

**State Wildlife Grant Program
Fiscal Year 2019 Notice of Funding Opportunity**

Notice Overview

Federal Agency Name

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

Funding Opportunity Title

State Wildlife Grant (SWG) Program

Catalog of Federal Domestic Assistance (CFDA) Number

15.634

Announcement Type

Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FY) 2019

Funding Opportunity Number

F19AS00153

Paperwork Reduction Act Statement

We are collecting this information in accordance with the Consolidated Appropriations Act, Fiscal Year 2019 (Public Law No. 116-6). Your response is required to obtain or retain a benefit. We will use the information you provide to evaluate your application for potential award of Federal funding through this program 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 Office of Management and Budget (OMB) control number. We estimate that it will take you about 40 hours to complete an initial application, three hours to revise the terms of an award, and eight hours to prepare and submit performance reports, including time to maintain records and gather information. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

OMB Control Number

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

Submission Deadline and Other Information

You must ensure that we receive your application no later than August 31, 2020, at 11:59 p.m. PDT. We recommend that you submit your application early enough to address any unforeseen technical complications and verify that all documents have been received by your WSFR Regional Office before the deadline. We will not consider applications received after the deadline.

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I. Description of Funding Opportunity

References to “you” in this NOFO refer to the State, Commonwealth, or Territory agency completing the application and any sub-recipient, if applicable. References to “we,” “our,” or “us” in this NOFO refer to the Service.

The State Wildlife Grant (SWG) Program provides States, the District of Columbia, Commonwealths, and Territories (States) Federal grant funds for the development and implementation of programs for the benefit of wildlife and their habitats, including species that are not hunted or fished. Eligible activities include both conservation planning and implementation activities. Conservation planning activities must contribute directly to the development or modification of your current Wildlife Action Plan (Plan) approved by the Director of the Service. Implementation activities are those that you intend to carry out to execute your Plan. SWG Program funds must benefit species of greatest conservation need (SGCN) identified in your Plan, and when prioritizing use of these funds you should take into consideration the relative level of funding available for the conservation of those species. As directed by Congress, the Service encourages you to prioritize funding for conservation of species listed or considered for listing under the Endangered Species Act (ESA)—including candidate, threatened, and endangered species—when such species are identified in your Plan and when directing SWG Program funds for their conservation is consistent with your priorities and operations. Ineligible activities include wildlife education and law enforcement activities, unless the activity is minor or incidental and is considered critical to the success of a project. Additional information about the SWG Program is available [here](#).

WSFR’s mission is to work through partnerships to conserve and manage fish and wildlife and their habitats for the use and enjoyment of current and future generations. WSFR’s vision is of healthy, diverse, and accessible fish and wildlife populations that offer recreation, economic activity, and other societal benefits, in addition to sustainable ecological functions. WSFR’s guiding principle is that society benefits from conservation-based management of fish and wildlife and their habitats and opportunities to use and enjoy them. The SWG Program aligns

with WSFR's mission, vision, and guiding principle, and supports three of the Secretary of the Department of the Interior's priorities including:

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

II. Award Information

Formula

The SWG Program is funded through annual appropriations of Congress and total available funds may vary from year to year. After we deduct funds for Competitive and Tribal subprograms and administrative expenses, the remainder is apportioned as follows: the District of Columbia and the Commonwealth of Puerto Rico each receive a sum equal to not more than one half of one percent; and the Territories of American Samoa, Guam, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands each receive a sum equal to not more than one fourth of one percent. The remaining amount is apportioned by formula, one third of which is based on the ratio to which the land area of such State bears to the total land area of all such States, and two thirds of which is based on the ratio to which the population of such State bears to the total population of all such States. No State may be apportioned a sum which is less than one percent of the amount available for apportionment for any fiscal year or more than five percent of the apportionment. The final SWG Program apportionments to States can be found [here](#).

Funding Restrictions

1. You must have a current Plan that is approved by the Director of the Service or a revised Plan that has been submitted to a Regional Review Team.
2. When submitting an application, you must clearly indicate how the proposed grant objectives address one or more of the conservation needs identified within your Plan.
3. Per House Report 109-080, written to accompany House of Representatives (H.R.) 2361 for FY 2006 appropriations (Public Law No. 109-54), funds made available under this account should be added to revenues from existing State sources and not serve as a substitute for revenues from such sources.
4. Under certain conditions, funds may be used for education and law enforcement activities. In order for education or law enforcement actions to be eligible, they must constitute a minor portion of a project, be critical to the project's success, and specifically address a threat or issue identified within your Plan. "Minor" is considered no more than 10 percent of a project's total cost.
5. Funds may not be used for projects that will specifically initiate, encourage, or enhance wildlife-associated recreation.
6. Funds may not be used to pay for the establishment, publication, or dissemination of regulations that a State issues pertaining to the protection and utilization of fish and wildlife resources. This includes laws, orders, seasonal regulations, bag limits, creel limits, license fees, etc. This does not prohibit the collection of information needed to support management recommendations.

7. Funds may be used to address nuisance wildlife or situations involving damage caused by wildlife only if they will benefit SGCN and/or their habitats identified in your Plan.
8. Funds may be used to conduct environmental reviews, habitat evaluations, permit reviews related to Section 404 of the Clean Water Act, and similar functions necessary to protect wildlife habitat only if they will benefit SGCN and their habitats as identified in your Plan.
9. Generally, only expenses incurred and budgeted during the period of performance are allowable. The period of performance begins with the effective date established at the time the grant is approved. However, you may request reimbursement of pre-award costs for certain necessary expenses detailed in the grant application. Pre-award costs are those incurred prior to the approval of the grant where such costs are necessary to comply with the proposed period of performance. Such costs are allowable only if the grant is awarded, only to the extent that they would have been allowable if incurred after the date of the award, and only with the written approval of the awarding agency ([Title 2 of the Code of Federal Regulations \(CFR\) 200.458](#)).
10. Congress intends the Plans to be adaptive to new information or circumstances. As such, funds may be used to respond to emerging or crisis situations that are not represented within your Plan. Within the grant application or amendment, you must fully describe any emerging crisis situation and indicate if funds must be reallocated from efforts already underway, identify the species or habitats that will benefit from the proposed action, and commit to monitoring the effectiveness of the proposed conservation action so future management activities can be appropriately adapted. Finally, you must commit to incorporating this new priority within the next version of your Plan, if it remains an emerging or critical issue. Grant applications or amendments that include issues not identified within a Plan must be reviewed by the Assistant Regional Director (ARD) for Migratory Birds and State Programs or other designated official for approval. If the ARD or other official finds that the project is not eligible, the decision may be appealed to the Regional Director.
11. Funds may not be used for mitigating fish or wildlife habitat losses, where the obligation to mitigate is incurred by us, another Federal agency, State agency, or private entity, nor may the value of property purchased be used for similar purposes, with only one exception. Only activities to mitigate or compensate for SWG Program-funded activities, or that are necessary to secure permits or approval of those activities, are allowable. Contact your WSFR Regional Office if you have specific questions related to eligibility of mitigation-related costs.

III. Basic Eligibility Requirements

Eligible Applicants

Participation is limited to State, Commonwealth, or Territorial agencies with lead management responsibility for fish and wildlife resources in each of the 50 States, the District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and the Territories of American Samoa, Guam, and the U.S. Virgin Islands. You also must have a Plan that has been

approved by the Director of the Service, or a revised Plan that has been submitted to a Regional Review Team.

Federal law mandates that to apply for Federal financial assistance you must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See [2 CFR 25](#) for more information.

DUNS Registration

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

Registration in SAM

Register in SAM online at the [SAM website](#). Effective June 2017, you can no longer access SAM using Internet Explorer Versions older than IE11. You either need to upgrade to an Internet Explorer version of IE11 or higher, or access SAM with another supported browser type (Chrome, Firefox, Safari, etc.). Once registered in SAM, you must renew and revalidate your SAM registration at least every 12 months from the date previously registered. You are strongly urged to revalidate your registration as often as needed to ensure that your information is up-to-date and consistent with changes that may have been made to DUNS and Internal Revenue Service information.

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

Excluded Entities

If you or your key project personnel are identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal contracts, certain subcontracts and certain Federal assistance and benefits will not be considered for Federal funding. We conduct a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award.

Cost Sharing or Matching

For the States, the District of Columbia, and the Commonwealth of Puerto Rico, the Federal share of planning grants shall not exceed 75 percent of the total project cost, and the Federal share of implementation grants shall not exceed 65 percent of the total project cost. In accordance with Title 48 of the United States Code (U.S.C.), Part 1469(a), the Regional Director will waive the first \$200,000 of match for each grant from the Commonwealth of the Northern Mariana Islands and the Territories of American Samoa, Guam, and the U.S. Virgin Islands. The non-Federal share may come from license fees. Matching and cost-share requirements are

discussed in [2 CFR 200.306](#). The maximum Federal share varies based on the types of conservation actions proposed, including:

Planning Grants

For the purposes of the SWG Program, three types of activities qualify as planning actions and are eligible for the planning match ratio (75% Federal/25% State). These include:

1. Efforts to update, modify, or revise your Plan. This category of planning activity includes the writing, printing, production, and distribution of either the complete Plan or portions of the Plan such as online documents, excerpts, or summary publications;
2. Efforts to collect public opinion information or input, via surveys, polling, public meetings, focus groups, or other methodologies that will be used to guide your efforts to update, modify, or revise your Plan; and
3. Processes, such as coordination meetings that build or strengthen collaboration between you and partners (Federal, State, tribal, industry, private, and others) as you work to update, modify, or revise your Plan.

Implementation Grants

All other activities eligible for funding, such as species monitoring, habitat evaluations, conducting and evaluating the effectiveness of conservation actions, program administration, and developing and maintaining systems to record, store, or disseminate information are considered implementation activities. For implementation grants, the Federal share shall not exceed 65 percent of the total project cost.

Combination Grants

An individual grant application may contain both planning and implementation activities. In these cases, you must estimate the proportion of costs allocated to planning activities and implementation activities in the grant application. You must utilize a cost accounting system that is capable of accounting for costs incurred and match ratios for each type of activity (i.e., planning versus implementation) separately.

IV. Application Requirements

You can download the application package for the SWG Program [here](#), by entering Funding Opportunity Number [\[insert FON here\]](#). You can also download application forms through the [WSFR toolkit](#) under “Forms.” If you have trouble accessing the online forms, you can contact your WSFR Regional Office (see Section VII, Agency Contacts). To be considered for funding under this opportunity, an application must contain:

Application for Federal Assistance Form

A completed, signed and dated Application for Federal Assistance form ([Standard Form \(SF\)-424](#)). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the SF-424. Enter only the amount being requested under the SWG Program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

Project Summary

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

Project Statement

You are required to provide a narrative project statement containing the following elements. Any images should be appended rather than included within the project statement.

1. Describe the need for the proposed project(s). Explain why the project is necessary and how it fulfills the purpose of the Program.
2. Identify discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period. The project objectives should be specific, measurable, attainable within the period of performance, realistic and relevant, and time-bound.
3. Describe the expected results or benefits from accomplishing the objectives.
4. Describe in detail the approach or activities to be used in meeting the objectives, including specific procedures, methods, schedules, key personnel, and cooperators. Describe how your activities use a planned approach, appropriate procedures, and accepted principles of fish and wildlife conservation and management, research, and monitoring. Do not attach resumes or curriculum vitae in addressing this element.
5. Provide information on project location. Maps or other geographic aids may be attached. Please include GPS coordinates in degrees, minutes, and seconds, if available.
6. Identify the principal investigator (PI) for research projects. Record the PI's name, work address, and work telephone number. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion, or physical characteristics on the description of key personnel qualifications. Do not attach resumes or curriculum vitae in addressing this element.
7. Describe any relationship between this project and other work funded by Federal grants that is planned, anticipated, or underway.
8. Provide a timeline of activities. Describe significant milestones in completing the project and any accomplishments to date.
9. For projects conducted in the United States, a description of the activity in sufficient detail so WSFR staff are able to evaluate compliance with the National Environmental Policy Act (NEPA), Section 7 of the ESA, and Section 106 of the National Historic Preservation Act (NHPA).

We require all applicants to provide a description of activities in sufficient detail to allow WSFR staff to evaluate: 1) the 25 items in [2 CFR 200.407](#) requiring prior written approval; and 2) compliance with NEPA, Section 7 of the ESA, and Section 106 of the NHPA. This applies to all States including those utilizing a Comprehensive Management System (CMS). If you are considering submitting an application under a CMS and are unsure of these application requirements, contact your WSFR Regional Office for more information (see Section VII, Agency Contacts).

Budget Form

Complete the Budget Information for Non-Construction Programs (SF-424A) form, Budget Information for Construction Programs (SF-424C) form, or submit the equivalent or greater level of information in your own budget format. You may use the SF-424A if your project does not include construction and the SF-424C if your project includes construction or land acquisition. The budget forms are available [here](#). When developing your budget, keep in mind that financial assistance awards and sub-awards are subject to the Federal cost principles in [2 CFR 200, Subpart E](#). If the project budget includes multiple Federal funding sources, you must show the funds being requested from the SWG Program separately from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from the SWG Program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for the SWG Program is 15.634.

Budget Narrative

In a separate narrative titled "Budget Narrative," explain and justify all requested budget items. Detail how the SF-424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. The justification for each budget category should be a brief general description of the costs that make up that category, yet provide enough detail to demonstrate that the applicant has a financial plan for implementation of the proposed objectives. For example, under personnel costs include the total number of staff and the various job titles anticipated to be charging to the project. Describe any item of the applicable Federal cost principles in [2 CFR 200.407](#) that requires our approval and estimate its cost (e.g., equipment and other capital expenditures, pre-award costs, etc.). Also include:

1. In-Kind Match – Include the source, amount, and valuation methodology used to arrive at the total.
2. Program Income, if any – Estimate the amount of program income that the project is likely to generate. Indicate the method of applying and disposing of the program income.
3. When applicable, for any recipient charging indirectly, attach a copy of a current Negotiated Indirect Cost Rate Agreement (NICRA). If you submit a copy of your NICRA annually to your Regional WSFR Office, please do not attach a copy to your proposal.
4. Describe the method for allocating costs in multi-purpose projects and facilities.

Required Indirect Cost Statement

If you do not have an approved indirect cost rate you cannot charge indirect costs to your Federal award. You must include in the budget justification narrative one of the following statements and attach to your application any required documentation identified in the applicable statement. Prior to attaching a NICRA to your proposal as required in option (1) below, please check with your Federal Aid Coordinator or other designee to determine whether your current NICRA is already on file with the Regional WSFR Office. If your current NICRA is already on file, please do not attach a copy to your proposal. "We are:

1. A U.S. State agency receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is on file with the Regional WSFR Office (or is attached if it is not on file);
2. A U.S. State agency receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs;
3. A U.S. State agency that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made;
4. A U.S. State agency 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, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] of [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 220.68]. We understand that we must notify the Service in writing immediately if we establish an approved rate with our cognizant agency at any point during the award period;
5. A U.S. State agency 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, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% of modified total direct costs as defined in 2 CFR 200.68. We understand that we must notify the Service in writing immediately if we do establish an approved rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and such changes are subject to review, negotiation, and prior approval by the Service; or,
6. A U.S. State agency that will charge all costs directly."

Please take note of the following:

- If you do not have an approved indirect cost rate you are prohibited from charging indirect costs to your Federal award. Accepting a flat *de minimis* rate as a condition of award is an approved rate.

- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- You may not charge to your Service award any indirect costs calculated against the portion of total direct costs paid by any other Federal funding source or non-Federal partner.
- You must have prior written approval from us to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under your award.
- You are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

For more information on indirect cost rates, see our [Indirect Costs and Negotiated Indirect Cost Rate Agreements guidance document](#).

Negotiating an Indirect Cost Rate with the Department of the Interior

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

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
650 Capitol Mall, Suite 7-400
Sacramento, CA 95814
Phone: 916-930-3803
Email: Through [this email web form](#).
Internet address: [Link to Indirect Cost Services Webpage](#).

Single Audit Reporting Statements

As required in [2 CFR 200, Subpart F](#), a non-Federal entity expending \$750,000 or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. You must provide a statement regarding whether were or were not required to submit a Single Audit report for your most recently closed fiscal year and, if so, state if that report is available on the [Federal Audit Clearinghouse Single Audit Database website](#) and provide the EIN under which that report was submitted. Include these statements at the end of the project statement in a section titled "Single Audit Reporting Statements."

Assurances

If not already on file with your Regional WSFR Office, include the appropriate signed and dated Assurances form, which is available [here](#). If a current Assurances form is already on file in your WSFR Regional Office, please do not attach it to your proposal. Use the Assurances for Construction Programs form (SF-424D) for construction and land acquisition projects and use

the Assurances for Non-Construction Programs form (SF-424B) for all other projects. The form includes a statement that some of the assurances may not be applicable to your organization and/or your project or program. Signing this form does not make you or your organization subject to laws that are otherwise not applicable to you. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law. You are encouraged to submit a copy of the Assurances form annually to your Regional WSFR Office. If you submit the form annually, please do not include an additional copy in your application. Note: Effective February 2, 2019, recipients may now submit and certify their Assurances form when creating, updating, or renewing their SAM registration. If you have submitted the form as part of your SAM registration or renewal, please do not include an additional copy in this application.

Certification and Disclosure of Lobbying Activities

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

Conflict of Interest Disclosures

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

Application Checklist

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

- ☐ SF-424, Application for Federal Assistance: A complete, signed and dated SF-424, or SF-424-Mandatory.
- ☐ Project Summary
- ☐ Project Statement
- ☐ Budget Information or SF 424 budget form: A complete SF 424-A, SF 424-C, or a budget spreadsheet providing a similar, or greater, level of budget detail.
- ☐ Budget Narrative
- ☐ NICRA: If applicable and if a current NICRA is not on file with your Regional WSFR Office, attach a copy to your proposal.
- ☐ Indirect Cost Statement
- ☐ Single Audit Reporting statement: Note whether your State was or was not required to submit a Single Audit report for your most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website. Please do not attach a copy of your Single Audit report.
- ☐ SF-424 Assurances form: If a current signed form is not on file with the Regional WSFR Office, attach a signed and dated SF-424B or SF-424D Assurances form. If you have submitted the form as part of your SAM registration or renewal, please do not include an additional copy in this application.
- ☐ SF-LLL form: If applicable, provide a completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ Conflict of Interest statement, when applicable.

V. Submission Instructions

Submission Deadline

Grant application packages are due to your Regional WSFR Office (see Section VII, Agency Contacts) on or before August 31, 2020, 11:59 p.m. PDT.

Intergovernmental Review

Before submitting an application, you should visit the [White House State Point of Contact List](#) to determine whether your application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental review of Federal Programs.” Note that this was the most recent State point of contacts list as of the publication date of this NOFO and that updates may have occurred since then. E.O. 12372 was issued to foster intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each State to designate an entity to perform this function. Contact your State’s designated entity for more information on the process your State requires

to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Submission Instructions

For electronic submissions, download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Using the “Search Grants” tab, enter Funding Opportunity Number [insert FON here]. Downloading and saving the Application Package to your computer makes the required Government-wide standard forms fillable and printable. The project narrative and budget narrative must be attachments in the following formats: Microsoft Word, Adobe PDF, or Microsoft Excel. To submit the application, follow these steps:

1. Go to www.grants.gov.
2. Click the “Apply for Grants” tab and read the instructions provided by Grants.gov.
3. The following are items that need to be done before a grant application package can be submitted electronically through Grants.gov:
 - You must register as an Authorized Organization Representative (AOR) and have a user ID and password. You can register on the web [here](#);
 - You must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader [here](#).
4. Standard forms such as the SF-424, SF-424A, SF-424B, SF-424C, and SF-424D are fillable forms on Grants.gov.
5. All forms and attachments mentioned above must be submitted with the grant application package.
6. Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters may create problems in the automatic interface between Grants.gov and the Service’s financial assistance management system.

Mail or Email Submission Instructions

1. Applicants can obtain forms, in fillable PDF format, from the WSFR Toolkit [here](#).
2. 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.” Remove this text (manually or digitally) before signing the forms.
3. The completed grant application package must be mailed or emailed to the appropriate U.S. Fish and Wildlife Service Regional Office (see Section VII, Agency Contacts). We prefer that you submit your proposal electronically as a single document in PDF format. See Section IV, Application Requirements for the recommended order of documents (Application Checklist). To ensure submission in case of problems with Grants.gov, we encourage you to email a single PDF document of your entire proposal even if you also submit the proposal through Grants.gov.

VI. Award Administration Information

Notice of Award

The Service Regional Director or his/her designee approves or disapproves grant proposals. Regional Offices are responsible for sending notification of grant approval to you. Following review, you may be asked to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award. Notices of award are typically sent to 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. The notice of award will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information of forms required and where to submit payment requests.

Administrative and National Policy Requirements

Compliance with all applicable Federal laws, regulations, and policies, including environmental laws such as NEPA, ESA, NHPA, and applicable executive orders must be satisfied before we can approve a grant and make funding available to you. All financial assistance awards are subject to Federal financial administration requirements. Your WSFR Regional Office will work with you as needed to ensure that your application complies with these requirements.

Domestic Recipient Payments

Prior to award, we will contact you to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, you may obtain approval from the Department of the Interior to be waived from using ASAP.

Transmittal of Sensitive Data

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

Award Terms and Conditions

Acceptance of a financial assistance award from us carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by us and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. Our Standard Award Terms and Conditions are available [here](#). If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact your WSFR Regional Office (Section VII, Agency Contacts).

Recipient Reporting Requirements

1. **Final Reports:** You are required to submit final financial and performance reports no later than 90 calendar days after the award period of performance end date or termination date, whichever comes first. For awards lasting 12 months or less, the final reports will be the only financial and performance reports required, except in unusual circumstances or if waived.
2. **Interim Reports:** For awards that last longer than 12 months, you are required to submit interim financial and performance reports no less frequently than annually and no more frequently than quarterly, except in unusual circumstances or if waived. Requiring a higher frequency of reporting will be based on the Service's assessment of higher risk or other unusual circumstance. Quarterly and semiannual interim reports are due within 30 calendar days of the reporting period end date. Annual interim reports are due within 90 calendar days of the reporting period end date.

When reporting on the financial expenditures of a Federal award, you must use the OMB Standard Form 425 "Federal Financial Report" (SF-425). The form is available [here](#) on Grants.gov. The form is also available [here](#) on our Financial Assistance Wiki.

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

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

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

The Service will specify in the notice of award document the required reporting and reporting frequency applicable to the award. Financial and performance reporting requirements and retention and access requirements are specified in [2 CFR 200 \(Subpart D\)](#). Electronic submission of performance information using the Wildlife TRACS system may be required, as detailed in the terms and conditions of the award.

Other Mandatory Disclosures

You must disclose, in a timely manner, in writing to us or the pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. If you have received a Federal award including the terms and conditions

outlined in [2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#), you are required to report certain civil, criminal, or administrative proceedings 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 (See also [2 CFR 180](#), 31 U.S.C. 3321, and 41 U.S.C. 2313). [2 CFR Part 200, Appendix XII](#)—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to Federal awards of more than \$500,000, except those awards to individuals and foreign public entities.

VII. Agency Contacts

The Service administers the SWG Program. For national-level program information contact:

Paul Van Ryzin
U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program
MS: WSFR
5275 Leesburg Pike
Falls Church, VA 22041-3803
703-358-1849
Paul_VanRyzin@fws.gov

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

Region 1

American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Oregon, and Washington: r1fa_grants@fws.gov, 503-231-6128

Region 2

Arizona, New Mexico, Oklahoma, and Texas: fw2fa@fws.gov, 505-248-7450

Region 3

Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin: R3fedaid@fws.gov, 612-713-5130

Region 4

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, the Commonwealth of Puerto Rico, South Carolina, Tennessee, and the U.S. Virgin Islands: program_r4wsfr@fws.gov, 404-679-4159

Region 5

Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia: fw5fareports@fws.gov, 413-253-8508

Region 6

Colorado, Kansas, Nebraska, Montana, North Dakota, South Dakota, Utah, and Wyoming:
fw6_fagrants@fws.gov, 303-236-5420

Region 7

Alaska: AK_FA@fws.gov, 907-786-3631

Region 8

California and Nevada: R8fa_grants@fws.gov, 916-414-6525