U.S. Fish and Wildlife Service

The Center for Birds of Prey - Avian Conservation Center/Combined Use Avian Medical Center

Catalog of Federal Domestic Assistance (CFDA) Number: 15.658 – Natural Resource Damage Assessment

Notice of Funding Opportunity

This announcement is not a request for applications. This announcement is a Notice of Intent to award to The Center for Birds of Prey for the following activities. No other applications will be accepted.

I. Description of Funding Opportunity

Assistance is provided to individual and groups to fund assessments, implementation, recovery of damages or any related restoration activity necessary to meet the intent of the Natural Resource Damage Assessment and Restoration (NRDAR) program. Authorizing statutes: Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C 9601, et seq.; Federal Water Pollution Control Act, 33 U.S.C 1251-1387; Fish and Wildlife Act of 1956, 16 U.S.C 742a-742j; Oil Pollution Act of 1990, Public Law 101-380.

II. Award Information

The U.S. Fish and Wildlife Service (Service) seeks to issue a single source award to The Center for Birds of Prey (Center), Awendaw, SC.

On January 14th, 1999, the coast of South Carolina was subjected to the most severe oil spill in the State's history. The M/V Star Evviva, a cargo ship of Norwegian registry in route to the port of Savannah, released over 24,000 gallons of fuel oil into the Atlantic Ocean approximately 30 to 50 miles offshore of Cape Romain National Wildlife Refuge, just north of Charleston. In the days following, dozens of oiled birds, primarily Common loons, began washing ashore. Birds were collected from Folly Beach, South Carolina north to Topsail Beach, North Carolina. Between January 16th, 1999 and February 10th, 1999, a total of 194 birds were retrieved. Since the spill occurred well offshore, it is estimated that close to 2,000 birds may have actually perished as a direct result of the spill. The Natural Resource Trustees (Trustees) for the M/V Star Evviva oil spill identified and considered five restoration alternatives: taking no action; acquiring loon nesting habitat in Canada; acquiring loon wintering habitat in South Carolina; constructing a bird rehabilitation center; and a combination of habitat acquisition and bird rehabilitation. Following intense study and consideration of public comments, the Trustees selected the construction of a bird treatment center as the restoration plan to be implemented. The selected plan benefits wild bird populations through medical treatment and rehabilitation of injured and oiled birds, in addition to their subsequent return to wild populations. The full award amount in the M/V Star Evviva Oil Spill, SC NRDAR Account is $33,877.77.

The Service will be substantially involved in projects under this funding opportunity. In particular, the Service will be responsible for the following:

- Assisting with necessary permits
- Consulting on necessary training
- Reviewing and updating spill response plans
- Participating in oil spill response activities involving the Center

III. Basic Eligibility Requirements

U.S. non-profit, non-governmental organizations with 501c3 Internal Revenue Status (IRS) must provide a copy of their Section 501c3 status determination letter received from the IRS.

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

A. DUNS Registration

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1) For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

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

B. Entity Registration in SAM

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

C. Excluded Entities

Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:
No specified cost sharing or matching will be required for this funding opportunity.

IV. Application Requirements

To be considered for funding under this funding opportunity, an application must contain:

A. A completed, signed and dated Application for Federal Assistance form.
Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

B. Project Summary
The purpose of the project is to restore and enhance avian wildlife populations and to provide a suitable facility for the treatment of water birds and other avian wildlife in the event of an oil spill. The 7,000 square foot treatment facility, completed in October of 2007, is located on the Avian Conservation Center /Center for Birds of Prey property in Awendaw, SC. It contains the necessary space, supplies, and equipment sufficient to treat 400 injured or oiled birds per year and the capability of treating approximately 100 - 150 birds with support from a spill response team during an individual oil spill event.

C. Project Narrative

1. Statement of Need: On January 14th, 1999, the coast of South Carolina was subjected to the most severe oil spill in the State's history. The M/V Star Evviva, a cargo ship of Norwegian registry in route to the port of Savannah, released over 24,000 gallons of fuel oil into the Atlantic Ocean approximately 30 to 50 miles offshore of Cape Romain National Wildlife Refuge, just north of Charleston. In the days following, dozens of oiled birds, primarily Common loons, began washing ashore. Birds were collected from Folly Beach, South Carolina north to Topsail Beach, North Carolina. Between January 16th, 1999 and February 10th, 1999, a total of 194 birds were retrieved. Since the spill occurred well offshore, it is estimated that close to 2,000 birds may have actually perished as a direct result of the spill.

The Trustees for the M/V Star Evviva oil spill identified and considered five restoration alternatives: taking no action; acquiring loon nesting habitat in Canada; acquiring loon wintering habitat in South Carolina; constructing a bird rehabilitation center; and a combination of habitat acquisition and bird rehabilitation. Following intense study and consideration of public comments, the Trustees selected the construction of a bird treatment center (combined use avian medical center) as the restoration plan to be implemented. This project was authorized by the M/V Star Evviva Natural Resource Trustees.

2. Project Goals and Objectives: The Center is deemed a unique, effective restoration project to restore and enhance the natural resources damaged as a result of the Star Evviva oil spill, benefitting the people and natural resources of the South Carolina and the nation. The specialized capabilities of the Center represent an unprecedented opportunity for the coastal community of South Carolina to initiate a model program to protect and sustain the vital economic, environmental and social assets that define the quality of life for all citizens.

This proactive approach of establishing and maintaining the capacity to professionally treat oiled birds in a designated permanent facility is unique and exemplary. In addition to being the only facility of its kind on the East coast, the Center has a second equally significant role - that of spill awareness, education, and training. In this role the Center can serve as a primary source of information and instruction in addressing the potential impacts of a contaminant spill and implementing all possible safeguards to minimize the likelihood of and the social, economic, and ecological damages from an oil spill in South Carolina.

3. Project Activities, Methods and Timetable:
The Center is currently fully operational. The additional funding provided by this award will be used to continue operation of the Center and support its budgetary needs for the next 5 years. It will assist with sustaining situational readiness for an emergency spill response. This involves many aspects of administration and management. Some of the specific demands include:

Personnel: The field of avian husbandry, medicine, surgery, and rehabilitation is highly specialized. Protocols now include increasingly technical and refined procedures in diagnostic imaging, endoscopy, orthopedic surgery, ophthalmology, pharmacology, and associated elements of treatment. As wild captive animals, the Center's patients require a unique level of supportive care, specialized diets and nutrition, and exacting husbandry standards.

Staff: To ensure the most professional level of care possible, the Center employs highly trained staff members with years of specific avian experience. Two full time clinicians and a part time staff veterinarian serve as the core of the Center's medical personnel. The staff veterinarian for the Center holds the distinction of being the only board-certified avian practitioner in the state of South Carolina.

Volunteer staff: In order to meet the man-hour demands of hundreds of patients on a 365 day basis each year, the Center established a formal Volunteer Staff program to support the paid staff. This invaluable league of skilled, dedicated individuals is provided with intense and continuous training and held to strict performance standards. The program has been highly successful with many of the Volunteer Staff members having tenure with the organization in excess of 10 years.

Professional training: In addition to its ongoing internal program of staff instruction, specialized annual training sessions specifically related to spill response requirements are administered. In prior years, professional instructor teams from both International Bird Rescue and Research and Tri-State Bird Rescue have been brought in to conduct 2-3 day workshops for Center responders. These intense, hands on sessions are crucial to maintaining the unique skills required in conducting the safest, most efficient and effective response activities possible with the assigned personnel. Additionally, annual HAZMAT recertification and other safety training are required for those who will be handling oiled birds and materials during a response.

Facilities and Equipment: The Center was designed, constructed, and functions as a state-of-the-art resource for caring for hundreds of injured birds on an annual basis. The medical clinic section contains two treatment rooms, a critical care recovery unit, an isolation ward, diagnostic laboratory, radiology room, and surgical suite. The Oiled Bird Treatment portion of the facility contains specially designed and engineered rooms for admitting, holding, washing, rinsing, and drying birds that have suffered oil contamination. There is also a dedicated necropsy room for post-mortem forensic examinations. These areas include such unique features as air-filtering mechanical systems, multiple independent electrical circuits, systems for controlling water hardness, pressure, and temperature, and walk-in freezer storage. Support equipment such as pools and filters for recovering birds, laundry appliances, VHF two-way radios, bird drying units, and transport vehicles must also be maintained as fundamental components of a professional response facility.

Supplies: Providing medical treatment to more than 500 birds each year and maintaining readiness for an emergency spill response requires a consistent inventory of medical, utility, and safety supplies at all times. Items such as protective gloves, goggles, masks, Tyvek suits, carriers, cleaning agents, medications, and nutritional supplements for avian patients are but a few of the myriad of supplies that must be kept current and on hand at all times.

4. Stakeholder Coordination/Involvement: The Natural Resource Damage Assessment for the Star Evivva Oil Spill was prepared on behalf of the public by State (Office of the Governor of the State of South Carolina and South Carolina Department of Natural Resources) and Federal (Department of the Interior, U.S. Fish and Wildlife Service) Natural Resource Trustees to address the restoration of natural resources injured from the discharge of oil by the M/S Star Evviva. The assessment described the affected environment, restoration alternatives, the preferred restoration plan, and the environmental consequences of the alternatives. It was developed in accordance with the Oil Pollution Act of 1990 (OPA), 33 U.S.C. 2701 *et seq.*, the National Environmental Policy Act (NEPA), 42 U.S.C. 4321 *et seq.*, and its implementing regulations, 40 C.F.R. Parts 1500-1508; and applicable laws and regulations of the State of South Carolina, was made available for public review in September 2004, and finalized in May 2005. The Service, Trustees, and other community conservation organizations continue to be actively involved with the Center.

5. Project Monitoring and Evaluation: An effective spill response demands highly coordinated multi-agency cooperation and a strategically choreographed implementation. Ongoing, regular communication, planning, operating, and training is paramount to minimizing natural resource damages resulting from a contaminant spill. As the official designated repository for oiled birds in South Carolina, the Center actively participates in Area Contingency Plan meetings and exercises facilitated by the US Coast Guard. Center staff routinely consult with Service staff on contingency planning. Annual reports will be provided to the Service regarding Center activities.

6. Description of Entities Undertaking the Project:
The recipient is The Center for Birds of Prey, founded out of an acute awareness for the need of an avian conservation center in South Carolina. Originally founded as the Charleston Raptor Center, it was formally incorporated as a 501(c)3 organization in September 1991. The Center's name was changed to the South Carolina Center for Birds of Prey in 1995 to better reflect an expanded scope of programs and services. With continued growth and reach, the Avian Conservation Center was established in 2004 as an "umbrella" organization to accommodate distinctive educational, medical, scientific and conservation disciplines within the organization. These operating divisions are: the Center for Birds of Prey; the Avian Medical Center; and the South Carolina Oil Spill Treatment Facility.

7. Sustainability:
The combined use medical facility is the only one of its type on the East Coast. It is designed to provide the highest quality medical care available for injured birds of prey and shorebirds on a daily basis and the most efficient response possible in the event of an oil spill affecting native bird populations and their fragile breeding habitats along the South Carolina coast.

The Center is manned by avian care professionals supported by a league of skilled volunteer staff members with decades of combined experience. With specialized training and expertise, the capable staff maintains the constant level of response readiness that is required to minimize the impacts of a contaminant spill on vulnerable avian species.

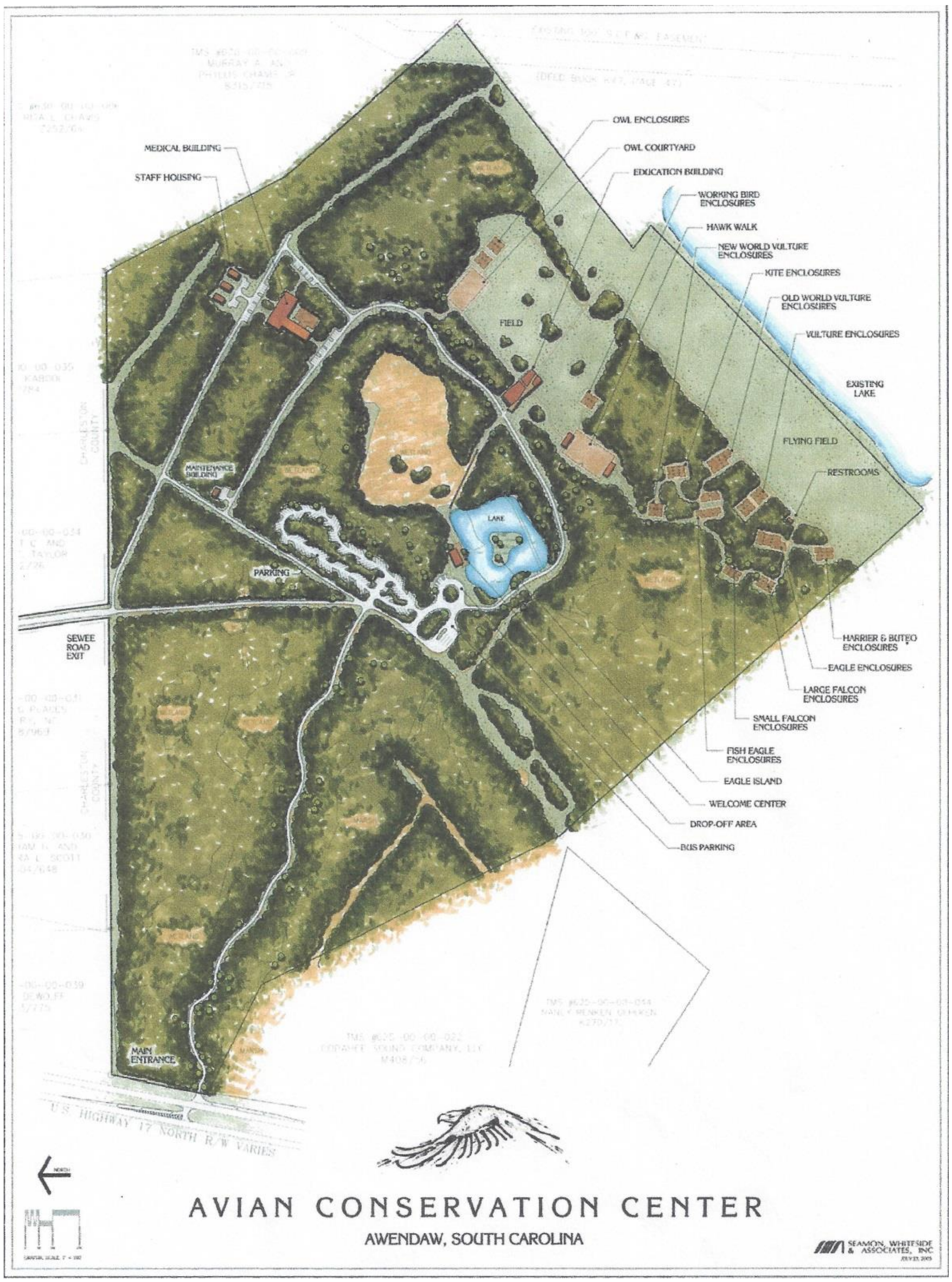
Along with its principal objective of serving a substantial portion of the South Atlantic Coastal region in the event of a contaminant spill emergency, the Center plays a vital role in creating ongoing awareness of the ecological impacts of a spill and the proactive measures available to reduce the likelihood of such an event. The facility is also utilized as a training facility for personnel involved in avian medicine for wild birds and other oil spill response activities.

The Center is a special restoration project for the benefit of the people and natural resources of the State of South Carolina and the nation, restoring and enhancing the natural resources damaged as a result of the oil spill as specified in the final restoration plan. As a 501(c)3 organization, the Center relies primarily on philanthropic contributions to support its ongoing operations. These gifts represent a collaborative commitment to the Center's conservation ethic.

8. Literature Cited

Not applicable.

9. Map of Project Area:



D. Budget Form

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

Multiple Federal Funding Sources:

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

E. Budget Justification:

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

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

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.

2. A U.S. state or local government entity receiving less than $35 million in direct

Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.

3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.

4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.

5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68 . We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.

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

All applicants are hereby notified of the following:

● Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
● Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
● Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and nonfederal alike.
● Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
● Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation." Applicants who are individuals applying for funds separate from a business or nonprofit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget. For more information on indirect cost rates, see the Service's Indirect Costs and Negotiated Indirect Cost Rate Agreements guidance document on the Internet at http://www.fws.gov/grants/. Negotiating an Indirect Cost Rate with the Department of the Interior: Entities that do not have a NICRA must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 9165667111
Email: ics@nbc.gov
Internet address: http://www.aqd.nbc.gov/Services/ICS.aspx

F. Single Audit Reporting Statements:
As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement

regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "Single Audit Reporting Statements".

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

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

I. Conflict of Interest Disclosures:
Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's 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 applicant, the applicant's employees, or the applicant's future sub-recipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with

their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

- ☐ **Project summary**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications**
- ☐ **SF 424 budget form:** A complete SF 424A or SF 424C Budget Information form.
- ☐ **Budget justification**
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ **Conflict of Interest statement, when applicable.**

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

V. Submission Instructions
SUBMISSION DEADLINE: N/A

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

VI. Application Review
Criteria: N/A

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

VII. Award Administration

Award Notices:

Following review, recipients may be requested to revise the project scope and/or budget before an award is made. Successful recipients 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.

Domestic Recipient Payments:

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

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

The Notice of Award document from the Service 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.

Transmittal of Sensitive Data:

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

Award Terms and Conditions:

Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions.

The Federal regulations applicable to Service awards are available on the Internet at http://www.fws.gov/grants/. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

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

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

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

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

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

Other Mandatory Disclosures:
Recipients and their sub-recipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

The USFWS contact for this award is:

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