2020 Partners for Fisheries Monitoring Program

Notice of Funding Opportunity Number: F19AS00022

Federal Program: Department of Interior, United States (U.S.) Fish and Wildlife Service, Office of Subsistence Management

Catalog of Federal Domestic Assistance (CFDA) Number: 15.636

Authorizing Legislation: Alaska National Interest Lands Conservation Act (ANILCA), 16 USC 3101-3233, and the Fish and Wildlife Coordination Act, 16 USC 661 to 667 (d).

Paperwork Reduction Act Statement: We are collecting this information in accordance with the authorizing legislation identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We estimate that it will take you on average about 40 hours to complete an initial application, 8 hours to revise the terms of an award, and 8 hours per report to prepare and submit financial and performance reports, including time to maintain records, and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

OMB Control Number: 1018-0100 (Expires: 7/31/2021)

SUBMISSION DEADLINE: January 31, 2019; 5:00PM Alaska Time

Notice of Funding Opportunity

I. Program Description

The Department of the Interior, through the United States Fish and Wildlife Service, Office of Subsistence Management (OSM), administers the Partners for Fisheries Monitoring Program (Partners Program). OSM is seeking proposals for the Partners Program that strengthen Alaska Native and rural involvement in Federal subsistence management. The Partners Program is a competitive grant that is directed at providing funding for biologists, social scientists and outreach/educator positions in Alaska Native and rural non-profit organizations with the intent of increasing the organizations ability to participate in Federal subsistence management. In addition, the program supports a variety of opportunities for local, rural students to connect with subsistence resource monitoring and management through science camps and paid internships. This Notice of Funding Opportunity, number F19AS00022, is an up to four year competitive grant through which multiple awards will be made.

All proposals and required information from the Application Checklist are to be submitted to the U.S. Fish and Wildlife Service by January 31, 2019, 5:00PM Alaska Time to: fw7_fa_cgs@fws.gov **(see Section V, Submission Instructions for further details)**. Applicants are encouraged to submit complete proposal packages early. In order to be considered for funding, all documents must be received

by the deadline. If you have any issues submitting your proposal through electronic format, please contact the OSM Grants Management Specialist at 907-786-3691.

The objectives of the funding meet the Secretary of the Interior's financial assistance priorities

- *Creating a conservation stewardship legacy.*
  a. Utilize science to identify best practices to manage land and water resources and adapt to changes in the environment.

  The Partners program funds professional biologists/social scientists, creating capacity for Alaska native and rural non-profit organizations to engage in fisheries research and monitoring projects. Information collected from these projects ensures the U. S. Fish and Wildlife Service, the State of Alaska, and others are using the best scientific information available to manage key subsistence resources. Additionally, the Partners program funds professional outreach/educator positions that engage local youth and stakeholders in management activities affecting local subsistence resources.

- *Restoring trust with local communities*
  a. Be a better neighbor with those closest to our resources by improving dialogue and relationships with persons and entities bordering our lands;
  b. Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities.

  The intent of the Partners program is to join with stakeholders in cooperative management of subsistence resources. Partnerships are designed to build capacity to conserve natural resources and protect subsistence opportunities in perpetuity. The program will develop and maintain relationships and build trust among local communities. Partnerships will facilitate open communication and the exchange of information while respecting one another's values and knowledge. The program strives to provide mentorship, youth development, and meaningful roles in collaborative resource management for rural residents of Alaska engaged in a subsistence way of life.

  - Develop and maintain creditability and open communication with partners in resource conservation, management, and monitoring including all stakeholders.
  - Provide outreach and education to facilitate working together with stakeholders to better include their knowledge in the decision making process.
  - Strengthen existing or develop new collaborative management relationships between stakeholders.
  - Provide and promote opportunities for youth awareness and engagement in monitoring conservation and management of subsistence resources.
  - Make collaborative management more effective by developing a greater understanding of different approaches to conservation principles.

II. Federal Award Information

The Office of Subsistence Management will award multiple cooperative agreements as a result of the selection made from this request for proposals. The anticipated start date is January 1, 2020 but may be later depending on the project. Both new and existing Partners are eligible to compete for new awards. Continuation of funding for existing Partners is contingent upon successful completion of the current cooperative agreement goals and objectives. Up to $1,000,000 will be awarded beginning in January 1, 2020. Annual individual award amounts for a biologist, social scientist, or outreach/educator positions with or without an internship program may not exceed $167,000 per year. This award includes salary, travel, internships, office space and supplies, etc. These positions may be full or part-time within a calendar year. Requests for funding for biologist, social scientist, or outreach/educator positions may be up to four years. Funding is contingent upon future appropriations.

Awards will be made as cooperative agreements to meet federal guidelines for substantial involvement by the U.S. Fish and Wildlife Service; Responsibilities will include:

- Evaluate and interview applicants with Partner organizations and jointly select biologists, social scientists, and/or outreach/educator positions;
- Participate and collaborate jointly with the recipient in carrying out the scope of work;
- Aid in training and mentoring the individuals in the Partner Program positions;
- Help present program accomplishments to the Regional Advisory Councils, the Federal Subsistence Board, and the general public;
- Site visits will be performed to ensure program objectives are being met.

III. Eligibility Information

A. Eligible Applicants:

Applications are encouraged from rural public and private educational organizations, Alaska native and rural non-profit organizations and federally recognized tribal governments. Eligible applicants submitting proposals should have the necessary technical and administrative abilities and resources to ensure successful execution of the program. The Partners Program funding is intended to provide Alaska native and rural non-profit organizations with additional support to increase their engagement in Federal Subsistence management and not duplicate existing programs.

U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their status determination letter received from the IRS.

B. Cost Sharing or Matching:

Cost sharing or matching is not required for this funding opportunity; however, it is strongly encouraged.

Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match.

C. Other Eligibility Criteria

Unique Entity Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name) or any entity with an exception approved by the Service under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. The Service 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 Service 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.

Prohibition on Issuing Awards to Entities that Require Certain Internal Confidentiality Agreements: Domestic (U.S.) non-Federal entities requiring their employees or contractors to sign internal confidentiality agreements or statements that prohibit, or otherwise restrict, such employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law

enforcement representative of a Federal department or agency authorized to receive such information are not eligible to compete for or receive a Federal award. See Pub. L. 113-235, Title VII, Division E, Section 743 for more information.

Excluded Parties: The Service conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Service 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.

IV. Application Requirements:

DO NOT MERGE INDIVIDUAL DOCUMENTS INTO A SINGLE PDF FILE

A. Application Form and Content Requirements

Applicants must submit the following:

1. **SF-424, Application for Federal Assistance**
   Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The SF-424, Application for Federal Assistance must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the "Federal" funding box on the SF-424 Application form. Include any other Federal sources of funding in the "Other" box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the "Budget Narrative" section below).

2. **SF-424, Assurances**
   Applicants must submit a signed and dated Assurances form, the SF-424B, Assurances for Non-Construction Programs. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The SF-424B Assurances form includes a statement that some of the assurances may not be applicable to your organization and/or your project or program. Signing the required SF-424B Assurances form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

3. **Project Abstract (1 Page)**
   Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the biologist, social scientist or outreach/educator. Goal(s), objectives, specific activities, anticipated outputs and outcomes can also be included in this section.

4. **Project Narrative (11 to 13 Pages)**

   i. **Statement of Need: (1/2 Page)** Describe why this position is necessary (significance/value) and include supporting information.

ii. **Project Goals and Objectives: (1/2 Page)** State the long-term, overarching goal(s) of the program and list the project objectives. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the proposed period of time).

iii. **Program Activities, Methods and Timetable: (5 Pages)** List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). The proposed program activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed program costs. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed program period. If applicable the following items should be included in the program activities description:

- Meetings and conferences requiring travel to provide information on the Partners Program and the purpose and audience,
- Internship program, be as specific as possible (such as when, where, number of interns, intern selection, logistics, schedule, monetary reimbursement to be awarded to interns such as salary, scholarships, travel, food, and lodging),
- Rural education program and curriculum, be as specific as possible (such as when, where, number of students, student selection, logistics, schedule, monetary reimbursement to be awarded to students such as scholarships, travel, food, and lodging), and
- Participation and coordination with the Alaska Native Science and Engineering Program (ANSEP) through the University of Alaska. Specifically identify and describe involvement with the ANSEP program. Detail salaries for the internship in the budget. For more information on the ANSEP program refer to http://www.ansep.net or contact Beth Spangler, National Partnership Director (907) 229-8565, easpangler@alaska.edu.

iv. **Program Monitoring and Evaluation: (1 Page)** Detail the monitoring and evaluation plan for the program. Building on the stated program objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Identify the products/services to be delivered and how/to whom. Reference the stated program timetable. Detail the expected direct effect(s) of the program on beneficiaries. If applicable, describe how program participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and program activities throughout the program period.

v. **Description of Entities Undertaking the Program: (1 Page)** Provide a brief description of the applicant organization and all participating entities. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis.

vi. **Position Description (1/2 Page Per Position)**

The program can focus exclusively on supporting a biologist, social scientist, outreach/educator, student interns or combination of positions. These positions may be full or part-time. For all positions describe the proposed program in detail including:

- Type of position (for example, biologist, social scientist, lead fishery technician, etc.),
- Duration the position will be filled within a calendar year and if this position will be fulltime or part-time,
- Minimum education required for the position (high school diploma, bachelor of science, masters of science) and/or minimum work experience required for the position,
- Responsibilities of the position (be as specific as possible), and
- Monthly schedule of activities that is reflective of the duration of the position, provide a timetable indicating roughly when activities or project milestones are to be accomplished.

vii. Filling the Position: (1/2 Page) Identify the following: methods for advertising the position (for example: specific newspapers, websites, on-line recruitment, etc.), interview process for screening applicants, the role of the Office of Subsistence Management in this process, and an overall timeline for filling the position. Salary and benefits may be advertised as a range that must be quantified with the type of position, years of education and/or experience. Organizations that do not fill positions within the identified timeline may receive notification of termination of the cooperative agreement. The Partners Program positions are expected to be dedicated to the program for the period identified in the cooperative agreement, no ancillary duties may be assigned. Describe the organization's experience in mentoring, training, and supervising personnel. This information should demonstrate the ability of the organization to support positions so that proposed objectives will be met. Identify the supervisor of the positions and their title and qualifications, if known.

viii. Sustainability: (2 Pages) As applicable, describe which program activities will continue beyond the proposed program period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

As applicable, describe your organizations sustainability plan for this program that ties together your program goals, possible strategies, implementation plan, and metrics for improving sustainability of the program beyond the scope of this grant.

You may wish to describe program activities that will continue beyond the proposed program period such as:

- Any plans to increase infrastructure that will support the program into the future,
- Who will continue the work or act on the results achieved after the grant expires,
- Growth of the program income and organization capital. How and at what level of funding does your organization expect this program to be funded beyond the scope of this grant, and
- Any training and technical assistance that will be required to foster growth and long-term sustainability.

Describe how the work funded by this grant will continue to enhance the organizations ability to participate in Federal subsistence management. The organization should clearly state how capacity of the organization will be built using the funds from this grant and how long-term growth and sustainability will be fostered and maintained beyond the scope of this grant.

ix. **Past Performance: (2 Pages)** ***Only applicable for organizations that have previously been funded under the Partners for Fisheries Monitoring Program***. Provide a summary of the goals and objectives associated with past award(s), describe products/outcomes associated with these goals and objectives. Included additional activities and accomplishments achieved under the past award(s).

5. Budget Form

Applicants must submit a completed SF-424A, Budget Information for Non-Construction Programs, form. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles as detailed in the Service's "Financial Assistance Award Terms and Conditions". Please note: Show funds requested from this Federal program separately from any other Federal sources of funding. In the "Budget Summary" section, use the first row for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program's CFDA number(s) in the corresponding fields on the form. The CFDA number(s) for this Federal program appears on the first page of this Funding Opportunity.

6. Budget Justification

Submit a detailed budget using the Excel budget table template provided https://www.doi.gov/subsistence/partners. In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the Budget Object Class Category totals on the SF424A were determined and demonstrate a clear connection between costs and the proposed program activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the program. Describe any item that under the applicable Federal cost principles requires the Service's approval and estimate its cost.

Itemize all budget items in sufficient detail to enable reviewers to evaluate the appropriateness of the funding requested. Budget items should be characterized as either direct (such as salary, benefits, travel, rentals, supplies costs, contractual costs). Salary increases are encouraged to cover annual cost of living increases. Benefit rates must be identified for each year funding is requested.

Annual travel expenses should be identified to cover project visits, meetings, conferences, and training; be specific. Additionally, annual travel should include at the least one trip for coordination with the other Partner Organizations and the Office of Subsistence Management staff; one Federal Subsistence Board meeting in Anchorage and two regional subsistence advisory council meetings.

If Federally-funded equipment will be used for the project, provide a list of that equipment including the Federal funding source. For Partner Programs that received funding in 2014 -2016, identify supplies (under $5,000) and equipment (over $5,000) already purchased that is available for continued use. Include a description of the items and their current condition (provide supporting documentation when available such as photos, log books, maintenance records, etc.).

Organizations must identify and describe the office space that will be available to the individual hired for the biologist, social scientist, or educator positions. Identify the square footage of the office space, location, and cost.

Rentals, purchases of supplies (under $5,000), and equipment (over $5,000) must be clearly identified along with a justification as to the need of the item for the success of the program.

7. **Indirect Costs: Individuals**
   Individuals applying for and receiving 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 and skip the next section.

8. **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 is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center 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 must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

   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:

   ☐ 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. Attached is a copy of our most recently approved rate agreement/certification.

   ☐ 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 have prepared and will retain for audit an indirect cost rate proposal and related documentation.

   ☐ 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].[Insert either: "Attached is a copy of our most recently approved but expired rate agreement. 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." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]

   ☐ 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]. 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.

☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 200.68]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.

☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR 200.68. We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.

☐ 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 we must charge indirect costs against 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 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

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

Negotiating an Indirect Cost Rate with the Department of the Interior:
Entities that do not have a NICRA, must 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 - Fax: 916-566-7110
Email: Through https://www.doi.gov/ibc/contactus/ibcfeedback web form
Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

9. Conflict of Interest Disclosure

Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, or the applicant's employees or subrecipients, in matters pertaining to the proposed project. Applicants must notify the Service in writing in their application if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal program receiving this application or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the rejection or disqualification of the application.

10. Single Audit Reporting Statements:

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 the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, 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.

11. Certification Regarding Lobbying

Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR 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.

12. 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 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 on the "Packages" tab of this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

13. Required Overlap/Duplication 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 regards 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 regards 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 regards 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.*"

14. Application Checklist

DO NOT MERGE THE BELOW LISTED (□) DOCUMENTS INTO A SINGLE PDF FILE

- ☐ **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF-424, Application for Federal Assistance**
- ☐ **SF-424B Assurances**
- ☐ **Project Abstract**
- ☐ **Project Narrative**
  - ○ Statement of Need
  - ○ Project Goals and Objectives
  - ○ Program Activities, Methods and Timetable
  - ○ Program Monitoring and Evaluation
  - ○ Description of Entities Undertaking the Program
  - ○ Position Description
  - ○ Filling the Position
  - ○ Sustainability
  - ○ Past Performance (**only applicable for organizations that have previously been funded under the Partners for Fisheries Monitoring Program*)

- ☐ **SF 424A Budget Information**
- ☐ **Budget Narrative (Excel budget table template and separate narrative)**
- ☐ **Indirect Cost Statement and related documentation (when applicable)**
- ☐ **Conflict of Interest Disclosure (when applicable)**
- ☐ **Single Audit Reporting Statement (when applicable)**
- ☐ **SF-LLL, Disclosure of Lobbying Activities (when applicable)**
- ☐ **Overlap/Duplication statement**

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

V. Submission Requirements

A. Unique Entity Identifier and System for Award Management (SAM.gov) Registration

These requirements do not apply to any individual applying for funds as a private citizen or any entity with an exception approved by the Federal awarding agency under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and provide that number in the application; complete SAM.gov registration before submitting an application; and continue to maintain an active SAM.gov registration with current information at all times when the entity has an active Federal award or application under consideration. **There is NO COST to register with Dun & Bradstreet or SAM.gov**. There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free**.

1. **Obtain a DUNS Number**
   Request a DUNS Number through the Dun & Bradstreet website. The official website address is http://fedgov.dnb.com/webform. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form.

2. **Register with SAM**
   Register on the SAM.gov website. The official website address is http://www.sam.gov. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM" webpage also provides detailed instructions. You can also 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 to the entity's DUNS or IRS information. Foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

B. Submission Dates and Times: January 31, 2019; 5:00PM Alaska Time

C. **Funding Restrictions:** Annual individual award amounts for a biologist, social scientist, or outreach/educator positions with or without an internship program **may not exceed $167,000 per year.**

D. **Submission Instructions:**
A series of informational teleconferences will be held for all interested individuals. The teleconferences will provide an opportunity to learn more about the program, application process and funding agreement. A schedule of teleconferences listed at https://www.doi.gov/subsistence/partners. The aim of the teleconference will be to:

- Introduce the Partners for Fisheries Monitoring Program
- Review the application process and requirements
- Eligible Activities
- Review Panel and Evaluation Criteria

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

i. To submit an application by e-mail:
Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. Email your submission package to: fw7_fa_cgs@fws.gov with the subject line "PROPOSAL for NOFO F19AS00022". If you have any issues submitting your proposal through electronic format, please contact the OSM Grants Management Specialist at 907-786-3691.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

ii. To submit an application through Grants.gov:

1. **Register with Grants.gov**
Applicants must first register an account with Grants.gov and complete all steps of the registration process before they can apply through Grants.gov. Grants.gov registration requires the entity to create an account, create an account profile, and establish authorized profile roles, including the applicant's authorized representative. Registration can take three to five business days or longer, if you do not complete the required steps in a timely manner.

2. **Grants.gov Workspace Application**
Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. To apply, the applicant will create, complete, and submit a Workspace application package for this Funding Opportunity directly on Grants.gov. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may

disrupt the application submission. When attaching files to the Grants.gov application, please do not assign file names longer than 20 characters, including spaces. File names longer than 20 characters will prevent your application received by Grants.gov from automatically downloading into the Service's financial assistance management system. Applicants using slow internet, such as dial-up connections, should be aware that the transmission of the application to Grants.gov takes time. Grants.gov sends either an error message or a "successfully received" message by email to the applicant's authorized representative once the transmission is complete. Please do not end the transmission process before receiving that message.

3. Proof of Timely Submission

Grants.gov automatically generates an electronic date and time stamp in the system upon application receipt. Grants.gov sends an acknowledgement of receipt with the date and time stamp and a unique Grants.gov application tracking number to the authorized representative by email. This email from Grants.gov serves as your proof of timely submission.

VI. Application Review Information

A. Criteria: To be considered for funding, applications will be evaluated on how the proposal program addresses the five following criteria:

1. Proposed Work – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones and deliverables.
2. Strategic Priority – evaluate how the proposed work addresses significant Federal subsistence management issues.
3. Capacity to complete work – evaluate administrative and technical capacity of the applicant to successfully accomplish the objectives.
4. Cost/Price Factors – proposals will be evaluated for reasonableness. Total costs will be taken into consideration and those proposals found to be most advantageous to the Government will be rated higher.
5. Sustainability – applicant organization's ability to continue the program goals beyond the grant funding and to accomplish long-term meaningful participation in Federal Subsistence Management.

An additional consideration will be taken into account for each returning applicant:

1. Previous performance on current or past cooperative agreements with the Office of Subsistence Management. Applicants that have received funding in the past will be evaluated and ranked on their past performance including fulfillment of meeting the deliverable deadlines.

B. Review and Selection Process:

Proposals will be reviewed and evaluated by a four to six professionals from government and non-profit organizations with a history of partnerships and capacity building. This panel will provide evaluation, technical oversight, and strategic direction to the Partners Program. Based on the above criteria, funding recommendations will be made for each proposal.

Due to limited funding or for other reasons, the program may negotiate selected project scopes of work and budgets prior to award. If negotiations are initiated, applicants will have to submit revised SF-424 forms and narratives prior to award. The Service will make awards based on final, approved applications that parallel their awards in scope and funding amount.

Prior to award, the Service 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 Service may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Service may choose not to fund the selected project.

The Service 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 Service 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 Service will evaluate the risk posed by applicants as required in 2 CFR 200.205. Service programs document applicant risk evaluations using the Service's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently $250,000), the Service is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Service will consider this information when completing the risk review. The Service 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.

VII. Federal Award Administration

A. Federal Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). 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.

NOTE: Applicants whose projects are not selected for funding will receive written notice by e-mail, within one month of the final review decision.

B. Award Terms and Conditions: See the Service's "Financial Assistance Award Terms and Conditions" for the administrative and national policy requirements applicable to Service awards.

C. 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 Service 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.

D. Reporting Requirements:

1. 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 90 calendar days after the award period of performance end date or termination date. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

2. 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 were not met, if appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a **final** performance report. Final reports are due no later than 90 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. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

3. Quarterly Technical Reports
Quarterly technical reports are primarily used to brief the Office of Subsistence Management Project Officer on project progress, accomplishments, and lessons learned as related to the goals stated in the project proposal.

4. 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 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.

5. Conflict of Interest Disclosures
Recipients must notify the Service immediately in writing of any actual or potential conflicts of interest that arise during the life of their Federal award. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the award. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the recipient or the recipient's employees or subrecipients in matters pertaining to the award. Recipients must notify the Service in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in

the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Failure to disclose and 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 the award.

6. **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 term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

VIII. Federal Awarding Agency Contacts

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Fisheries Biologist (Partners Program Coordinator)
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