

U.S. Fish and Wildlife Service

FWS - National Conservation Training Center

F24AS00427 FY25 Experienced Services Program

Fiscal Year: 2024

F24AS00427

Due Date for Applications: **09/30/2024**

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A. Program Description

A1. Authority

Consolidated Appropriations Act, 2024 - Experienced Services Program (Pub. L. 118-42 [H.R. 4366-222])

Program activities will be carried out under various authorities, including:

- Endangered Species Act (16 U.S.C. 1531 et seq.);
- Fish and Wildlife Act (16 U.S.C. 742 et seq.);
- Fish and Wildlife Coordination Act (16 U.S.C. 661-666e);
- Fish and Wildlife Improvement Act (16 U.S.C. 753);
- Migratory Bird Treaty Act (16 U.S.C. 703 et seq.)

A2. Assistance Listing Number

Assistance Listing Number

15.682

A3. Background, Purpose and Program Requirements

The U.S. Fish and Wildlife Service (USFWS) is the oldest fish and wildlife agency in the nation and the only Federal agency whose primary purpose is the conservation of fish, wildlife, and plants. Its mission is: *working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people.* The USFWS manages 855.6 million acres of lands and waters in its National Wildlife Refuge System (NWRS), including 567 National Wildlife refuges, 38 wetland management districts, 50 coordination areas, seven National Monuments, and 9.1 million acres in Marine National Monuments. The USFWS operates and maintains 70 National Fish Hatcheries (NFH), one historical National Fish Hatchery, eight Fish Health Centers, seven Fish Technology Centers, 51 Fisheries Offices, and 80 Ecological Services Field Stations. The USFWS accomplishes its mission through diverse partnerships, including other Federal agencies, States and local governments, Tribes, international organizations, and private organizations and individuals. The bureau carries out projects involving fish and wildlife biology; species and habitat conservation; land management; monitoring, research and science coordination; professional training; outreach and education; providing visitor services, myriad administrative projects, and more. It is organized into 8 geographic regions and 9 programs, including Ecological Services, Fish and Aquatic Conservation, NWRS, International Affairs, Migratory Birds, Law Enforcement, and Science Applications.

With the authorization of the Consolidated Appropriations Act of 2019, the USFWS has successfully worked with partners in the past to establish and administer the Experienced Services Program. This program provides a cost-effective recruitment process to obtain the services of non-federal, experienced workers, aged 55 and older. Through agreements with eligible nonprofit organizations, the USFWS will continue to be able to utilize the services of these workers on a project-by-project basis to enhance its capacity to achieve its mission, goals, and objectives. Skilled and experienced older Americans, including veterans, will have an opportunity to contribute their skills and experience, for compensation, toward conservation of the nation's natural and cultural resources.

Under this program, the USFWS will enter into master cooperative agreement(s) with private nonprofit organizations designated by the Secretary of Labor as eligible to receive funds under Title V of the Older Americans Act of 1965 to recruit and utilize the skills and experience of older Americans, aged 55 and older. Program enrollees (selected recruits) will work on projects that are authorized by provisions of law administered by the Secretary of the Interior and that are consistent with such provisions of law. Under each master cooperative agreement and as funding becomes available, the USFWS will work with the recipient organizations to develop and carryout individual task agreements that will support the USFWS' mission, goals, and objectives. These task agreements will be staffed by program enrollees, who are recruited by the recipient organization, interviewed, and selected by the USFWS, and then supported with payroll, benefits, and administrative support from the recipient organization. This approach will allow the USFWS to focus on identifying priority needs for specific expertise to complete projects, and then to secure the services of qualified, temporary personnel in a cost-effective manner. The selected recipient(s) will receive funding only as those funds become available from the requesting USFWS program to support each new project or activity.

The USFWS will enter into master cooperative agreements with up to three eligible organizations for a total of five years to jointly administer the Experienced Services Program. Recipient responsibilities will include:

- Recruiting and screening candidates, based upon the approved task position description/work plans from the USFWS, and recommending qualified candidates to the USFWS to interview for selection and placement.
- After USFWS recommends candidates for selection, enrolling selected candidate(s) into the program.
- Processing enrollee payroll, managing enrollee time and attendance records, and managing enrollee benefits (e.g., workers compensation, unemployment, leave) earned by enrollees.
- Notifying selected candidates of enrollment status, providing orientation to the administration of payroll, benefits and other procedures and protocol of the Experienced Services Program, and addressing all questions and providing guidance pertaining to these matters.
- Ensuring enrollees receive a copy of the USFWS position description, program handbooks or other guidance, and important dates and conditions.
- Processing training and travel reimbursements for all required and /or approved travel and training, as appropriate.

- Providing a web site or other interface for enrollees and the USFWS day-to-day manager (Technical Officer) of each project, as needed for monitoring project costs;
- Working with the USFWS to ensure that participants are aware of and agree to comply with all relevant agency-wide and government-wide laws and policies;
- Making site visits, as warranted by program needs; and
- Otherwise working in joint collaboration with the USFWS through a master cooperative agreement to carrying out the management, administration, and evaluation of the proposed Experienced Services Program, in accordance with a master cooperative agreement between the USFWS and the selected applicant(s).

The USFWS will be substantially involved in carrying out the master cooperative agreement(s) made as a result of this notice of funding opportunity (NOFO). This involvement may include:

- Working with the recipient(s) to describe the goals of each project, and on the scope and the activities each project will accomplish.
- Approving and providing position descriptions and work plans that will be used by the recipient(s) to recruit, screen, and recommend eligible, qualified candidates to the USFWS.
- Reviewing and approving one stage of work on a task agreement before work begins on the next stage.
- Providing orientation to enrollees on USFWS resources; overseeing assignments; teaching new skills and providing training to enrollees to accomplish work in task agreement(s), as needed; providing vehicles, tools and equipment; and providing technical assistance and safety training.
- Providing the services of a Program Coordinator to serve as liaison (to the recipient organizations) for the work carried out under the master cooperative agreement. This position will consult and work specifically with the recipient organizations' program coordinator(s) and team leaders on recruiting, interviewing, and recommending appropriate candidates for projects carried out under this master cooperative agreement.
- Providing technical advisers, who will oversee the work activities of one or more enrollees and verify their time sheet and performance.
- Monitoring and providing information to the recipient organization(s) on the performance and other relevant benchmarks achieved or missed by enrollees toward the goals of the projects to which they are assigned.
- Validating timesheets for enrollees.

By law, the USFWS Experienced Services Program enrollees cannot displace or reduce the non-overtime hours, wages, or employment benefits of USFWS employees; perform work of USFWS employees who are in a layoff status from the same or substantially-equivalent job or function; or affect existing contracts for services. Enrollees cannot be assigned work that is determined to be inherently governmental, as defined in OMB Circular A-76. Enrollees in the program are not USFWS employees. Enrollment in the program will not affect the retirement benefits of retired federal employees.

A4. Funding Opportunity Goals

- Skilled and experienced older Americans, including veterans, will have an opportunity to contribute their skills and experience, for compensation, toward conservation of the nation's natural and cultural resources.
- USFWS is able to utilize the services of older Americans to complete projects that enhance the Service's capacity to achieve its mission, goals, and objectives.

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$20,000,000

Total funds provided for individual task agreements will vary, at the discretion of the USFWS.

The USFWS will identify specific projects and provide funding for those projects through individual cooperative agreement awards ("task agreements") to the entities with master cooperative agreements established as the result of this funding opportunity. The establishment of a master cooperative agreement does not obligate any funds, authorize the recipient(s) to incur any costs or guarantee any minimum future obligation of Federal funds.

B2. Expected Award Amount

Maximum Award

\$500,000

Minimum Award

\$5,000

B3. Expected Award Funding and Anticipated Dates

Expected Award Funding

Expected Award Date

November 29, 2024

Master cooperative agreement(s) awarded in response to this NOFO will have a period of performance of 5 years from the date of issuance.

B4. Number of Awards

Expected Number of Awards

3

The USFWS will award no more than three nationwide master cooperative agreements. A nationwide master cooperative agreement may be established, if only one recipient is chosen. If the USFWS selects more than one recipient organization as a result of this notice, the

USFWS may assign geographic or other divisions as needed to prevent enrollment conflicts among the recipients receiving master agreements. As funding becomes available for potential projects, individual task agreements will be prepared under the master cooperative agreement(s) without further competition.

B5. Type of Award

Funding Instrument Type

CA - Cooperative Agreement

Successful applicants to this NOFO will be issued a master cooperative agreement.

A master cooperative agreement is an agreement to carry out the USFWS Experienced Services Program with a private nonprofit organization, under which more than one individual award, or “task agreement,” is anticipated. This master cooperative agreement will include a detailed description of the types of work that can be done through task agreements and will establish the overarching terms and conditions agreed to by the USFWS and the recipient. The master cooperative agreement will not obligate funding, authorize the recipient(s) to incur any costs, or guarantee any minimum future obligation of Federal funds. The USFWS will identify specific projects and provide funding for them, as funding becomes available, through task agreements that will include reference to the applicable legal authority and terms and conditions established in the master cooperative agreement. The USFWS may update master cooperative agreements over time to incorporate new award terms and conditions when required by statute, regulation, or policy.

Master cooperative agreement(s) awarded in response to this NOFO will have a period of performance (POP) of 5 years from the date of award.

In general, recipients must complete projects within the shortest time frame needed to meet all the expected program outcomes. A project may occur over multiple years, but the task agreement must end no later than the POP end date on the associated master agreement. Each task agreement provided by the USFWS will have a start and an anticipated project end date.

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants

12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Additional Information on Eligibility

This program is limited to organizations that meet the criteria described in Section 113 of P.L. 116-6, Consolidated Appropriations for FY 2019. This means the program is limited to qualified nonprofit organizations that have been authorized by the Secretary of Labor to receive grants under Title V of the Older Americans Act of 1965.

Proof of these qualifications must be submitted with application. Failure to meet eligibility requirements will result in precluding the USFWS from making an award.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement

No

Percentage of Cost Sharing / Matching Requirement

C3. Other

Foreign Entities or Projects:

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

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

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

Excluded Parties:

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

D. Application and Submission Information

D1. Address to Request Application Package

Applicants wishing to receive a paper application can request one using one of the following contact methods:

J. Max Carithers

Office of Conservation Investment (CI)

Headquarters, U.S. Fish and Wildlife Service

5275 Leesburg Pike, MS: WSFR

Falls Church, Virginia 22041-3803

(703) 358 - 2550 (office)

(571) 302 - 2849 (cell)

Email: James_carithers@fws.gov

Program Website Link

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance

All applicants must submit the Standard Form (SF)-424, Application for Federal Assistance. This form is available with the announcement on Grants.gov and in GrantSolutions. The form must be complete and signed by an Authorized Representative. For all applicants except individuals and commercial entities, the Authorized Representative's signature on a standard application form submitted to the Service represents their certification that the entity's financial management system meets [2 CFR §200.302](#) financial management requirements. The non-Federal entity's financial management system must be sufficient to:

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

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

When completing the SF-424 Application form, enter only the amount requested from this Federal program in Box 18a, Estimated Federal Funding. Include any other Federal sources of funding in Box 18e, Estimated Other Funding and identify any such sources and amounts in the required Budget Narrative (see below). For individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), do NOT include your Social Security Number on this or any other document to be submitted with your application! When completing the SF-424 Application form, individuals must enter in Box 8b, Employee/Taxpayer Identification Number (EIN/TIN) the substitute number "444-44-4444." Individuals may register in SAM.gov but are not required to have a SAM.gov registration. For individuals without a SAM.gov registration enter in Box 8c, the substitute Unique Entity Identifier (UEI) "KA5HQCLKUVW1". For instructions on completing the SF-424, please reference the [Instructional Video: Completing the SF424](#).

Project Abstract Summary (OMB Number 4040-0019)

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

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

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

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

Project Narrative

a. Project Proposal.

The Project Proposal must be no longer than 15 pages, with a type-face no smaller than 11-point, and have at least one (1) inch margins on all sides. The 15-page limit includes all text, figures, references, and vitae, but does not include the Budget Narrative. Eligible applications will be evaluated using the following merit review criteria using numerical scoring based on a 100-point maximum score.

a. Proposal Requirements. The proposal must contain the following information:

- 1) Organization name, name of person submitting proposal, date of proposal, agreement or announcement number, agreement or announcement title, estimated period of performance, and proposed project location.
- 2) Proof of eligibility, including non-profit tax-exempt status and certification from the Department of Labor of eligibility for or receipt of grants under the SCSEP, authorized by the Older Americans Act, Title V.
- 3) Mission and objectives of your organization, how they relate to the DOI priorities addressed in the objectives of this announcement, and how your objectives for this project support your organization’s mission.
- 4) Recruiting qualifications, knowledge, experience and resources, meaning a description of your organization’s knowledge and experience recruiting participants for scientific, and/or cultural and natural resource conservation positions, addressing the following questions:
 - (a) How is your organization qualified to develop and implement strategic marketing plans and recruitment strategies to advertise highly qualified participants within the geographic service area?
 - (b) What print and web publications are used to support your marketing plans and recruitment strategies?

- (c) How does your organization assess marketing and recruiting successes?
 - (d) How does it apply the results of the assessments and adjust its strategies?
 - (e) How often are marketing and recruitment assessments performed?
 - (f) How does your organization coordinate an application, interviewing and hiring process for candidates in a clear and timely manner?
 - (g) What is your organizations past work experience related to program recruitment?
- 5) Your organization must demonstrate recruitment for qualified candidates 55 and older to assist USFWS in reaching agency goals for the program with the following descriptions:
- (a) Of all recruitment services/programs offered by your organization
 - (b) Any particular organizational focus, such as types of individuals (ages/skills/abilities/other demographics) targeted for recruitment;
 - (c) Geographic area covered by your organization's services;
 - (d) Any previous experience your organization has in delivering 55 and older programs for the Federal government;
 - (e) Details on your recruitment process and how long the process typically takes;
 - (f) How your organization conducts participant screening and eligibility reviews, including copies of any related recruitment questionnaire(s) and application form(s) your organization uses for this purpose;
 - (g) How your organization provides oversight for participants, works with union and non-union participants/positions, and resolves participant conduct or performance issues; and
 - (h) Any diversity considerations incorporated into your recruitment process.
 - (i) What are the timeframes and processes used by your organization for resume review, interview notification, and interview scheduling?
- 6) Your organization must describe the human capital, technical resources, location(s) and skills of your organization to accomplish the listed recruiting needs, include an estimate of the amount of personnel time your organization would devote to this task. Identify staff with names and appropriate technical expertise and their qualifications. This should include supervisor(s) who would oversee the participants in the program.
- 7) Technical approach:
- (a) Describe the techniques, processes, and methodologies to be used.
 - (b) Describe expected goals and outcomes and how program effectiveness will be measured and evaluated.

- (c) Described how the proposed objective will be achieved within the proposed period of performance (POP). Include a detailed project work plan narrative and a table to summarize the project schedule.
 - (d) Describe the significant goals or milestones and how they will be measured.
 - (e) Describe tasks and relationships of partners, if applicable.
- 8) Qualifications/Past Performance:
- (a) List key project personnel and responsibilities, along with their contact information.
 - (b) Describe the time to be dedicated to the project, and how personnel qualifications are appropriate to the success of the project.
 - (c) List contractors, sub awards, consultants, if known, and their qualifications
 - (d) List federally funded assistance agreements (not contracts) that your organization performed in recruiting 55 and older experience programs, within the last three years (no more than 5), and describe how you documented and/or reported on whether you were making progress toward achieving the expected results (e.g. outputs and outcomes) under those agreements).
- 9) In the 15 maximum-page proposal, please provide written policy from your organization on arrangements and reimbursements for travel of enrollees conducted on behalf of the agency.

SF-424A, Budget Information for Non-Construction Programs

Applicants must complete and submit the SF-424A Budget Information form for Non-Construction Programs or Projects. All required application forms are available with this announcement on Grants.gov or in GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in Title 2 of the Code of Federal Regulations (CFR) part 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In “Section A – Budget Summary” on the SF-424A form enter the funding requested from this Federal program in the first row. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below). In “Section B – Budget Categories” on the SF-424A form enter the funding requested for each Object Class Category. For the SF-424A “Contractual” category enter estimated contractual costs only. Do not include subaward costs in the “Contractual” category. Enter estimated subaward costs in the SF-424A “Other” category. Provide a separate description and total estimated costs for both contractual and subaward costs in the required Budget Narrative (see below). For more information about subrecipient and contractor determinations, see [2 CFR §200.331](#). For instructions on completing the SF-424A, please reference: [Instructional Video: Completing the SF424](#).

Budget Narrative

Applicants must include a budget narrative that describes and justifies requested budget items and costs. In your budget narrative, describe how the SF-424 Budget Information, “Object Class Category” totals were determined. Include a complete description of each cost category. For personnel salary costs, generally describe how estimates were determined by identifying what

type of staff will support the project and how much time they will contribute to the project (in hours or workdays). Describe proposed [items of cost that require prior approval](#) under the [Federal award cost principles](#), including any anticipated subawarding, transferring, or contracting out of any work under the award. If known at the time of application, include an estimated number of subawards and the dollar amount anticipated for each subaward. If equipment previously purchased with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any third-party cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, identify the source, the amount, and the valuation methodology used to determine the total value. See [2 CFR §200.306](#) for more information. Please note the prohibitions on certain telecommunications and video surveillance services or equipment in [2 CFR 200.216](#). Recipients may not earn, make, or keep any profit resulting from any financial assistance awards. These costs are not allowable and should not be included in any proposed costs.

Applicants are expected to ensure that no Federal or non-Federal grant funds will be expended for in-kind good or services, for purposes of providing transportation, travel, and other expenses for any Federal employee should the submitted application be accepted.

If selected for a master agreement, recipients will be required to submit separate budgets for each task agreement detailing the funding required to support each requested enrollee position.

The application for a master agreement must include a narrative explanation of the types of costs commonly associated with funding individual task agreements and how those costs will be derived. The submitted budget narrative must also include an explanation of any program level costs anticipated by the applicant.

Conflict of Interest Disclosure

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

a. Applicability.

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

b. Notification.

1. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass- through entity in accordance with [2 CFR §200.112](#).
2. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that

may arise during the life of the award, including those that have been reported by sub recipients.

- c. *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to [43 CFR §18](#) and [31 USC §1352](#).
- d. *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

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

Uniform Audit Reporting Statement

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

Certification Regarding Lobbying

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

Disclosure of Lobbying Activities

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the [SF-LLL, "Disclosure of Lobbying Activities"](#) form if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement

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

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

Identifier and System for Award Management (SAM.gov) Registration:

This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register as a financial assistance recipient in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#). A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). Entities already registered in SAM.gov should review their registration to confirm that they are registered as a financial assistance recipient, which requires completion of the SAM.gov “Financial Assistance General Certifications and Representations”. See the “Submission Requirements” section of this document below for more information on SAM.gov registration.

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

D4. Submission Dates and Times

Due Date for Applications

09/30/2024

Application Due Date Explanation

Electronically submitted applications must be submitted no later than 11:59 PM., ET, on the listed application due date.

D5. Intergovernmental Review

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

D6. Funding Restrictions

Indirect Costs: Individuals

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

Indirect Costs: Organizations

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

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

Required Indirect Cost Statement to be submitted by Organization:

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

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

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

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

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

- We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
- We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the Service in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds

may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the Service.

- We are an organization submitting a [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”] project proposal, which has an indirect cost rate cap of [insert rate; CRU is currently 15%; CESU is currently 17.5%]. In the event we receive an award, we understand that if we have a current negotiated (including provisional) indirect cost rate agreement we must charge the capped indirect cost rate to the same base identified in our approved indirect cost rate agreement. We understand we must request prior approval from the awarding program to use the [2 CFR 200.1 Modified Total Direct Costs](#) (MTDC) base instead of our approved base and that we must submit such requests with our application, including a calculation showing how use of the MTDC base results in an overall reduction in the total indirect costs recovered. If we do not have current negotiated (including provisional) rate, we understand we must charge the capped indirect cost rate against Modified Total Direct Costs (MTDC) as defined in 2 CFR §200.1. If we have never negotiated a rate, we understand we must use the de minimis rate of 10% of MTDC.
- We are an organization that will charge all costs directly.

D7. Other Submission Requirements

GrantSolutions Application Procedures

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

Subject: New Organization Request

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

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

assign someone to the ADO and PI/PD roles. For GrantSolutions registration, submission, and other assistance contact their Customer Support by telephone at 1-866-577-0771 or by email at help@grantsolutions.gov. To access GrantSolutions, users must establish a Login.gov account at <https://login.gov/>. For assistance, contact their customer support by telephone at (844) 875-6446 or submit a request for assistance online at <https://login.gov/contact/>.

To apply through GrantSolutions, log in to GrantSolutions. If this is your first application submission, click on the "Begin an application" link that appears on screen. If you have previously applied, click on the "Funding Opportunity" link in the blue header bar at the top of the screen. Either action should take you to the "Competing Announcements-Application Kits" list screen. To find this Funding Opportunity, search the list for the Funding Opportunity Number and Title provided on the first page of this document (also provided on the corresponding Grants.gov Grant Opportunity Synopsis screen). To start an application, click on the "Apply" link associated with the correct Funding Opportunity on the list. For more information on how to complete and submit an application, see the [GrantSolutions Training Resources web page](#).

E. Application Review Information

E1. Criteria

Eligible applications will be evaluated using the following merit review criteria using numerical scoring based on a 100-point maximum score. Proposals must include the following information:

a) **Mission and Objective: (Maximum score 10/100 Points)**

- Describe your mission and objectives and how it relates to the USFWS priorities addressed in the objectives of the NOFO.
- Describe how these objectives support your mission.

b) **Recruiting Qualifications: Knowledge, Experience and Resources (Maximum score 25/100 points)**

Describe your organization's knowledge and experience recruiting participants for scientific, and/or cultural and natural resource conservation positions.

Please address the following:

- How is your organization qualified to develop and implement strategic marketing plans and recruitment strategies to advertise highly qualified participants within the geographic service area? What publications are used to support your marketing plans and recruitment strategies?
- How does your organization assess marketing and recruiting successes? How does it apply the results of the assessments and adjust its strategies? How often are the assessments performed?
- How does your organization coordinate an application, interviewing and hiring process for candidates in a clear and timely manner?
- What is your organization's past work experience related to program recruitment?

- What are the time frames and processes used by your organization for resume review, interview notification, and interview scheduling?

Your organization must demonstrate recruitment for qualified candidates 55 and older to assist USFWS in reaching USFWS strategic goals.

- Provide a description of your organization, including a description of all recruitment services/programs offered. Describe any particular organizational focus, such as types of individuals (ages/skills/abilities/ other demographics) targeted for recruitment. Describe geographical area covered by your organization's services. Describe any previous experience your organization has in delivering 55 and older programs for the Federal government.
- Provide details on your recruitment process and identify how long the process typically takes. Regarding participant screening and eligibility reviews, attach a copy of any related recruitment questionnaire(s) and application form(s). Describe any diversity considerations incorporated into your recruitment process.

Describe the human capital, technical resources and skills of your organization to accomplish the listed recruiting needs. Include an estimate of the amount of personnel time your organization would devote to this task.

- Identify staff with appropriate technical expertise and describe their qualifications. This should include supervisor overseeing the crew or individual participant.

c) TECHNICAL APPROACH (Maximum score 25/100 Points)

- Describe the techniques, processes, methodologies to be used.
- Describe expected goals and outcomes and how program effectiveness will be measured and evaluated.
- Describe how the proposed objectives will be achieved within the proposed period of performance (POP).
- Describe significant goals or milestones and how they will be measured.
- Describe tasks and relationships of partners, if applicable.

d) Qualifications/Past Performance (Maximum 25/100 points)

- List key project personnel and responsibilities, along with their contact information.
- Describe the time to be dedicated to the program, and how their experience and qualifications are appropriate to the success of the program.
- List contractors, sub awards, consultants, if known, and their qualifications.
- A list of federally funded assistance agreements (not contracts) that your organization performed in recruiting 55 and older, experienced workers within the last three years (no more than 5), and describe how you documented and/or reported on whether you were making progress toward achieving the expected results (e.g., outputs and outcomes) under those agreements.

e) Planning, Collaboration and Evaluation(Maximum 10/100 points)

Describe your organization's knowledge and experience planning and collaborating with federal agencies and/or other partner organizations and evaluating 55 and older experience programs.

- How will your organization collaborate to the fullest extent possible to assure that the efforts of each party are coordinated and result in the fulfillment of the objectives of this program?
- How will your organization work with the USFWS to develop a set of evaluative tools to enhance the USFWS Experienced Services Program?

f) LEVERAGING OF RESOURCES (Maximum 5/100 points)

Cost sharing will only be evaluated in the event that a tiebreaker is needed between competing applications.

E2. Review and Selection Process

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

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

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

Prior to award, the program will evaluate the risk posed by applicants as required in [2 CFR §200.206](#). Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in [2 CFR §200.208](#) should be applied to the award.

Applications eligible for merit review will be evaluated by an ad hoc evaluation team assembled to review, rate, rank, and recommend applications for award using the above evaluation criteria. Evaluation teams are made up of two or more qualified personnel

familiar with the program and who have been certified to have no conflict of interest with any persons or organizations applying for award.

- 1) Once award decisions are made, applicants may request in writing a written summary of the evaluation of their application/proposal.
- 2) Prior to award, the USFWS will review any applicant statement regarding overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the USFWS may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the USFWS may choose not to fund the selected project.
- 3) The USFWS may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the USFWS is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.
- 4) Prior to award, the USFWS will evaluate the risk posed by applicants as required in [2 CFR 200.205](#). USFWS programs document applicant risk evaluations using the USFWS' "[Financial Assistance Recipient Risk Assessment](#)" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), the USFWS is required to review and consider any information about or from the applicant found in the [Federal Awardee Performance and Integrity Information System](#). The USFWS will consider this information when completing the risk review. The USFWS uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in [2 CFR 200.207](#) should be applied the award.

E3. CFR – Regulatory Information

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

E4. Anticipated Announcement and Federal Award Dates

F. Federal Award Administration Information

F1. Federal Award Notices

USFWS will notify all applicants of award status no later than November 27, 2024.

Upon successful negotiation with the USFWS, selected applicants will be awarded a zero-dollar master cooperative agreement with one or more task agreements to follow as USFWS identifies specific projects and available funding.

F2. Administrative and National Policy Requirements

See the [DOI Standard Terms and Conditions](#) for the administrative and national policy requirements applicable to DOI awards.

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

Buy America Provision for Infrastructure: Required Use of American Iron, Steel, Manufactured Products, and Construction Materials. Per 2 CFR 184, none of the funds provided under a Federal award may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States,
2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation, and
3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. For construction material standards see 2 CFR §184.6.

The Buy America preference only applies to articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Department of the Interior General Applicability Waivers:

There may be instances where a project qualifies, in whole or in part, for an existing Department of the Interior (Department) general applicability waiver. If a project is selected for funding, recipients are responsible for determining if an approved waiver applies to their project. A list of active waivers is available on the [Department's General Applicability Waivers web page](#). For more information on the waiver process and how to request a waiver, see the [Service's General Award Terms and Conditions](#).

F3. Reporting

Financial Reports

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

Non-Construction Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals was not met, if appropriate; and any other pertinent information relevant to the project results. **Final** reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim performance** reports on the frequency established in the Notice of Award.

Construction Performance Reports

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

Significant Development Reports

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

Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the

required standard form or data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

Conflict of Interest Disclosures

Per 2 CFR §1402.112, non-Federal entities and their employees must take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the provisions in [2 CFR §200.318](#) apply. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with [2 CFR §200.112](#). Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Service Project Officer identified in their notice of award in writing of any conflicts of interest that may arise during the life of the award, including those that reported by subrecipients. The Service will examine each disclosure to determine whether a significant potential conflict exists and, if it does, work with the applicant or recipient to develop an appropriate resolution. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award.

Other Mandatory Disclosures

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

Reporting Matters Related to Recipient Integrity and Performance

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

G. Federal Awarding Agency Contact(s)

G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First and Last Name:

J. Max Carithers

Telephone:

(703) 358-2550

Email:

james_carithers@fws.gov

G2. Program Administration

For **program administration assistance**, contact:

First and Last Name:

J. Max Carithers

Telephone:

703-358-2550

Email:

james_carithers@fws.gov

G3. Application System Technical Support

For **Grants.gov technical registration and submission, downloading forms and application packages**, contact:

Grants.gov Customer Support

Numeric Input Field: 1-800-518-4726

Support@grants.gov

For **GrantSolutions technical registration, submission, and other assistance contact:**

GrantSolutions Customer Support

1-866-577-0771

Help@grantsolutions.gov

H. Other Information

Payments

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

PAPERWORK REDUCTION ACT STATEMENT:

OMB Control Number: 1018-0100

Per the Paperwork Reduction Act of 1995 (PRA; 44 U.S.C. 3501 et seq.), the U.S. Fish and Wildlife Service (Service) collects information in accordance with program authorizing

legislation to conduct a review and select projects for funding and, if awarded, to evaluate performance. Your response is required to obtain or retain a benefit. We may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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

Estimated Burden Statement: We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual times for these activities will vary depending on program-specific requirements. Direct comments regarding the burden estimates or any other aspect of the specific forms to the Service Information Clearance Officer, USFWS, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or by email to Info_Coll@fws.gov.