U.S. Fish and Wildlife Service
Region 6 Migratory Birds
Migratory Birds Joint Ventures
Catalog of Federal Domestic Assistance (CFDA) Number: 15.637

Notice of Funding Opportunity

I. Description of Funding Opportunity

This is a Notice of Intent to award a Single Source Cooperative agreement to the South Dakota Grasslands Coalition (Coalition) to further facilitate grassland conservation and management in South Dakota. The legislation that authorize joint venture activities such as those with the Coalition include: Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a-754; Fish and Wildlife Coordination Act of 1958, 16 U.S.C.661-667(e); Fish and Wildlife Conservation Act, 16 U.S.C, 2901-2911; and Migratory Bird Treaty Act, (16U.S.C. 709a).

The tasks to be performed under this agreement may include organizing and facilitating private land educational tours in South Dakota; organizing and facilitating grazing and habitat management schools/classes on private land in South Dakota; and habitat conservation projects in South Dakota.

This Single Source Award is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 B, (1): Unsolicited Proposal and (4): Unique Qualifications, which allows for award without competition to an applicant. The credibility, knowledge, and uniqueness of the South Dakota Grasslands Coalition is unmatched within the Prairie Pothole Joint Venture Boundaries (PPJV) – no such other entity exists. The Coalition members bring forth unique and innovative ideas to grassland management in South Dakota and their methods, or approach is not the subject of a current award and therefore is found highly advantageous to goals and objectives of the PPJV. Consequently, the recipient and project clearly meet the criteria of a sole source agreement. The primary goal of the PPJV and FWS working in the Prairie Pothole states is to protect intact grasslands and wetlands. Over 90% of South Dakota is privately owned, so without inclusion and/or buy-in from private landowners the goals of both the PPJV and FWS within the Prairies will never be realized. The landowner led South Dakota Grasslands Coalition was created to serve as a voice for grassland managers, so entering into a Cooperative Agreement with this group will bring incredible opportunities and credibility to our grassland conservation efforts in South Dakota.

II. Award Information

This project should be considered a Cooperative Agreement with substantial involvement by the FWS Project Officer. The FWS Project Officer will participate and collaborate jointly with personnel from the Coalition to develop work plans for projects; develop strategic direction on where to focus efforts; conduct partner meetings/workshops; select projects; and review and approve stages of work. Consequently, the FWS Project Officer will serve as an integral partner with the South Dakota Grasslands Coalition via this Cooperative Agreement.

Estimated Total Program Funding: $260,000
Expected Number of Awards: 5
Award Ceiling: $70,000
Award Floor: $11,000

III. Basic Eligibility Requirements
Eligible Applicants:
This is a Notice of Intent to award a Single Source Cooperative Agreement with the South Dakota Grasslands Coalition a 501(c)(6) entity]. U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

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

A. DUNS Registration
Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:
U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)
Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

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

C. Excluded Entities
Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts,

certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:
Cost-sharing or matching is not required.

IV. Application Requirements
To be considered for funding under this funding opportunity, an application must contain:

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

B. Project Summary
The purpose of this agreement is to address actions identified in the "2005 PPJV Implementation Plan" and subsequent "Implementation Plans," and the "2013 PPJV Strategic Communications Plan. These activities may include outreach to landowners and others; hosting tours for a variety of audiences; organizing and leading grazing schools and grassland management schools to help landowners learn improved practices for cattle production, wildlife production, and grassland conservation. These activities would occur annually unless otherwise agreed to by the respective parties.

An additional purpose of this Cooperative Agreement is to form a state-wide partnership between the Service's South Dakota Partners for Fish and Wildlife Program (SDPFW) and the South Dakota Grassland Coalition (SDGC) to implement grassland management practices on privately owned grazing land. Primary grassland management practices to be jointly implemented by include, but are not limited to, managed grazing systems, grassland seedings, wetland creations and stock-water projects necessary to implement managed grazing systems. The SDGC and SDPFW will cooperatively select and implement mutually agreeable grassland management projects. All selected projects will be facilitated by site-specific SDPFW Landowner Agreements jointly signed by SDPFW, the SDGC and participating landowners. The SDPFW program will work closely with participating landowners to secure any necessary permits or assurances for each grassland management project. Upon confirmation of a completed grassland management project, the SDGC will issue a specified cost-share payment to the participating landowner.

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C. Project Narrative

1. **Statement of Need:** Eighty-five percent of the land in the Prairie Pothole Region is privately owned, making landowners key players in wildlife habitat conservation in the region. In South Dakota, over 90 percent of the land is privately held. Thankfully, there are private landowners in the PPJV who implement conservation actions, whether perpetual conservation easements, habitat restoration, or specific management practices to benefit both their operations and improve wildlife habitat. These landowners recognize conservation programs on private lands can improve the soil, water, and wildlife resources while adding value to their operations.

   PPJV partners' offer program assistance to landowners, which includes wetland restoration assistance, perpetual easements, shorter-term easements, managed grazing systems, soil erosion reduction programs, improvement of water quality through grassland restoration, and encouragement of minimum-till and no-till farming. These assistance opportunities are a win-win for the people and wildlife of the region and by some measures these efforts have been quite successful. Unfortunately, significant tracts of grasslands are still being converted and wetlands tile drained across the Prairie Pothole Region, particularly in South Dakota.

   However, even though the programs and opportunities listed above show the promise of conservation progress, there is still much to be learned and implemented if we are to truly impact long-term conservation. Long-term impact must start with awareness, and awareness begins with exposure to the problems and threats that continue to impact the future of the landscapes in the PPJV area. With that said, we need to continue past successful efforts, yet we must also take new and different approaches in our efforts and this includes working more closely with landowners or landowner led groups such as the South Dakota Grasslands Coalition.

2. **Project Goals and Objectives:** The long-term, overarching goal of this agreement is produce more grassland and wetland habitat conservation in South Dakota. To accomplish this goal, we will approach the task from a number of directions including: 1) Organizing and offering landowner led tours of South Dakota grasslands where we will invite approx. 40 people annually from both within the Region, but also from Washington, DC; Organizing and offering a grazing school and/or other annual workshops on land management techniques where we will sign up 10-50 people annually; and if the opportunity presents itself, work with the Partners for Fish and Wildlife Program on private land enhancement/management projects.

3. **Project Activities, Methods and Timetable:** The primary activities under this agreement are as follows:

   - Organize and implement annual tours/workshops of South Dakota grasslands in order to: increase support from decision makers; improve management of grassland/wetland habitat on private land; and to engage more landowners in conservation.

- Develop and implement specific activities designed to support grassland conservation/management in South Dakota, particularly in counties east of the Missouri River

The efforts involved with the first bullet include much organizing and planning. The Coalition has much experience in taking on such tasks. Logistics for such events can include arranging transportation, arranging meals, meeting rooms, etc. The timeline for such tours/workshops is annually. The Coalition will conduct at least one, but more likely multiple tours/workshops.

The efforts involved with the second bullet involve working closely with staff in the FWS Partners for Fish and Wildlife Program. This effort will continue throughout the life of the agreement and involve administrative work tracking funding and expenditures.

4. **Stakeholder Coordination/Involvement:** The Prairie Pothole Joint Venture Management Board, an 18 member board of federal, state, and non-governmental organizations, is diligently pursuing inclusion of private landowners on their management board. In turn, they were fully engaged in the idea behind developing a cooperative agreement with that landowner led South Dakota Grasslands Coalition.

5. **Project Monitoring and Evaluation:** This is a highly collaborative project with close and constant contact between the USFWS, PPJV, and South Dakota Grasslands Coalition. This is a very straight forward agreement with limited “moving parts.” As a result, monitoring and evaluation will be simple ongoing (i.e. did the Coalition organize and implement workshop X as agreed to?) throughout the term of the 5-year agreement. If at any time an “agreed upon task” is a risk of not being completed – for whatever reason – we expect communication between the Project Officers on this agreement. Further, upon completion of any event/project, the respective parties will hold a conference call to evaluate the successes, failures, and areas for improvement. With that said, we will require the recipient submit financial and progress reports.

6. **Description of Entities Undertaking the Project**: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis.

   A. The US. Fish and Wildlife Service and PPJV Coordinator will:

      1. Provide technical and biological assistance in the development and implementation of activities in fulfillment of this Agreement.

2. Provide leadership and planning assistance, including participation in meetings/ discussions/committees needed to successfully implement the actions set-forth in this Agreement.

3. Help develop work plans for projects; assist in development of strategic direction on where to focus efforts; develop partnership opportunities to help target communication or conservation actions.

B. The Recipient will:

1. Take the lead organizing tours/workshops, including addressing associated logistics for such an event.

2. Organize and oversee a grazing school and perhaps a grassland habitat management school.

3. Develop and implement specific activities designed to support grassland conservation/management in South Dakota, particularly in counties east of the Missouri River

The South Dakota Grasslands Coalition (i.e."The Recipient") is a landowner-led coalition of private landowners who seek to maintain native grasslands on the South Dakota landscape and to manage such lands for improved livestock performance and wildlife benefit (http://www.sdgrass.org/). They are unique in the Prairie Pothole Region as no other such entity exists.

Contacts

FWS/PPJV
Casey Stemler (Chief Migratory Birds and PPJV Coordinator)
303-236-4412
casey_stemler@fws.gov

FWS/PFW
Kurt Forman (Partners for Fish & Wildlife South Dakota State Coordinator)
605-697-2500
kurt_forman@fws.gov

South Dakota Grasslands Coalition
Judge Jessop (Project Coordinator)
Grasslands Management & Planning Project
24690 299th Ave
Presho, SD 57568
605-895-2301 home
605-280-0127 cell

jljessop@kennebectelephone.com
judge.jessop@sdconservation.net

7. **Sustainability:** A part of this project is landowner and decision-maker education, so theoretically the sustainability of these efforts should last well beyond any agreement. In addition, any habitat projects that may result from this agreement would also provide wildlife benefit well beyond five years.

8. **Literature Cited –** N/A

9. **Map of Project Area:** See a state map of South Dakota, primarily all the counties east of the Missouri River within said state.

D. Budget Form

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

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

E. Budget Justification

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

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source. To our knowledge, none will be used.

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

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] 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.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period
6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a

determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.

7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

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

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

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

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

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov

Internet address: http://www.aqd.nbc.gov/Services/ICS.aspx

F. **Single Audit Reporting Statements:** As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**".

G. **Assurances:** Include the appropriate signed and dated Assurances form available online at http://apply07.grants.gov/apply/FormLinks?family=15. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. **Certification and Disclosure of Lobbying Activities:** Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

I. **Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

☐ **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
X **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424-Individual form.
X **Project summary**
X **Project narrative**

☐ **Timetable**

☐ **Description of key personnel qualifications**

☐ **Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.
X **SF 424 budget form**: A complete SF 424A or SF 424C Budget Information form.
X **Budget justification**

☐ **Federally-funded equipment list**: If Federally-funded equipment will be used for the project, a list of that equipment.

☐ **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
X **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
X **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.

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

V. Submission Instructions
SUBMISSION DEADLINE: July 2, 2015.

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

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

To submit an application through Grants.gov:
Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

VI. Application Review
Criteria: To be considered for funding, applications must be a land-owner led grassland conservation organization in South Dakota. They must have proven experience organizing tours, grassland management workshops, and working across a broad array or landowners. This is a Single Source Award.

Review and Selection Process:
This Single Source package will be reviewed by the Prairie Pothole Joint Venture Coordinator who has over nine years of experience working on issues within the Prairie Pothole Region and with partners therein. He has no conflict of interest with this South Dakota Grasslands Coalition. He will use the specific criteria above to base his decision. Due diligence has been conducted on the South Dakota Grassland Coalition to understand any risks (financial or otherwise) this organization may pose. They do not currently present risk, and we do not anticipate that will change into the future. The application package will be reviewed to ensure the required documents are properly completed, goals and objectives of the agreement are articulated, and costs are reasonable. To summarize, the reviewer will follow the "Basic Review Standards" found in part "D" of DOI-AAAP-9.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the

“Department of the Interior Conflict of Interest Certification” form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

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

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

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

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

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

Recipient Reporting Requirements:
Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

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

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

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

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

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. 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 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

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