: cesar_blanco@fws.gov

*Office and FAX numbers not always available during COVID pandemic; email is the best method of contact.

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

F. Federal Award Administration Information

F1. Federal 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). 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. Recipient acceptance of a Federal award from the Service carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

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.

Buy America Provision for Infrastructure: Required Use of American Iron, Steel, Manufactured Products, and Construction Materials.

As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that are part of a Federal financial

assistance program for infrastructure may be obligated for a project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. Recipients conducting infrastructure projects under the award must include related requirements all subawards, including all contracts and purchase orders for infrastructure work or products under this program. For the full text term applicable to infrastructure and related waiver request standards and procedures, see the Service's General Award Terms and Conditions.

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.

Non-Construction 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 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 performance** reports on the frequency established in the Notice of Award.

Construction Performance Reports

For construction awards, onsite technical inspections and certified percentage of completion data may be relied on to monitor progress for construction. Additional performance reports for construction activities may be required only when considered necessary. However, awards that include both construction and non-construction activities require performance reporting for the non-construction activities. See [2 CFR§200.329](#) for more information. The USFWS will describe all performance reporting requirements 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

Per 2 CFR §1402.112, non-Federal entities and their employees must take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the provisions in [2 CFR §200.318](#) apply. 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](#). 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 Service Project Officer identified in their notice of award in writing of any conflicts of interest that may arise during the life of the award, including those that reported by subrecipients. The Service will examine each disclosure to determine whether a significant potential conflict exists and, if it does, work with the applicant or recipient to develop an appropriate resolution. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for 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:

Donald R MacLean

Telephone:

703-358-2108

Email:

don_maclean@fws.gov

G2. Program Administration

For **program administration assistance**, contact:

First and Last Name:

See Service Regional contact list in section E2 above.

Telephone:

Email:

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

Per the Paperwork Reduction Act of 1995 (PRA; 44 U.S.C. 3501 et seq.), the U.S. Fish and Wildlife Service (Service) collects information in accordance with program authorizing legislation to conduct a review and select projects for funding and, if awarded, to evaluate performance. Your response is required to obtain or retain a benefit. We may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Privacy Act Statement: This information collection is authorized by 5 U.S.C. 5701 et seq. The information provided will be used to administer all Service financial assistance programs and activities including to: (1) determine eligibility under the authorizing legislation and applicable program regulations; (2) determine allowability of major cost items under the Cost Principles at 2 CFR 200; (3) select those projects that will provide the highest return on the Federal investment; and (4) assist in compliance with laws, as applicable, such as the National Environmental Policy Act, the National Historic Preservation Act, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. This information may be shared in accordance with the Privacy Act of 1974 and the routine uses listed in INTERIOR/DOI-89, Grants and Cooperative Agreements: FBMS - 73 FR 43775 (July 28, 2008). Furnishing this information is voluntary; however, failure to provide all requested information may prevent the Service from awarding funds.

Estimated Burden Statement: 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 times for these activities will vary depending on program-specific requirements. Direct comments regarding the burden estimates or any other aspect of the specific forms to the Service Information Clearance Officer, USFWS, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or by email to Info_Coll@fws.gov.