

**Competitive State Wildlife Grant Program
Fiscal Year 2020 Notice of Funding Opportunity**

Notice Overview

Federal Agency

U.S. Department of the Interior (DOI), U.S. Fish and Wildlife Service (Service), Wildlife and Sport Fish Restoration Program (WSFR)

Funding Opportunity Title

Competitive State Wildlife Grant (C-SWG) Program

Catalog of Federal Domestic Assistance (CFDA) Number

15.634

Authorizing Legislation

Further Consolidated Appropriations Act, 2020 (Public Law No. 116-94)

Announcement Type

Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FY) 2020

Funding Opportunity Number

F20AS00044

Paperwork Reduction Act Statement

References to “you” in this NOFO refer to the State, Commonwealth, or Territory agency or the regional association of fish and wildlife agencies completing the application and any sub-recipient, if applicable. References to “we,” “our,” or “us” in this NOFO refer to the Service. We are collecting this information in accordance with the Further Consolidated Appropriations Act, 2020 (Public Law No. 116-94). Your response is required to obtain or retain a benefit. We will use the information you provide to evaluate your application for potential award of Federal funding through the C-SWG Program and, if a grant is awarded, to evaluate your performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you about 40 hours to complete an initial application, three hours to revise the terms of an award, and eight hours to prepare and submit performance reports, including time to maintain records and gather information. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

OMB Control Number

1018-0100 (Expires: 7/31/2021)

Submission Deadline and Other Information – Note Updated, Extended Deadline

Fish and wildlife or equivalent agencies of the States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the Territories of Guam,

American Samoa, and the United States Virgin Islands are eligible to apply for C-SWG Program funding as identified in this NOFO (see Section III, Basic Eligibility Requirements). You must ensure that we receive your application through Grants.gov no later than **Friday, June 12, 2020 at 11:59 PM Pacific Daylight Time (PDT)**. We recommend that you submit your application early enough to address any unforeseen technical complications and verify that all documents have been received by your WSFR Regional Office by the deadline. We will not consider applications received after the deadline. We recommend you also submit via email a single document in PDF format containing the entire proposal to your WSFR Regional Office (see Section VIII, Agency Contacts) prior to the deadline in case you experience difficulties in submitting your application through Grants.gov.

If you are requesting comments or assistance with your application, we encourage you to submit a draft of your application to your WSFR Regional Office at least four weeks prior to the due date. Although there is no guarantee that our staff will be able to provide comments, feedback may include recommendations to improve the application.

Contents

Notice Overview.....	1
Federal Agency.....	1
Funding Opportunity Title.....	1
Catalog of Federal Domestic Assistance (CFDA) Number.....	1
Authorizing Legislation.....	1
Announcement Type.....	1
Funding Opportunity Number	1
Paperwork Reduction Act Statement	1
OMB Control Number	1
Submission Deadline and Other Information	1
I. Description of Funding Opportunity.....	5
Adaptive Management	6
II. Award Information.....	6
Competitive Grants.....	6
Maximum Awards and Partnership Requirements	7
Funding Restrictions	8
III. Basic Eligibility Requirements	8
Eligible Applicants	8
DUNS Registration.....	8
Registration in SAM	9

Excluded Entities	9
Prohibition Regarding Internal Confidentiality Agreements	9
Cost Sharing or Matching.....	10
Letters Authorizing Associations to Apply	10
IV. Application Requirements	10
Application for Federal Assistance.....	11
Project Summary.....	11
Request to Acquire, Improve, or Furnish.....	11
Project Statement (15 page limit).....	11
Need	12
Objectives.....	12
Approach.....	12
Expected results.....	13
Project location	13
Budget Form	14
Budget Narrative.....	14
Letters of Commitment.....	15
Required Indirect Cost Statement	15
Negotiating an Indirect Cost Rate with the Department of the Interior	17
Single Audit Reporting Statement	17
Assurances	17
Certification and Disclosure of Lobbying Activities	18
Conflict of Interest Disclosure.....	18
Required Overlap/Duplication Statement.....	19
Additional Requirements for Association Applicants	19
List of Items to Include in Your Grant Application.....	19
V. Submission Instructions.....	20
Submission Deadline	20
Intergovernmental Review	20
Electronic Submission Instructions	20
VI. Application Review	21
Scoring Criteria.....	21
Need (Criteria 1-2)	21

Objectives (Criterion 3)	23
Approach (Criteria 4-6)	23
Anticipated Outcomes and Benefits (Criteria 7-8)	25
Budget (Criterion 9)	26
Review and Selection Process.....	26
VII. Award Administration Information	27
Award Notices.....	27
Administrative and National Policy Requirements.....	28
Transmittal of Sensitive Data.....	29
Award Terms and Conditions.....	29
Financial and Performance Reports.....	30
Final Reports	30
Interim Reports	30
Real Property Reports.....	31
Other Mandatory Disclosures.....	31
VIII. Agency Contacts	31
Paul Van Ryzin.....	31
Kathy Hollar.....	31
Chris Swenson	31
Will Amy.....	32
Jessica Piispanen	32
LeAnne Bonner.....	32
Dee Blanton.....	32
Amanda Horvath	32
Cary Myler	32
Rosemary Stefani	33
Attachment A: Fiscal Year 2020 Competitive State Wildlife Grant (SWG) Program Questions and Answers.....	34
Will grant applications from a single State be considered for funding?	34
What are the minimum and maximum Federal awards through the C-SWG Program?.....	34
What are the Federal cost-sharing requirements for this competitive program?.....	34
Will the C-SWG Grant Program continue in future years?	35
How long are funds available for obligation?	35

How must a Project Statement document an emerging issue?	35
For projects involving multiple States, should one State be the project lead?.....	35
For projects involving multiple States, does each State need to contribute the minimum required match?.....	35
What activities are eligible for funding under this program?	36
What are the compliance requirements for activities funded under this program?	36
Are there additional formatting criteria?	36
Where should an applicant submit C-SWG Program applications?	36
Who announces the awards, and what additional documentation is required of selected applicants?	36
What must be done during the grant period if a change in objectives or approach is needed?	37
Who has the authority to terminate a grant?	37
What is included within the 15 page limit for the Project Statement, and what is not?.....	37
What resources are available to help with project design and proposal development?	37
Are land values eligible as match?.....	38
Ranking criteria provide extra points for certain classes such as amphibians. Are projects targeting birds, mammals, and fish still eligible?	38
Is student tuition an eligible cost under the C-SWG Program?	38
Are pre-award costs eligible under the C-SWG Program?	38
Attachment B: Department of the Interior Award Provisions.....	39

I. Description of Funding Opportunity

The State Wildlife Grant (SWG) Program provides Federal grant funds to help you and your partners implement programs for the benefit of fish and wildlife and their habitats, including species that are not hunted or fished. Eligible activities include conservation planning and implementation. Planning activities must contribute directly to the development or modification of your Wildlife Action Plan (Plan) approved by the Director of the Service or other Service designee. Implementation activities are those that you carry out to execute your Plan. Priority for use of these funds must be placed on identified species of greatest conservation need (SGCN) and should take into consideration the relative level of funding available for the conservation of these species. Ineligible activities include wildlife education and law enforcement activities, unless they are a minor or incidental component considered critical to the success of your project. Additional information about the SWG Program is available [here](#).

WSFR's mission is to work through partnerships to conserve and manage fish and wildlife and their habitats for the use and enjoyment of current and future generations. WSFR's vision is of healthy, diverse, and accessible fish and wildlife populations that offer recreation, economic

activity, and other societal benefits, in addition to sustainable ecological functions. WSFR's guiding principle is that society benefits from conservation-based management of fish and wildlife and their habitats and opportunities to use and enjoy them. The SWG Program and subprograms including the C-SWG Program align with WSFR's mission, vision, and guiding principle, and support three of the [Department of the Interior's priorities](#) including:

- 1) Creating a conservation stewardship legacy second only to Teddy Roosevelt;
- 2) Utilizing our natural resources; and
- 3) Restoring trust with local communities.

The C-SWG Program is successful when it leverages Program funding through cost-sharing provisions with you and your partners to design and implement proactive conservation actions in a strategic fashion, as articulated in your Plan. In doing so, it helps protect your authority to identify, study, and conserve those species you deem most in need of conservation while helping reduce the need for more prescriptive Federal regulatory requirements associated with listing under the Endangered Species Act (ESA). A core principle of the C-SWG Program is the utilization of effective partnerships that demonstrate the spirit of cooperation and sharing of resources to achieve our common conservation goals.

Adaptive Management

We encourage you to design and manage your project within an adaptive management framework. Adaptive management in the context of natural resources conservation involves the integration of design, management, and monitoring to systematically test your assumptions in order to adapt and learn. Adaptive management is a form of structured decision-making that requires careful goal setting, identifying management objectives and causal hypotheses, taking action, measuring results, and evaluating, documenting, interpreting, and sharing outcomes of management actions. We utilize the [Strategic Habitat Conservation framework](#) to improve our ability to define desired biological outcomes and articulate the consequences of site-scale actions on landscape-scale functions. Other, similar adaptive management frameworks may be used. For more information, see:

- [Strategic Habitat Conservation: Final Report of the National Ecological Assessment Team](#) (U.S. Fish and Wildlife Service and U.S. Geological Survey, 2006)
- [The Open Standards for the Practice of Conservation](#) (The Conservation Measures Partnership, 2013)
- [Measuring the Effectiveness of State Wildlife Grants](#) (Association of Fish and Wildlife Agencies, 2011)

II. Award Information

Competitive Grants

The C-SWG Program is a competitive grant program funded through annual appropriations of Congress. Total available funds may vary from year to year, and there is no assurance it will be funded in future years. Congress has appropriated \$7.362 million for the FY 2020 C-SWG Program. We annually award approximately 12 to 18 grants, and the amount of each individual

award varies. In FY 2019, we awarded 14 grants ranging between \$206,000 and \$989,000. The maximum award you may receive is based on the number of your active participant partners as defined in this section, but may not exceed \$1 million.

Maximum Awards and Partnership Requirements

You are encouraged to engage with partners as appropriate in planning, executing, and evaluating your conservation project(s). Partnership requirements differ between agencies of the contiguous States (including the District of Columbia) and those of the island jurisdictions (Hawaii, Guam, American Samoa, the Commonwealths of the Northern Mariana Islands and Puerto Rico, and the U.S. Virgin Islands) and Alaska. These differing requirements address resource limitations and/or geographic isolation of the latter State agencies.

Partnership requirements that establish your eligibility for the following funding tiers may only be met with documentation that a partner is an “active participant.” An active participant is defined as another project partner that is requesting and/or matching a significant amount of resources that are dedicated to completion of project objectives. Such resources may be in the form of cash, real or personal property, or staff time, including third-party cash or in-kind contributions. These requested or matching resources must consist of at least 10 percent of the total project costs and be clearly described in your project statement and budget. Matching resources provided by any partner must be described in detail, appropriately valued, and documented in a letter signed by an individual with budgetary authority to commit the identified resources.

Tier 1 – Maximum award up to \$250,000 – Agencies of the contiguous States must apply with at least one active participant partner, which may be any State or non-State entity. Alaska and the island jurisdictions do not need an active participant partner to apply at this Tier.

Tier 2 – Maximum award up to \$500,000 – Agencies of the contiguous States must apply with at least one State fish and wildlife agency active participant partner. Alaska and the island jurisdictions may apply with any active participant partner, including non-State partners.

Tier 3 – Maximum award up to \$750,000 – Agencies of all States including the island jurisdictions and Alaska must apply with at least two State fish and wildlife agency active participant partners.

Tier 4 – Maximum award up to \$1,000,000 – Agencies of all States including the island jurisdictions and Alaska must apply with at least three State fish and wildlife agency active participant partners.

Partners may include but are not limited to: other State fish and wildlife agencies or other State entities (in or out of State), tribes, local governments or other jurisdictions, non-governmental organizations (including for-profit and nonprofit organizations), academic institutions, private landowners, industry groups, and international partners. However, a State fish and wildlife agency active participant partner must be another State fish and wildlife agency normally eligible to apply for and receive C-SWG Program funds, in addition to providing or receiving at

least 10 percent of total project costs. As applicable, please identify the State fish and wildlife agency or agencies and/or other active participant(s) that you would like us to consider when determining the maximum award you are eligible to receive under these four funding tiers.

If you are the original applicant in a multi-State participant project and are selected for an award, you are considered the Lead State. As the Lead State, you may subaward funds to your partners including other State fish and wildlife agencies. Alternatively, one or more of your State fish and wildlife agency partners may receive C-SWG Program funds directly from us, through one or more separate grants. Whichever option you choose, the State fish and wildlife agency active participant(s) that you identify in order to qualify for funding Tiers 2 through 4 may not act solely as pass-through entities (see [2 CFR 200.92](#) and [2 CFR 200.330](#)).

If you have questions about these funding Tiers or partnership requirements, contact your WSFR Regional Office (see Section VIII, Agency Contacts).

Funding Restrictions

We award funds through the C-SWG Program for projects proposing to implement eligible actions or strategies identified in Service-approved Plans, for surveys and monitoring to determine whether to designate SGCN, or to address emerging issues. Although intended as Service Policy and not regulation, you may wish to review the Service Manual Part [517 FW 10](#) for more information (specifically sections 10.13-15). In administration of the C-SWG Program, we adopt policies described in this chapter which are applicable to the non-competitive (Formula) SWG Program, except where such policies may conflict with information contained in this NOFO.

III. Basic Eligibility Requirements

Eligible Applicants

Participation is limited to agencies with lead management responsibility for fish and wildlife resources in each of the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, the Territories of American Samoa, Guam, and the U.S. Virgin Islands (hereafter, “States”), and to the four regional associations of fish and wildlife agencies applying on behalf of eligible State agencies. You must also have a Plan that has been approved by the Service Director or other Service designee, or a revised Plan that has been submitted to a Regional Review Team.

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.

DUNS Registration

Request a DUNS number at [Dun & Bradstreet Registration](#). For technical difficulties, contact Dun & Bradstreet by email at: govt@dnb.com, or by calling the Government Customer Resource Center at voice phone: 866-705-5711 or TTY line: 877-807-1679 (hearing impaired customers only). Obtaining a DUNS number is free for all entities doing business with the

Federal government. Once assigned a DUNS number, you are responsible for maintaining up-to-date information with Dun & Bradstreet.

Be aware that starting in December 2020, your DUNS number will no longer be the official identifier for doing business with the Federal government. The General Services Administration (GSA) will start a new, non-proprietary Unique Entity Identifier (UEI) to be requested in and assigned by the System for Award Management (<https://sam.gov/SAM/>). Visit the [GSA Unique Entity Identifier Update web page](#) for the latest information on this transition. This transition will not change the applicability of existing requirements for either obtaining an entity identifier or completing the full SAM registration. If you are currently exempt from obtaining an entity identifier and/or completing full SAM registration, you will continue to be exempt from those requirements.

Registration in SAM

Register in SAM online at the [SAM website](#). Once registered in SAM, you must renew and revalidate your SAM registration at least every 12 months, and you must continue to maintain an active registration through the life of your award(s). We urge you to revalidate your registration as often as needed to ensure that your information is up-to-date and consistent with changes that may have been made to DUNS and Internal Revenue Service information. We cannot award C-SWG Program funds to you if you have not completed your SAM registration. If you are selected for funding but have not completed your SAM registration by the time we are ready to make an award, we may determine that you are not qualified to receive an award.

Note that the official U.S. Government website address for SAM is <https://sam.gov/SAM/>. There is no cost to register in or access SAM. Some third-party vendors charge a fee in exchange for registering entities in SAM; please be aware that you can register to do business with the U.S. Government for free directly at <https://sam.gov/SAM/>.

Excluded Entities

We conduct a review of the SAM Exclusions database for you and any key project personnel prior to award. If you or your key project personnel are identified in the SAM exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal contracts, certain subcontracts, or certain Federal assistance and benefits, you will not be considered for Federal funding through the C-SWG Program.

Prohibition Regarding Internal Confidentiality Agreements

If you require your employees or your contractors to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts your employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement official of a Federal department or agency authorized to receive such information, you are not eligible to compete for or receive a C-SWG Program award. See [Pub. L. 113- 235, Title VII, Division E, Section 743](#) (p. 263/702) for more information.

Cost Sharing or Matching

For the continental States, Hawaii, the District of Columbia, and the Commonwealth of Puerto Rico, the Federal share of C-SWG Program grants may not exceed 75 percent of the total project cost. The total project cost includes the requested C-SWG Program funds plus eligible matching funds or other resources, but excludes other Federal funds that are ineligible or not attributed as match. In accordance with [48 United States Code \(U.S.C.\) 1469\(a\), Amendment of Subsection \(d\)](#), the Regional Director shall waive up to \$200,000 of the required match for each grant awarded to the Commonwealth of the Northern Mariana Islands and the Territories of American Samoa, Guam, and the U.S. Virgin Islands.

As described in Section II. Award Information, you may be required to demonstrate that another State fish and wildlife agency or other active participant(s) in your project provides matching resources (or is receiving grant funds) equivalent to at least 10 percent of total project costs in order to be eligible for the funding tiers which allow different maximum awards.

You may meet your minimum required match through contributions from a third party. A third party is any individual or organization other than the primary State applicant, such as a partner or subrecipient. Matching and cost-sharing requirements are provided in [2 CFR 200.29](#) and [2 CFR 200.306](#).

If you receive grant funds directly from us, you are accountable for the full amount of non-Federal matching resources as detailed in your Standard Form 424 (SF-424), Application for Federal Assistance, including any such resources that you attribute to your subrecipients or partners.

Letters Authorizing Associations to Apply

If you are an association of fish and wildlife agencies applying on behalf of one or more eligible State agencies, you must provide a signed statement from an authorized representative of each such agency authorizing you to apply on its behalf. This statement may be provided in a letter signed by the director of the eligible State agency or included within a letter of commitment as described in Section IV, Application Requirements. An agency may authorize you to apply on its behalf in the current fiscal year, in all future fiscal years, or both. If an eligible State agency authorizes you to apply on its behalf in all future fiscal years, a copy of the signed statement must be attached to future applications affecting the State agency on behalf of which you will apply.

IV. Application Requirements

You can download the C-SWG Program application package from Grants.gov [here](#) by entering Funding Opportunity Number F20AS00044. Alternatively, you can also download application forms from the [WSFR toolkit](#). If you have trouble accessing the online forms, contact your WSFR Regional Office (see Section VIII, Agency Contacts). The page limit for the entire application package is 50 pages. If you do not limit the application to 50 pages, your application may be delayed, postponed, or rejected.

To be considered for funding under this opportunity, your application must contain the following items, as applicable:

Application for Federal Assistance

Submit a completed, signed, and dated SF-424, Application for Federal Assistance. Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the SF-424. Enter only the amount being requested under the C-SWG Program in the “Federal” funding box. Include any other Federal sources of funding in the “Other” box, and provide details on those Federal source(s) and funding amount(s) in your Budget Narrative (see “Budget Narrative” below).

Partnerships of multiple States may designate a Lead State that administers funds to partnering States, non-State entities such as universities, and other non-Federal entities through subawards. In this case, the Lead State submits an application containing a single SF-424 and, if selected for funding, a single award is made to the Lead State. Using this approach, the Lead State and any partners may pool matching resources from various sources; each partner is not required to provide a specific amount of match as long as the Lead State indicates in the SF-424 that overall match requirements are met for the single award.

Alternatively, the Lead State and any partnering State fish and wildlife agency or agencies in a multi-State project may choose to directly receive separate awards. In this case, the Lead State submits the initial application and, if selected for funding, the Lead State and the eligible partnering State agencies submit separate applications containing separate SF-424s. The Lead State and any such partnering State agencies must indicate in their separate SF-424s that sufficient matching resources are provided. See Section III. Basic Eligibility Requirements for more information on these requirements.

Project Summary

Briefly summarize the project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goals, objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

Request to Acquire, Improve, or Furnish

When you request our approval to acquire real property with Federal funds under your award, with matching funds under your award, or as an in-kind match contribution, you must complete the [SF-429B](#), “Request to Acquire, Improve, or Furnish.” As an alternative, you may use another standardized data collection format if we approve or direct its use. You and/or your subrecipient(s) must submit the SF-429-B regardless of whether the request occurs at the time of application, during the period of performance, or as a pre-award cost.

Project Statement (15 page limit)

Submit a Project Statement of no more than 15 pages. All information essential for proposal review and scoring, including responses to the scoring criteria but excluding the budget, budget narrative and other administrative or budget-related responses, must be provided within the maximum 15 pages. Attachment A provides additional detail on required information that is

included in the page limit. Within your Project Statement, identify the locations of your responses to criteria given in Section VI, Application Review. For example, if you are responding to Criterion 3, identify the response by inserting “(Criterion 3)” or “(C3)” at the end of the sentence or paragraph containing the response. Be as specific as possible when identifying responses to the criteria so reviewers can easily locate them.

Your Project Statement must be formatted to fit on 8.5” x 11” paper, with 1” margins at the top, bottom, and sides and page numbers at the bottom of the page (starting with the Project Statement). Font size should be no less than 12 point.

Your Project Statement must include all of the following elements:

Need

Identify the need for the proposed project within the purpose of the C-SWG Program. Your statement of need should address the following sub-elements:

- 1) Identify at least one targeted SGCN that will benefit from your proposed conservation actions, and describe the need for conservation actions to address it/them. Although it is not a requirement, we request that you identify any species named in the [National Listing Workplan](#) that you expect will benefit from your proposed conservation activities;
- 2) Provide baseline data and information, if available, on the current status of targeted SGCN; and
- 3) Include specific references to your Plan that identify priority conservation actions for targeted SGCN. Also include references to the Plans of any States participating in your project.

Objectives

Objectives reference specific outcomes to be accomplished in order to reach your project goal(s). Your project objectives should be specific, measurable, attainable, relevant, and time-bound (SMART) within the period of performance. If your project does not involve direct management of habitats or species, demonstrate how completion of your objectives will directly lead to or enable future actions that will benefit populations of targeted SGCN.

Please note that you must use Standard Objectives when designing your project or program. Standard Objectives are compatible with performance reporting in TRACS. We expect to require performance reporting in TRACS beginning in FY 2021. See the [WSFR Standard Project Statement Wiki](#) for general examples and guidance. We encourage you to work with your WSFR Regional Office if you have questions about formatting your objectives for entry in TRACS.

Approach

The approach identifies activities to be used in meeting the objectives, including specific procedures, methods, schedules or timelines, key personnel, and cooperators. Provide a description of the proposed actions in sufficient detail so we are able to evaluate compliance needs for the National Environmental Policy Act (NEPA), the ESA, and Section 106 of the

National Historic Preservation Act (NHPA). Your approach should address the following sub-elements:

- 1) Record the name, work address, and work telephone number of the principal investigator(s). Please do not attach résumés or curriculum vitae. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion, or physical characteristics in the description of key personnel qualifications;
- 2) Include a description of conservation protocols and procedures with reference to applicable peer-reviewed literature, as available;
- 3) Provide a brief description of your agency and all participating agencies or other partners, and identify which of the proposed activities each agency or other partner is responsible for conducting or managing. If you are proposing a multi-State project, identify whether you will be responsible for administering subawards to partnering State agencies or if each partnering State agency will submit a separate SF-424 and manage its own award;
- 4) If your project involves direct species or habitat management, describe how you will use a standard, replicable monitoring regime throughout the project area to evaluate results of your activities. If your project does not involve direct management, identify and describe key indicators you will use to measure and report your accomplishments;
- 5) Describe your data management plan including how and when you will manage, analyze and share results internally and externally, especially with other conservation decision-makers;
- 6) Describe significant milestones in completing your project and any accomplishments to date; and
- 7) Describe any relationship between this project and other work funded by Federal grants that is planned, anticipated, or underway.

Expected results

Expected results are the anticipated benefits from accomplishing your objectives. Your expected results must include the following sub-elements:

- 1) Describe the assumptions or hypotheses linking proposed conservation actions to your expected results, and support the hypotheses with reference to available peer-reviewed scientific literature as available; and
- 2) Describe any tools such as habitat-population models or other science-based methods you plan to use to estimate the response(s) to proposed conservation actions.

Project location

Describe the location(s) of project activities and the expected area(s) of impact resulting from these activities. Identify local, State, and Federal public lands where activities will be conducted, and any private or tribal lands where applicable. Provide maps or other geographic aids. Please include GPS Coordinates in degrees, minutes, and seconds, if available. If specific locations of

project activities are unknown at the time of application, please provide the county or counties where conservation actions are expected to take place.

Budget Form

Complete the Budget Information for Non-Construction Programs form (SF-424A), Budget Information for Construction Programs form (SF-424C), or submit the equivalent or greater level of information in another budget format. You may use the SF-424A if your project does not include construction or real property acquisition and the SF-424C if your project includes construction or real property acquisition. The SF-424A and SF-424C budget forms are published along with this NOFO at Grants.gov. You can also download these forms from the [WSFR toolkit](#).

If your project budget includes multiple Federal funding sources, you must show the funds being requested from the C-SWG Program separately from any other requested or secured Federal sources of funding on the budget form. For example, enter the funds being requested from the C-SWG Program in the first row of the Budget Summary section of the form and then enter funding received from 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 the C-SWG Program is 15.634. When developing your budget, note that financial assistance awards and subawards are subject to the Federal cost principles in [2 CFR 200, Subpart E](#), as applicable to your organization type.

Budget Narrative

In a separate section titled "Budget Narrative," identify and justify the funding tier under which you are applying (see Section II, Award Information) and explain and justify all requested budget items. Detail how the SF-424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. The justification for each budget category should include a brief general description of the costs that make up that category, but should provide enough detail to demonstrate that you have a financial plan for implementation of the proposed objectives, including completion of any required compliance activities. For example, under personnel costs include the total number of staff and the various job titles anticipated to be charged to the project. Describe any item under the applicable Federal cost principles in [2 CFR 200.407](#) that requires our approval and estimate its cost (e.g., pre-award costs). Also include:

- 1) In-Kind Match – Include the source, the amount, and the valuation methodology used to arrive at the total;
- 2) Program Income, if applicable – Estimate the amount of program income that the project is likely to generate and indicate the method of applying and disposing of it;
- 3) If a copy of your current Negotiated Indirect Cost Rate Agreement (NICRA) is not on file in your WSFR Regional Office, attach a copy to your application;
- 4) Describe the method for allocating costs in multipurpose projects and facilities. You must allocate costs in multipurpose projects based on the uses or benefits for each purpose that will result from the completed project or facility, and you must also describe the method used to allocate costs;

- 5) Equipment, including any tangible personal property (includes information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by you or your subrecipient(s) for financial statement purposes, or \$5,000 (see [2 CFR 200.33](#)). You and your subrecipients must follow the requirements at 2 CFR 200 when acquiring equipment under an award, with emphasis on [200.313](#), [200.317](#) through [200.326](#), and [200.439](#); and,
- 6) Propose a useful life for each capital improvement that costs at least \$25,000 to build, acquire, or install, and reference the method used to determine the useful life of a capital improvement with a value greater than \$100,000 (see [2 CFR 200.13](#)).

Letters of Commitment

If you are providing State matching funds or other resources as the applicant, you are not required to submit a letter of commitment. However, any matching resources (cash and or in-kind) being provided by one or more partners must be documented in a letter of commitment that is signed by the State agency or an authorized designee. Letters must detail the amount of cost sharing funds and if applicable the value of staff time, donated services, equipment, or materials, and the valuation method used to arrive at the total. Letters of commitment from a non-State partner (for example, a non-governmental organization or university) must be signed by an individual with authority to commit funds on behalf of the entity. Matching funds identified in letters of commitment should align with figures given in the SF-424, budget, and budget narrative. Letters that do not explicitly value match contributions may impact proposal scoring. If you are unsure whether you are required to submit a letter of commitment, or need more information on documenting matching resources, contact your WSFR Regional Office (see Section VIII, Agency Contacts).

Required Indirect Cost Statement

If you do not have an approved indirect cost rate, you cannot charge indirect costs to your Federal award. You must include in your budget narrative one of the following statements and attach to your application any required documentation identified in the applicable statement. Prior to attaching a copy of your NICRA to your application, please verify whether it is on file with the WSFR Regional Office; if it is, please do not attach it to your application. “We are:

- 1) A State fish and wildlife agency or association of State fish and wildlife agencies 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 on file with the WSFR Regional Office (or is attached if it is not on file);
- 2) A State fish and wildlife agency or association of State fish and wildlife agencies 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 State fish and wildlife agency or association of State fish and wildlife agencies that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect

- cost rate is [insert rate]. 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;
- 4) A State fish and wildlife agency or association of State fish and wildlife agencies that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10 percent. Our indirect cost rate is [insert rate; must be lower than 10 percent]. 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 indirect cost rate of [insert rate; must be lower than 10 percent] of [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs)]. However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in [2 CFR 200.68](#). We understand that we must notify the Service in writing immediately if we establish an approved rate with our cognizant agency at any point during the award period;
- 5) A State fish and wildlife agency or association of State fish and wildlife agencies that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10 percent or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10 percent or higher]. 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 minimis* indirect cost rate of 10 percent of modified total direct costs as defined in [2 CFR 200.68](#). We understand that we must notify the Service in writing immediately if we do establish an approved rate with our cognizant agency at any point 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 such changes are subject to review, negotiation, and prior approval by the Service; or,
- 6) A State fish and wildlife agency or association of State fish and wildlife agencies that will charge all costs directly.”

Please note:

- If you do not have an approved indirect cost rate you are prohibited from charging indirect costs to your Federal award. Accepting a flat 10 percent *de minimis* rate as a condition of the award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allowable as indirect costs unallowable under the award.
- You may only charge the indirect costs calculated against the allowable direct costs charged to the Federal award.
- You must have prior written approval from us to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under your award.

- You are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

For more information on indirect cost rates, see our [Indirect Costs and Negotiated Indirect Cost Rate Agreements guidance document](#). See also [2 CFR 1402.414](#) for the policies, procedures, and decision-making criteria for using an indirect cost rate that differs from your or your subrecipient's negotiated rate, or its approved rate for our awards.

Negotiating an Indirect Cost Rate with the Department of the Interior

If you do not have a NICRA you must first have an open, active Federal award before you can submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency providing you the largest amount of direct funding is your cognizant agency, unless otherwise assigned by OMB. If the Department of the Interior is your cognizant agency, your indirect cost rate is negotiated by the Interior Business Center. For more information:

Indirect Cost Services

Acquisition Services Directorate, Interior Business Center

U.S. Department of the Interior

650 Capitol Mall, Suite 7-400

Sacramento, CA 95814

Phone: 916-930-3803

Email: Through [Interior Business Center's web form](#)

Website: [Interior Business Center - Indirect Cost Negotiation Services](#)

Single Audit Reporting Statement

As required in [2 CFR 200, Subpart F](#), if you expend \$750,000 or more in Federal award funds in your organization's fiscal year, you must submit a Single Audit Report for that year through the Federal Audit Clearinghouse's Data Entry System. You must provide in your application a statement regarding whether your agency was or was not required to submit a Single Audit Report for your most recently closed fiscal year and, if so, state if that report is available on the [Federal Audit Clearinghouse Single Audit Database website](#) and provide the Employee Identification Number (EIN) under which it was submitted. Include these statements in a paragraph titled "Single Audit Reporting Statements."

Assurances

If a copy is not already on file with your WSFR Regional Office, include the appropriate signed and dated Assurances form, which is available [here](#). Use the Assurances for Construction Programs form (SF-424D) for construction and real property acquisition projects and the Assurances for Non-Construction Programs form (SF-424B) for all other projects. The form includes a statement that some of the assurances may not be applicable to you and/or your project or program. Signing this form does not make you subject to laws that are otherwise not applicable to you. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

Assurances include a certification that you will give us, the Comptroller General of the United States and other appropriate parties, through any authorized representative, access to and the

right to examine all records, books, papers, or documents related to the award, and that you will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Effective February 2, 2019, you may submit and certify your SF-424B Assurances for Non-Construction Programs form when creating, updating, or renewing your SAM registration. If you have submitted the SF-424B as part of your SAM registration or renewal, or it is already on file with your WSFR Regional Office, please do not include an additional copy in this application. The SF-424D cannot be updated via SAM; therefore, you may include a copy in your application, but you should omit it if it is already on file with your WSFR Regional Office.

Certification and Disclosure of Lobbying Activities

You must not use any federally appropriated funds (either annually appropriated or continuing appropriations) or matching funds identified in your application to pay any person for lobbying in connection with your award (see [Title 31 U.S.C., Section 1352](#)). 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 in connection with the award. Submission of an application also represents your certification of the statements in [43 CFR 18, Appendix A- Certification Regarding Lobbying](#). If you have made or agree to make any payment using non-appropriated funds for lobbying in connection with this proposal and the Federal share of the award exceeds \$100,000, complete and submit the SF-LLL, Disclosure of Lobbying Activities form available at [Grants.gov](#) or [WSFR's Financial Assistance Wiki Forms Page](#). See [43 CFR 18.100](#) for more information on when additional submission of this form may be required.

Conflict of Interest Disclosure

You must notify us immediately in writing of any conflicts of interest that arise during the life of your award, including those reported to you by any subrecipient under the award. You must notify us in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any WSFR or Service employee or anyone who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. You may not have a former Federal employee as a key project official or in any other substantial role in the proposed project if his or her participation is not in compliance with the legal authorities addressing post-Government employment restrictions. You must also notify us in writing of any outstanding, unresolved matters with the Government Accountability Office or Office of Inspector General when you submit a proposal and throughout the life of the award. Unresolved items are those items that do not have a corrective action plan approved by us and remain open. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. We will examine each conflict of interest disclosure based on the particular facts and the nature of the proposed project and will determine whether a significant potential conflict exists and, if so, if there are any possible actions you may take to reduce or resolve the conflict. Failure to disclose and resolve conflicts of interest in a manner

satisfactory to us may result in any of the remedies described in [2 CFR 200.338 Remedies for Noncompliance](#), including termination of the award.

Required Overlap/Duplication Statement

You must provide a statement indicating if there is any overlap between your C-SWG Program 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, please provide the following statement: “There is no overlap 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 overlap or duplication 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 include: “We understand that if at any time we receive funding from another source that overlaps with or 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 NOFO in writing.”

Additional Requirements for Association Applicants

If you represent one of the four Associations of fish and wildlife agencies (Western, Southeastern, Midwest, Northeast) that are eligible to apply for C-SWG Program funding, there are two additional items you must submit to us in your application:

- A Section 501(c)(3) or (4) non-profit status determination letter from the Internal Revenue Service (IRS); and,
- A signed approval statement from all eligible State agencies on behalf of which you will apply. This statement may be included within a Letter of Commitment from your partnering State(s). For more information, see Section III, Basic Eligibility Requirements (“Letter Authorizing Associations to Apply”) and “Letters of Commitment” in this Section.

List of Items to Include in Your Grant Application

- SF-424, Application for Federal Assistance
- Project Summary
- If applicable, a completed Request to Acquire, Improve, or Furnish form (SF-429B)
- Project Statement (15 page limit)
- A complete SF-424A, SF-424C, or equivalent budget information in another format
- Budget Narrative, including the funding tier under which you are applying
- Any required letter(s) of commitment identifying specific financial or other commitments that are signed by an authorized entity with budgetary authority

- Indirect Cost Statement and if applicable, a copy of your current NICRA (only if a current copy is not on file in your WSFR Regional Office)
- Statements on applicability of and compliance with Single Audit Report requirements
- Assurances: SF-424B or SF-424D form (only if a current copy is not on file in your WSFR Regional Office and you have not submitted the SF-424B via SAM.gov)
- If applicable, a completed SF-LLL Disclosure of Lobbying Activities form
- If applicable, a Conflict of Interest Disclosure
- Statement regarding Overlap/Duplication
- If you are applying as an association of state fish and wildlife agencies, include your IRS determination letter and a signed statement granting you permission to apply on any partnering State's behalf

Failure to provide complete information may cause delay, postponement, or rejection of your application.

V. Submission Instructions

Submission Deadline – Note Updated, Extended Deadline

Grant application packages must be submitted via [Grants.gov](https://www.grants.gov) no later than Friday, June 12, 2020, at 11:59 PM Pacific Daylight Time (PDT).

Intergovernmental Review

Before submitting an application, you should visit the [White House State Point of Contact List](#) to determine whether your application is subject to the intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." Note that this was the most recent point of contacts list as of the publication date of this NOFO and that updates may have occurred since then. E.O. 12372 was issued to foster 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. E.O. 12372 allows States to designate an entity to perform this function. Contact your designated entity for more information on the required process 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.

Electronic Submission Instructions

- 1) Go to the Grants.gov web page, "[Search for Opportunity Package](#)."
- 2) Enter Funding Opportunity Number F20AS00044 in the first box on this page. You do not need to enter an Opportunity Package ID in the second box.
- 3) Before you submit your application:
 - You must register as an Authorized Organization Representative (AOR) and have a user ID and password. You can register [here](#);
 - You must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader [here](#).
- 4) Standard forms such as the SF-424, SF-424A, SF-424B, SF-424C, and SF-424D are fillable forms in Grants.gov. These forms are also available on our [Financial Assistance Wiki](#).

5) All the forms and attachments above must be submitted through Grants.gov.

Please do not assign attachment file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters may create problems in the automatic interface between Grants.gov and our financial assistance management system.

Please note that we will be moving to a new grant application system in the future, and your WSFR Regional Office will provide additional information if needed.

Although it is not a requirement, we also encourage you to submit a single PDF copy of your entire application to your WSFR Regional Office in case you encounter difficulties in submitting your application through Grants.gov (see Section VIII, Agency Contacts).

VI. Application Review

Scoring Criteria

We use the following nine criteria to score your application(s). Please identify your response to each criterion in your Project Statement. For example, at the conclusion of the sentence or paragraph in which you describe your project objective(s), add “(Criterion Three)” or “(C3)” so reviewers can easily locate your response. You may also provide a table showing each criterion and page number(s) where you provide your response. Your responses to the criteria and any table or other figure(s) in your Project Statement are included in the maximum page limit of 15 pages. You are not required to provide your responses to the criteria in a separate section of your application.

We define “targeted species” as those species addressed in your project within an adaptive management framework (see Adaptive Management in Section I, Description of Funding Opportunity). Secondary species are those that you expect will benefit from proposed actions, although you may not apply an adaptive management framework to the species in your proposed project.

Additional bonus points may be awarded for projects that address Department of the Interior, Service, and/or Congressional priorities, as identified below in Criteria 1, 2, and 7. Point scales are guidelines and individual values may be assigned within the ranges identified. The maximum score is 70 points.

Need (Criteria 1-2)

Criterion One: Relevance to and Documentation of State Wildlife Action Plan(s)

Do you provide evidence and information showing the importance, relevance, extent, and immediacy of the need for the project as a strategy for implementing your and any of your partners’ Wildlife Action Plans and meeting your conservation goals? Be sure to cite where in the Plan(s) the referenced information is available. (Scale: 0-5 points)

5 Points: The importance, relevance, extent, and immediacy of the need is clearly discussed, justified and referenced to specific sections (pages) of your and any of your partner(s') Plan(s).

0 Points: The importance, relevance, extent, and immediacy of the need is not discussed, justified, or referenced.

Criterion One Bonus Points:

- a. Up to 2 Points: Project implementation occurs with more than the required minimum number of active participant partners requesting funding or providing matching resources of 10 percent or more of total project costs. The contributions of these partners must be described in detail, or:
Up to 2 Points: Project implementation occurs with partners that are not requesting funding or providing match, but are contributing to completion of project objectives. The contributions of these partners must be described in detail.
- b. Up to 3 Points: The need describes a new time-sensitive wildlife crisis situation that has occurred within the recent past (one or two years) or is imminently expected in the future. The applicant clearly explains the crisis (e.g. response to catastrophic wildfire, or to a new disease or pathogen such as bsal) requiring data collection, habitat restoration, or other actions and provides documentation or justification for why it is a crisis.

Criterion Two: High Priority Target Species

Does the project target a SGCN that is currently federally or State listed (threatened or endangered), or a SGCN under review by the Service or the National Marine Fisheries Service (NMFS) to determine if it may warrant listing under the ESA? Note: Targeted species are those explicitly addressed in your project within an adaptive management framework. Secondary species are those that are expected to benefit from proposed actions, but adaptive management of these species is not anticipated. (Scale: 0-3 points)

3 Points: Project directly targets a SGCN that is a federally listed (threatened or endangered) or candidate species (i.e. a species with a positive 12-month finding concluding that listing is warranted, but precluded under the ESA).

[Service Threatened and Endangered Animals](#)

[NMFS Marine Threatened and Endangered Species](#)

[Service Candidate Species](#)

[NMFS Candidate Species](#)

3 Points: Project directly targets a SGCN with a positive 90-day finding that is under review for listing pursuant to the ESA and is a scheduled species in the [Service's 7-Year Workplan](#).

3 Points: Project directly targets a SGCN with a positive 90-day finding that is under review for listing pursuant to the ESA but is an [unscheduled species](#) in the Service's 7-Year Workplan.

1 Point: Project directly targets a SGCN that is a State threatened or endangered species.

0 Points: Project targets a non-priority SGCN.

Criterion Two Bonus Points:

- a. 2 Points: Applicant provides evidence to demonstrate that project activities will benefit SGCN amphibian, reptile, invertebrate, or nongame fish species.
- b. 2 Points: Applicant proposes direct management of habitat or augmentation of one or more populations of targeted species.
- c. 1 Point: Applicant provides evidence to demonstrate how proposed project activities directly support one or more of the DOI's financial assistance priorities. For FY 2019 these are: 1) Creating a conservation legacy second only to Teddy Roosevelt; 2) Utilizing our natural resources; and 3) Restoring trust with our local communities.

Objectives (Criterion 3)

Criterion Three: Clarity

Are the objectives specific, measurable, achievable, relevant and time bound? Is it clear what will happen in the project? A maximum of two points are awarded for each of the key elements of a SMART objective. Note: your objectives must be selected from WSFR's Standard Objectives. See the [WSFR Standard Project Statement Wiki](#) for general examples and guidance. We encourage you to consult with your WSFR Regional staff for guidance on use of the Standard Objectives. (Scale: 0 - 10 points)

10 Points: All objectives are specific, measurable, achievable, relevant, and time-bound (SMART).

1-9 Points: Objectives do not meet all of the SMART definitions or not all of the objectives are SMART.

0 Points: Objectives do not meet any of the SMART definitions or are not included in the proposal.

Approach (Criteria 4-6)

Criterion Four: Procedure

Where will the work occur? How will the work get done? What methods will be used and are they likely to achieve the objectives and anticipated outcomes? Do you clearly demonstrate that the project is scientifically-based, uses a planned approach, and follows accepted principles of fish and wildlife conservation and management? Are best practices sufficiently cited? The following points may be awarded for each of these sub-elements that are described in sufficient detail. (Scale: 0-18 points)

Up to 6 Points: Procedures and protocols used to implement each objective;

Up to 2 Points: The project action area(s) with respect to geographic location, habitat type, and land ownership;

Up to 2 Points: Individual(s) or entities responsible for each action and how their participation helps ensure the success of the project (do not include CVs/résumés);

Up to 4 Points: Monitoring and evaluation procedures for measuring and reporting project effectiveness or outcomes;

Up to 2 Point: Reference(s) to peer reviewed literature supporting the approach (or, if no peer reviewed literature is available, proposal justifies why);

Up to 2 Points: Project timeline that articulates how objective(s) will be completed within the overall project period.

Criterion Five: Data

Is data collection (including any monitoring or performance data) standardized across all geographical locations and partners? (Scale: 0-5 points)

5 Points: Proposal clearly identifies how data/information will be collected using a standardized data collection protocol, and applicant references the standardized protocol.

3 Points: Proposal includes the development of a standardized data collection protocol.

0 Points: Proposal lacks information on how data will be standardized, collected and pooled.

Criterion Six: Compliance

Does the proposal include a thorough, detailed review of any compliance requirements, including required permits and approvals, and does it identify any budgeted funds to address the compliance need(s)? We recommend you provide this information, if applicable, in table format. If you provide a reasoned, thoughtful response you can receive the maximum points even if your project does not include physical, ground-disturbing conservation activities. In such cases, explain and justify why compliance with NHPA/ESA/NEPA is not required. (Scale: 0-3 points).

1 Point: Does the narrative address if there is potential to impact cultural resources or historic properties? If applicable, has an archeologist been budgeted and sufficient time allotted for completion of any NHPA reviews?

1 Point: Does the narrative identify any preparations for ESA and/or Army Corps of Engineers compliance and describe how budgeted funds and allocated time will allow for meeting permit/compliance needs within the grant performance period? Are existing permits/programmatic agreements/biological opinions discussed?

1 Point: Is NEPA compliance considered in the narrative? Please identify any appropriate Categorical Exclusion(s). If a Categorical Exclusion is not applicable, does the narrative describe whether an Environmental Assessment or Environmental Impact Statement will be required, and does it identify budgeted amounts and sufficient time allotted for NEPA compliance?

Anticipated Outcomes and Benefits (Criteria 7-8)

Criterion Seven: Impact

How will this project impact the targeted SGCN and/or its habitat? Targeted species are those explicitly addressed in your project within an adaptive management framework. (A list of species without documentation is not sufficient.) How are the project's expected impacts or results important to the conservation of the targeted SGCN? Contributions will be varied and can include any or all of the following: direct species management, creating or improving habitat, filling data gaps, reducing threats, or monitoring species response to conservation actions. (Scale: 0-6 points)

6 Points: The proposal describes highly significant project outcomes, and provides justification (e.g., conceptual model, references) as to how the project results are expected to inform conservation and/or benefit the targeted species.

3 Points: The proposal describes project outcomes that are relatively significant, and/or the proposal provides limited justification (e.g., conceptual model, references) demonstrating how the project is expected to inform conservation and/or benefit the targeted species.

0 Points: Proposal lacks information on the significance of the project outcomes or on justification of expected outcomes.

Criterion Seven Bonus Points:

Up to 2 Points: How will the project benefit secondary SGCN beyond the targeted species? Does the proposal include direct evidence with reference to peer-reviewed literature that the proposed actions will also benefit secondary species? Note: Targeted species are those explicitly addressed in your project within an adaptive management framework. Secondary species are those that are expected to benefit from proposed actions, but adaptive management of these species may not be planned.

Criterion Eight: Communications Content

How will the results of the project, lessons learned, and other information be shared externally? How are you communicating with stakeholders in the conservation community with the ability to influence future conservation decision-making? Examples include but are not limited to: published papers, conference presentations, technical committee meetings or an e-newsletter or list-serve or other media products to provide information to colleagues, researchers and communicators in the conservation community. Describe how the information will be used by key stakeholders. Note: Required project reporting is not considered in scoring on this criterion. (Scale: 0-3 points)

3 Points: Proposal includes information on how project knowledge will be shared externally to inform future decision-making and build awareness of SGCN conservation.

0 points: Proposal lacks sufficient information on how the project results will be shared externally to inform future decision-making.

Budget (Criterion 9)

Criterion Nine: Budget Completeness

Identify the tier under which you are applying and justify your qualifying active participant partners. Is the budget complete, clear, accurate and sufficiently detailed? Is the amount of C-SWG Program funding requested plus non-Federal match sufficient to do the work proposed? Are C-SWG Program funds plus non-Federal match sufficiently justified? The budget narrative should include information on grant recipients and processes, such as whether participating States will submit individual SF-424s to WSFR or if one State will serve as Lead State, submit a single SF-424 to WSFR, and provide subawards to the other participating States. (Scale: 0-5 points)

5 Points: Throughout the document, all budget figures and the budget narrative are consistent, adequately detailed, appropriately organized, easily understandable, and supported with necessary documentation. The budget is appropriately sized to complete the proposed work or additional resources are described that will ensure the applicant has the ability to complete the project as planned. Any potential needs for compliance-related activities are addressed in sufficient detail.

3 Points: Budget figures and narrative are generally consistent, and some of the above components are included and/or addressed.

0 Points: Budget figures and narrative are inconsistent, inadequately detailed, poorly organized and are not documented.

Review and Selection Process

Project selection and award is a seven-step process: acceptance, pre-ranking review, scoring, selection, risk assessment, pre-award notification, and award notification.

- 1) Application acceptance – We will accept applications via Grants.gov until Friday, June 12, 2020 at 11:59 PM Pacific Daylight Time (PDT). You may revise and resubmit applications until the identified application deadline. We encourage you to communicate with your WSFR Regional Office at least six weeks in advance of the deadline if requesting a pre-deadline review; however, we cannot guarantee pre-deadline application review due to limited staff availability. We also encourage you to submit a PDF copy of your entire application to your WSFR Regional Office.
- 2) Pre-Ranking review – We will conduct a pre-ranking review of applications to verify eligibility. If we identify any minor errors or omissions we may contact the individual you identify on your SF-424 to clarify information.
- 3) Application scoring – After the pre-ranking review, a panel of our program specialists reviews and scores eligible applications using criteria in this NOFO. After applications are scored, we may ask you to clarify or revise the project scope and/or budget.
- 4) Application selection – The review panel, through the Headquarters program lead, recommends a ranked project list to the Assistant Director for WSFR, who recommends a semi-final list of projects to the Service Director. The Service Director or a designee

makes final selections. Additional review by the Department of the Interior may be required before notification of award.

- 5) Risk/Overlap/Duplication Assessment – Each fiscal year, for every entity receiving one or more awards in that fiscal year, we conduct a risk assessment based on eight risk categories as required in [2 CFR 200.205](#). The result of this risk assessment is used to establish a monitoring plan and reporting frequency requirements, and to determine if one or more of the specific award conditions in [2 CFR 200.207](#) should be applied to the award. Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold as adjusted ([2 CFR 200.88](#)), we must review and consider any information about you found in the [Federal Awardee Performance and Integrity and Information System](#) (FAPIS). We do so to determine if, at a minimum, the information found in the system demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see [2 CFR 200.205\(a\)\(2\)](#)). We must also report to FAPIS if you are found not qualified for a particular award due to a prior record of integrity or performance under Federal awards (see [2 CFR 200.212](#)). We also review your statements regarding potential overlap or duplication in terms of activities, funding, or time commitment of key personnel and make a determination regarding Service funding.
- 6) Pre-Award Notification – If selected, your WSFR Regional Office will notify you (and any other applicants submitting a separate SF-424) of the award and the process needed to receive a grant, including satisfactory completion of compliance requirements. You are encouraged to submit all required documentation to the WSFR Regional Office within six months of receipt of the pre-award notification.
- 7) Award Notification – When compliance requirements are satisfied, your WSFR Regional Office will send you a notice of award detailing the terms and conditions of the award.

We expect to award funds in late FY 2020 or in early FY 2021.

VII. Award Administration Information

Award Notices

Following review, we may ask you 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. Notices of award are typically sent to you by e-mail. If e-mail notification is unsuccessful, the document(s) will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the notice of award. 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 us. The notice of award document(s) will include specific instructions on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

We may also publish one or more media releases and post information about projects selected for funding on our websites. These releases may be made in coordination with the DOI and may be made nationally and/or regionally.

Administrative and National Policy Requirements

Compliance with all applicable Federal laws, regulations, and policies, including environmental laws such as NEPA, ESA, NHPA, the Clean Water Act, and applicable executive orders must be satisfied before we can approve a grant and make funding available to you. All financial assistance awards are subject to Federal financial administration requirements. Your WSFR Regional Office will work with you as needed to ensure that your application complies with these requirements. To find out more about these rules, including administrative requirements and cost principles, please review [2 CFR 200](#).

You must provide satisfactory assurance of your present and ongoing ability to provide access to and to produce to any Federal auditor or other proper party all records, books, papers, or documents related to this award and provide assurance that you currently have a proper accounting system in accordance with the financial management guidelines for Federal awardees. See [2 CFR 200.302](#) and [200.303](#). This includes in-place systems and inclusion and application of flow-down requirements to ensure that all subrecipients for which you will be a pass-through entity (see [2 CFR 200.74](#)) are similarly accountable and transparent in documenting that Federal or State expenditures under or pertinent to this award are reasonable, allowable, and allocable and that any assets are properly safeguarded, accounted for, and used for authorized purposes.

You and any of your subrecipients are responsible for complying with the Federal Funding Accountability and Transparency Act (FFATA) and its implementing regulations at [2 CFR 25](#), “Universal Identifier and System for Award Management” and [2 CFR 170](#), “Reporting Subaward and Executive Compensation Information.” See also the statutory requirements for whistleblower protections at 10 U.S.C 2324 and 2409 and 41 U.S.C. 4304, 4310 and 4712. When acquiring real property, you and any of your subrecipients are responsible for complying with the requirements of [49 CFR 24](#) and [2 CFR 1402.329](#). If a person knowledgeable of the local real estate market determines that the property has a low value and the valuation is not complex, the acquisition may qualify for the use of a waiver valuation under [49 CFR 24.102](#). If it doesn’t qualify for a waiver valuation, an appraiser must develop an opinion of market value in an appraisal that conforms to both the Uniform Appraisal Standards for Federal Land Acquisition, 6th edition, 2016 (Yellow Book), and the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal must be recommended by a qualified real property appraiser. The appraiser must be licensed or certified by the State or States where the real property is located. The review appraiser must also have a professional license or certification that is issued or accepted by the State where the property is located.

Domestic Recipient Payments

Prior to award, we will contact you to either enroll in the U.S. Treasury’s [Automated Standard Application for Payments](#) (ASAP) system or, if eligible, obtain approval from DOI to be waived from using ASAP.

Transmittal of Sensitive Data

You are responsible for ensuring any sensitive data sent to us is protected during its transmission or delivery. We strongly recommend that you use the most secure transmission or delivery method available including: secure digital faxing; encrypted emails; emailing a password-protected zipped or compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. We strongly encourage you to use a courier mail service when sending sensitive data in paper copy. You may also call us (see Section VIII, Agency Contacts) and provide any sensitive data over the telephone.

Award Terms and Conditions

Acceptance of a financial assistance award from us 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 us 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 online [here](#). See our [Financial Assistance Award Terms and Conditions](#) for the administrative and national policy requirements applicable to C-SWG Program awards. The DOI Award Provisions attached to this NOFO also apply to C-SWG Program awards (Attachment B). If you do not have access to the Internet and require a full text copy of the Award Terms and Conditions, contact your WSFR Regional Office (Section VIII, Agency Contacts).

If you have had questioned costs or any other Office of the Inspector General or other single-audit equivalent "audit findings" (see [2 CFR 200.516](#)) under your WSFR grant within the last five years, then special considerations ("specific conditions") may apply if you receive an award through the C-SWG Program. See [2 CFR 200.205](#) and [207](#). Those conditions may include, but are not limited to: limitation on advance payment, a requirement to provide evidence of acceptable performance or documentation before further disbursement, and additional detailed financial reporting and/or heightened project monitoring. See [2 CFR 200.207\(b\)](#).

Similarly, if you receive an award through the C-SWG Program and a subsequent audit results in audit findings with respect to this award, then we may apply specific conditions during the term of this award. See [2 CFR 200.338](#) and [200.207\(b\)](#).

The regulations at [2 CFR 200.315](#) and [2 CFR 1402.315](#) apply to information produced or otherwise resulting from a financial assistance award from the Department of the Interior. This includes data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual. The Federal Government has the right to:

- 1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
- 2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes.

Financial and Performance Reports

Final Reports

You are required to submit final financial and performance reports no later than 90 calendar days after the award period of performance end date or project termination date, whichever comes first. For awards lasting 12 months or less, the final reports will be the only financial and performance reports required, except in unusual circumstances or if waived.

Interim Reports

For awards that last longer than 12 months, you are required to submit interim financial and performance reports no less frequently than annually except in unusual circumstances or if waived. Requiring a higher frequency of reporting (e.g., quarterly) will be based on our assessment of higher risk or other unusual circumstances. Quarterly and semiannual interim reports are due within 30 calendar days of the reporting period end date. Annual interim reports are due within 90 calendar days of the reporting period end date.

When reporting on the financial expenditures of a C-SWG Program award, you must use the OMB Standard Form 425 “Federal Financial Report” (SF-425). The form is available at [Grants.gov](https://www.grants.gov) and on our [Financial Assistance Wiki](#).

Performance reports must contain a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work, a description of reasons why established goals were not met, if appropriate, and any other pertinent information relevant to the project results.

Events may occur between the scheduled performance reporting dates that have significant impact upon your project activities. In such cases, you are required to notify us in writing as soon as the following become known. As necessary, provide a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. Such events may include:

- Problems, delays, or adverse conditions that will materially impair your 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; and/or
- Favorable developments that enable you to meet your objectives sooner or at less cost than anticipated or that produce more or different beneficial results than originally planned.

We will specify in the notice of award the required reporting frequency applicable to your award. Financial and performance reporting requirements and retention and access requirements are specified in [2 CFR 200 \(Subpart D\)](#).

Real Property Reports

You and your subrecipient(s) are required to submit reports on the status of real property 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. We will provide you with specific real property reporting requirements in the notice of award, including the required data elements, reporting frequency, and report due dates, as applicable.

Other Mandatory Disclosures

You and your subrecipient(s) must disclose in a timely manner in writing to us or your pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. If you have received 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](#), you are required to report certain civil, criminal, or administrative proceedings in 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 180](#), [31 U.S.C. 3321](#), and 41 U.S.C. 2313). Requirements in [2 CFR Part 200, Appendix XII](#)—or, the “Award Term and Condition for Recipient Integrity and Performance Matters,” are applicable to Federal awards of more than \$500,000, except those awards to individuals and foreign public entities.

VIII. Agency Contacts

For national-level program information contact:

Paul Van Ryzin

U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program
Mailstop: WSFR
5275 Leesburg Pike
Falls Church, VA 22041-3803
(703) 358-1849
paul_vanryzin@fws.gov

For project- and Region-specific information, contact your WSFR Regional Office representative:

Kathy Hollar

Phone: 503-231-6257
Email: kathy_hollar@fws.gov
Electronic Documents To: r1fa_grants@fws.gov
Region(s): Legacy Service Region 1 / DOI Regions 9, 12
States: Idaho, Oregon, and Washington

Chris Swenson

Phone: 503-231-6758

Email: chris_swenson@fws.gov

Electronic Documents To: r1fa_grants@fws.gov

Region(s): Legacy Service Region 1 / DOI Regions 9, 12

States: Hawaii, American Samoa, Commonwealth of the Northern Mariana Islands, and Guam

Will Amy

Phone: 505-248-7468

Email: william_amy@fws.gov

Electronic Documents To: fw2fa@fws.gov

Region(s): Legacy Service Region 2 / DOI Regions 6, 7, 8

States: Arizona, New Mexico, Oklahoma, and Texas

Jessica Piispanen

Phone: 612-713-5142

Email: jessica_piispanen@fws.gov

Electronic Documents To: R3fedaid@fws.gov

Region(s): Legacy Service Region 3 / DOI Region 3, 4

States: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin

LeAnne Bonner

Phone: 404-679-7357

Email: leanne_bonner@fws.gov

Electronic Documents To: program_r4wsfr@fws.gov

Region(s): Legacy Service Region 4 / DOI Regions 2, 4

States: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee

Territories/Commonwealths: Puerto Rico and the U.S. Virgin Islands

Dee Blanton

Phone: 413-253-8513

Email: dee_blanton@fws.gov

Electronic Documents To: fw5fareports@fws.gov

Region(s): Legacy Service Region 5 / DOI Region 1

States: Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia

Amanda Horvath

Phone: 303-236-4414

Email: amanda_horvath@fws.gov

Electronic Documents To: fw6_fagrants@fws.gov

Region(s): Legacy Service Region 6 / DOI Regions 5, 7

States: Colorado, Kansas, Nebraska, Montana, North Dakota, South Dakota, Utah, and Wyoming

Cary Myler

Phone: 907-786-3631

Email: Cary_Myler@fws.gov

Electronic Documents To: ak_fa@fws.gov

Region(s): Legacy Service Region 7 / DOI Region 11
State: Alaska

Rosemary Stefani

Phone: 916-978-6152

Email: rosemary_stefani@fws.gov

Electronic Documents To: r8fa_grants@fws.gov

Region(s): Legacy Service Region 8 / DOI Region 10

States: California, Nevada

Attachment A: Fiscal Year 2020 Competitive State Wildlife Grant (SWG) Program Questions and Answers

Will grant applications from a single State be considered for funding?

Yes. Any single State, Commonwealth or Territory fish and wildlife agency may apply for up to \$250,000 (Tier 1); however, only the State fish and wildlife agencies of Alaska, Hawaii, Guam, the Commonwealth of the Northern Mariana Islands, American Samoa, Puerto Rico, and the U.S. Virgin Islands may apply for C-SWG Program funds without an active participant partner. Contiguous States applying for Tier 1 must identify at least one partner that is an active participant in proposed conservation actions. An active participant is defined as a partner that is requesting and/or matching a significant amount of resources dedicated to completion of project objectives. Such resources may be in the form of your agency's cash, equipment, staff time, or third-party cash or in-kind contributions, and must consist of at least 10 percent of total project costs as described in your project statement and budget. Under Tier 1, contiguous States may apply with any partner including but not limited to: tribes, other State agencies, academic institutions, non-profit organizations, businesses, and individuals (e.g., private landowners).

What are the minimum and maximum Federal awards through the C-SWG Program?

There is no minimum award although most applicants request at least \$50,000 in C-SWG Program funds. The maximum award varies, depending on the number of active participant State fish and wildlife agency partners or other partners you choose to involve in your project. Maximum awards are as follows:

Tier 1 – Maximum award up to \$250,000 – Agencies of the contiguous States must apply with at least one active participant partner, which may be any State or non-State entity. Alaska and the island jurisdictions do not need an active participant partner to apply at this Tier.

Tier 2 – Maximum award up to \$500,000 – Agencies of the contiguous States must apply with at least one State fish and wildlife agency active participant partner. Alaska and the island jurisdictions may apply with any active participant partner, including non-State partners.

Tier 3 – Maximum award up to \$750,000 – Agencies of all States including the island jurisdictions and Alaska must apply with at least two State fish and wildlife agency active participant partners.

Tier 4 – Maximum award up to \$1,000,000 – Agencies of all States including the island jurisdictions and Alaska must apply with at least three State fish and wildlife agency active participant partners.

What are the Federal cost-sharing requirements for this competitive program?

The Federal share of C-SWG Program grants may not exceed 75 percent of the total project cost. Matching funds may not include other Federal funds unless specifically authorized by law, such as the funding from the Department of Defense's Readiness and Environmental Protection Integration (REPI) Program. Matching requirements up to \$200,000 are waived for the

Territories of the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands ([48 U.S.C. 1469\(a\), Amendment of Subsection \(d\)](#)).

Will the C-SWG Grant Program continue in future years?

The C-SWG Grant Program is appropriated annually by Congress; there is no assurance that it will be funded in subsequent years.

How long are funds available for obligation?

C-SWG Program funds are available until expended. However, we encourage you to submit all required documentation to your WSFR Regional Office within six months of initial pre-award notification of selection for an award.

How must a Project Statement document an emerging issue?

We may provide C-SWG Program funds to address emerging issues relevant to species or their habitats that are not included in your State's Wildlife Action Plan. In such cases, a Project Statement must: a. Describe the emerging issue fully by identifying the wildlife species or habitats that would benefit from the proposed action; b. Explain why it is an emerging issue; and c. Commit your State to monitoring the effectiveness of the completed action so you can adaptively manage the species. Your application must also include a commitment letter that the director of your State fish and wildlife agency has signed stating that the next version of the Plan will include the issue if it remains a priority.

For projects involving multiple States, should one State be the project lead?

Projects involving multiple States may designate a Lead State that administers funds to partnering States, non-State entities such as universities, and other non-governmental organizations through subawards. The Lead State must prepare and submit financial status and performance reports including the final report on behalf of all partners for the entire project.

Alternatively, each State in a multi-State project may choose to directly receive grant funds from the Service. In this case, after the Service Director approves such an award, each participating State must submit an Application for Federal Assistance (SF-424) to the WSFR Regional Office to obligate its portion of awarded funds. The Lead State and each participating State must prepare and submit individual financial status and performance reports for its portion of the overall project.

Associations must administer funds to partnering States, non-State entities, and other non-governmental organizations through subawards, and must submit financial status and performance reports on behalf of all partners for the entire project.

For projects involving multiple States, does each State need to contribute the minimum required match?

Each award must show that required non-Federal matching resources (cash, equipment, in-kind, etc) have been contributed. Where the application is submitted by a State or association that will administer a single C-SWG Program award to multiple sub-recipients, States involved in the project may contribute any amount agreed to in the application or negotiated following

award as long as the final report demonstrates that the non-Federal matching requirements for the overall project as described in the proposal are met. Where the application is submitted on behalf of several States and will be administered as separate C-SWG Program awards to individual, cooperating States, each partnering State must demonstrate that non-Federal matching requirements are met. If one State is able to contribute necessary and reasonable non-Federal match in excess of their individual obligation and wishes to contribute additional match to another State, they may do so by providing the match recipient State with documentation of the amount of cost sharing funds and/or the value of staff time, donated services, equipment, or materials, and the valuation methodology used to arrive at the total.

What activities are eligible for funding under this program?

The C-SWG Program was created to meet the needs of SGCN and their habitats through activities that are identified in your Plan. Activities eligible for funding are described in detail in Table 10-1 of the Service Manual Chapter 517 FW 10, State Wildlife Grants – Mandatory Subprogram, which is available [here](#). While any activity described in this Service Manual Chapter is eligible, the scoring criteria described in Section VI provide current priorities for funding under the C-SWG Program.

What are the compliance requirements for activities funded under this program?

You must comply with all applicable Federal laws and regulations as a condition of acceptance of Federal funds. In addition to the authorizing legislation, compliance requirements for the C-SWG Program include 2 CFR 200, ESA, NEPA, NHPA, and other applicable State and Federal laws, regulations, and policies. You must provide assurance that you will comply with all applicable provisions.

The Service, in cooperation with grantees, must address Federal compliance issues relating to the ESA, NEPA, and NHPA prior to obligating awarded grant funds. WSFR Regional staff can assist you in explaining the procedures and documentation necessary for meeting Federal requirements prior to approval of the award.

Are there additional formatting criteria?

Formatting criteria for the Project Statement are included in the NOFO, Section IV, Application Requirements. Instructions for document submission through Grants.gov can be found [here](#).

Where should an applicant submit C-SWG Program applications?

All applications should be submitted through Grants.gov, searching for Funding Opportunity Number F20AS00044. We recommend you also submit via email a single document in PDF format containing your entire proposal to your WSFR Regional Office (see Section VIII, Agency Contacts) prior to the deadline in case you experience difficulties submitting your application through Grants.gov.

Who announces the awards, and what additional documentation is required of selected applicants?

The Service Director makes selections for awards based on ranking criteria published annually in the NOFO. Currently, C-SWG selections require additional approval by DOI. We may or may

not publish a national or regional media release announcing C-SWG awards. The WSFR Regional Office will notify successful applicants of the selections and provide any additional information requirements.

What must be done during the grant period if a change in objectives or approach is needed?

This is a competitive program. Therefore, each grant application is judged to be complete with all costs needed to accomplish the proposed objectives. The WSFR Regional Office has discretion to determine whether proposed changes can be accepted if the original objectives will still be met and the resulting benefits will be equivalent to those initially described. Otherwise, no changes to the originally described funding amounts will be allowed.

If you cannot complete the project as approved, the grant will be terminated, all remaining unexpended funds will revert to us, and you must submit a final report within 90 days of the termination date. We may require that you repay all expended funds if the final financial status report and the final performance report indicate that no substantive accomplishments were made.

Who has the authority to terminate a grant?

Grants may be terminated by the Service Director or designee, or by mutual agreement between your State director or designee and the WSFR Regional Chief. A termination decision by the Service Director is not subject to appeal.

What is included within the 15 page limit for the Project Statement, and what is not?

Included in Project Statement page limit: Project Statement including any graphs or tables within the text, location description, project leader information (do not include CVs or résumés), responses to criteria, and any addenda that explain or provide additional information which is necessary for project scoring.

Not included in Project Statement page limit: Federal forms, project summary, budget and budget narrative, maps, photos, drawings or schematics, citations to literature, letters of commitment, and any statements pertaining to indirect costs or other budget-related responses, audit statements, overlap/duplication statements, lobbying disclosures, or conflict of interest statements or forms.

Please limit the total application package to 50 pages or less.

What resources are available to help with project design and proposal development?

You may benefit from information contained in the document, “Measuring the Effectiveness of State Wildlife Grants,” available [here](#). See also the [WSFR Standard Project Statement Wiki](#) for general examples and guidance on using Standard Objectives, which are required. Contact your WSFR Regional Office if you need assistance or more information.

Additional resources focusing on adaptive management are available in the following:

- [Strategic Habitat Conservation: Final Report of the National Ecological Assessment Team](#) (U.S. Fish and Wildlife Service and U.S. Geological Survey, 2006)
- [The Open Standards for the Practice of Conservation](#) (The Conservation Measures Partnership, 2013)

Are land values eligible as match?

Although land value is allowable for use as match, we generally discourage this source of match in the C-SWG Program. In order for the value of land to qualify for match, you must show that the expenses associated with acquisition of a specific parcel, appraised and reviewed properly following Federal standards, are necessary for the achievement of project objectives. This justification should address why acquisition of the subject parcel was necessary, and could not be accomplished through another less expensive action such as an easement. Value of lands acquired in previous years or lands that have not yet been acquired may be disqualified if they are not shown to be necessary for achieving project objectives.

Ranking criteria provide extra points for certain classes such as amphibians. Are projects targeting birds, mammals, and fish still eligible?

Yes, any project targeting a designated SGCN (or an animal species impacted by an emerging issue) may be considered for funding under this program.

Is student tuition an eligible cost under the C-SWG Program?

Yes. Tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable provided that such compensation meets the five criteria described at [2 CFR 200.466](#). You should note in your application whether any students will receive a stipend in addition to tuition remission, and justify why hiring a student is more cost-effective than other hiring arrangements such as hiring seasonal technical field staff.

Are pre-award costs eligible under the C-SWG Program?

Yes. Pre-award costs are those incurred prior to the effective date of a Federal award and are necessary for efficient and timely performance of proposed activities. Such costs may be eligible for reimbursement or use as match with written approval of a WSFR Regional Chief or designee. Pre-award costs are limited to those that are directly pursuant to the negotiation and in anticipation of the pending Federal award, and they must be otherwise allowable if they were incurred after the date of the Federal award ([2 CFR 200.458](#)). Generally, only those costs incurred between the date of project selection for funding and obligation of the award by the Region are eligible as pre-award costs. Costs meeting this definition include, for example, required compliance activities that are performed after selection of the project for funding by the Service Director but prior to receipt of an award letter from the Region. Previous project costs do not meet the criteria for eligible pre-award costs because they are not directly pursuant to the negotiation and in anticipation of the pending Federal award.

Attachment B: Department of the Interior Award Provisions

I. Conflicts of Interest

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) Requirements

- 1) Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.
- 2) In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or sub-recipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or sub-recipient or in development of the requirement leading to the funding announcement.
- 3) No actual or prospective recipient or sub-recipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or sub-recipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or sub-recipient.

c) 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, Conflicts of Interest.
- 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.

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

- e) **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.
- f) **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 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

II. Data Availability

- a) **Applicability.** The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.
- b) **Use of Data.** The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- c) **Availability of Data.** The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:
 - 1) The scientific data relied upon;
 - 2) The analysis relied upon; and
 - 3) The methodology, including models, used to gather and analyze data.