U.S. Fish and Wildlife Service
Northeast Region
Division of Migratory Birds

Fish and Wildlife Coordination and Assistance
Catalog of Federal Domestic Assistance (CFDA) Number: 15.664

Notice of Funding Opportunity

I. Description of Funding Opportunity

This notice is an announcement for issuing a single source financial assistance award to Associacao Para A conservacao Das Aves Do Brasil (SAVE Brasil):. The intent of this award is that this program will support an assessment of the magnitude of the harvest at several important shorebird sites along the northern Brazilian coast and will help determine if additional work should be undertaken at other sites. The northern Brazil coast supports large numbers of North American-breeding shorebirds, and much of the region is remote and communities rely on local natural resources to support themselves. Although anecdotal observations indicate that some harvest of shorebirds may occur, no rigorous assessment of the shorebird harvest has been undertaken in the region. The goal of this program is to contribute to the understanding of the shorebird harvest in the Caribbean and northern South America and addresses the key action to *Assess Biological and Social Aspects of Harvest* identified in the Atlantic Flyway Shorebird Initiative's 2016 *Plan to Address the Sustainability of Shorebird Harvest in the Western Atlantic*.

Activities associated with this project include the development and implementation of a field survey of hunters, which will complement previous work conducted in Suriname and French Guiana and on concurrent work in Guyana. The following data will be collected on hunters: their age group, how they use shorebirds, how birds are taken, which species are taken, how often they hunt shorebirds, and when they hunt shorebirds. Surveys will be conducted in the Brazilian states of Ampá, Maranhão and Pará. This program will provide estimates of shorebird hunting pressure in northern Brazil that are crucial for determining future steps towards establishing a hemispheric-wide sustainable harvest of migratory shorebirds.

This opportunity will require travel to local communities along the coast of northern Brazil. An extensive and respectful knowledge of the local culture is critical to conduct a successful survey. The recipient will be required to provide his/her own vehicle transportation.

Legislative authority is based on U. S. Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-666; Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a; Fish and Wildlife Conservation Act, 16 US.C. 2901-2911; and/or specific Congressional action, generally through the annual Appropriations Act, i.e., The Department of the Interior, Environment, and Related Agencies Appropriations Act, that cites new or relevant environmental and/or conservation statutes and activities for a defined purpose consistent with the mission, expertise, and goals of the Agency.

II. Award Information

This program uses a grant agreement as the financial assistance instrument. The recipient (Associação Para Conservação Das Aves Do Brasil [SAVE Brasil]) will be responsible for developing and implementing a hunter survey assessment project program, in cooperation with local Brazilian partners. The Service will only be marginally involved with the project.

The grant agreement may cover a five-year period contingent on funding availability. Funding levels will vary on an annual basis for the life of the agreement. Existing projects are eligible for renewal or supplementation.

III. Basic Eligibility Requirements

Eligible Applicants:

The Single Source Award is being awarded in accordance with the Department of Interior Policy 505 DM 2.14 and Service policy 516 FW 6, *Issuing Discretionary Grant and Cooperative Agreement Awards without Competition*, meeting the criteria of *Unsolicited Proposal* and *Unique Qualifications*. Over the years, it has been a challenge to identify potential partners in Brazil to work cooperatively on the conservation of migratory shorebirds. In the last few years, SAVE Brasil has emerged as a leader in developing national shorebird conservation plans and implementing activities to achieve the goals of the Atlantic Flyway Shorebird Initiative. They have already been involved with developing contacts and building community trust to successfully implement a hunting assessment project along the coast of northern Brazil. Past Service projects with SAVE Brazil indicate they will achieve objectives of this program. Their active involvement in flyway-scale conservation efforts for migratory shorebirds will ensure results are widely disseminated among flyway partners.

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

The recipient must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

A. DUNS Registration

Request a DUNS number at http://fedgov.dnb.com/webform. 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). 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 at 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.

Note: The official U.S. government website address for SAM is www.sam.gov. There is NO COST to register in or access SAM.gov. There are third-party vendors who charge a fee in exchange for registering entities in SAM; please be aware that you can register to do business with the U.S. government FOR FREE directly in SAM at www.sam.gov.

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 cost sharing or match is required.

IV. Application Requirements

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

A. A completed, signed and dated Application for Federal Assistance form. The SF-424 form is available online at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1

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

This program will support the implementation of a survey to assess the harvest pressure on migratory shorebirds along the northern coast of Brazil. The northern Brazil coast supports large numbers of North American-breeding shorebirds. Much of the region is remote and communities rely on local natural resources to support themselves. Although anecdotal observations indicate that some harvest of shorebirds may occur, no rigorous assessment of the shorebird harvest has been undertaken in the region. Survey methods employed here will complement efforts to assess harvest pressure in French Guiana, Guyana, and Suriname to help provide a regional perspective on shorebird harvest.

C. Project Narrative

1. Statement of Need: Hunting has emerged in the last decade as being a potential constraint to shorebird conservation. Considerable hunting pressure has been identified in Guadeloupe, Martinique, Barbados, Puerto Rico, Trindad and Tobago, Suriname and French Guiana. In Brazil, hunting is an illegal activity (Lei 9605, 12 fevereiro 1998), but can be considered legal, for example, if it is subsistence. Still, Brazil has been cited as possibly having a harvesting rate equivalent to countries mentioned above. Shorebird specialists in Brazil thoroughly debated the topic during the workshop for the Brazilian National Action Plan for Migratory Shorebirds (BNAP-MS; Ministério do Meio Ambiente 2012) in December 2012. They agreed that an assessment should be conducted. Harvest assessment is also one of the main impacts dealt with in the Atlantic Flyway Shorebird Initiative (AFSI; National Fish and Wildlife Foundation 2015). To date, no assessment has been conducted on the issue in Brazil, because of the lack of capacity and funding. A grant agreement to the Associação Para Conservação Das Aves Do Brasil (SAVE Brasil) will assist in determining if shorebird harvest across the Caribbean and northern South America is sustainable.

2. Project Goals and Objectives: In 2015, the National Fish and Wildlife Foundation developed a parent Business Plan for the Atlantic Flyway Shorebird Initiative. In that plan, shorebird harvest was identified as one of four major threats to shorebird survival in the Atlantic Flyway. Lack of information on species-specific harvest rates throughout the Atlantic Flyway are major impediments to developing sustainable hunting practices. The goal of this program is to contribute to the understanding of the shorebird harvest in the Caribbean and northern South America and addresses the key action to *Assess Biological and Social Aspects of Harvest* identified in the Atlantic Flyway Shorebird Initiative Harvest Working Group's (2016) *Plan to Address the Sustainability of Shorebird Harvest in the Western Atlantic* . The goal of this project is to determine if subsistence and illegal harvesting of shorebirds occurs at important shorebird habitats along the Atlantic Coast of northern Brazil, and to acquire social and environmental data to use as foundation for an effective conservation-community engagement program for the region.

3. Project Activities, Methods and Timetable:

Surveys will be conducted with the local communities at two important regions. The first is Reentrâncias Maranhenses/Paraenses in the states of Maranhão and Pará, which is a Western

Hemisphere Shorebird Reserve Network site of hemispheric important and an Important Bird Area. This region is a continuous formation that is politically separated by the state border. Specific areas include the Cururupu Reserva Extrativista, Ilha do Cajual, Croa Crimosa, Croa Alta, Ponta Seca, and Ilha dos Caranguejos. The second site will be Praia do Goiabal in the state of Ampá, which is also an Important Bird Area. Specific areas include the Biological Reserve Lago Piratuba surroundings; Praia do Goiabal.

The methods used will be follow those developed for hunter assessments in Suriname, Guyana, and French Guiana and will be modified for use in Brazil. The following data will be collected on hunters: their age group, how they use shorebirds, how birds are taken, which species are taken, how often they hunt shorebirds, and when they hunt shorebirds. Each of the sites will be surveyed during the main hunting period between August and April.

Timeframe:

1 Aug 2017 – 30 Apr 2018	Conduct initial field surveys
1 May – 31 Jul 2018	Analysis initial survey results, adapt methods
1 Aug 2018 – 30 Apr 2019	Conduct second round of field surveys
1 May – 30 Sep 2010	Analyze data, prepare final report

4. Stakeholder Coordination/Involvement: SAVE Brasil has established a network of managers of federal and state protected areas and agencies, as well as local specialists, and will continue to work with their support and collaboration. These stakeholders were present at a Shorebird Habitat Workshop held in March 2016 by Manomet, Inc. and SAVE Brasil, and they demonstrated interest in shorebird conservation. Communication has continued throughout the year and they have confirmed support to the project by providing some logistical support, suggesting communities for the surveys, and providing connects with community leaders. At state level, SAVE Brasil will work closely with state agencies on the project.

5. Project Monitoring and Evaluation: The Service will monitor and evaluate the overall progress on the project.

6. Description of Entities Undertaking the Project:

SAVE Brasil (Portuguese acronym for Society for the Conservation of Birds in Brazil) is a non-governmental organization and BirdLife International's partner in Brazil. Its mission is to conserve Brazilian birds and their natural environment for a healthier planet. Since it was founded in 2004, SAVE Brasil has led the identification of the 234 Important Bird Areas (IBAs) in Brazil, as well as contributed to the: 1) conservation of 600 bird species (of which 40 are threatened), 2) creation of 60,000 ha of protected areas in the Atlantic Forest, and 3) conservation of 80,000 ha of grassland by engaging ranchers in best-practices, among others. SAVE Brasil Shorebird Conservation Program Manager, Dr. Juliana Bosi de Almeida, has been working with Buff-breasted Sandpipers since 2000, when she started her Ph.D. project. She is engaged with the AFSI executive committee and harvest working-group, is a member of the BNAP-MS advisory committee, the CMS Americas Flyways Task Force, and BirdLife International Atlantic Flyway Working Group. Within SAVE Brasil's Shorebird Program, Dr. Almeida currently leads two conservation projects along the Atlantic Flyway, collaborating with six international and four national NGOs. Carolina Bernardo, Ph.D. and Albert Aguiar, who will be conducting project activities, have experience in long-distance education and community engagement.

Dr. Almeida is coordinating the activities with Danielle Paludo, coordinator for the BNAP-MS, as well as biologists from the Federal Protected Areas, Paulo Silvestro from National Park Cabo Orange (Amapá State), Maximiliano Niedfield from Sustainable Use Reserve Chocoare-Matogrosso (Pará State), Ednaldo Gomes from Sustainable Use Reserve Caete-Taperacu (Pará State), and Laura Reis from Sustainble User Reserve Cururupu (Maranhão).

7. Sustainability: Funding for this program is subject to annual renewal and federal funding availability may be variable. The work supported by this program is guided by a plan developed by a partnership interested in the sustainability of shorebird hunting in the Atlantic Flyway.

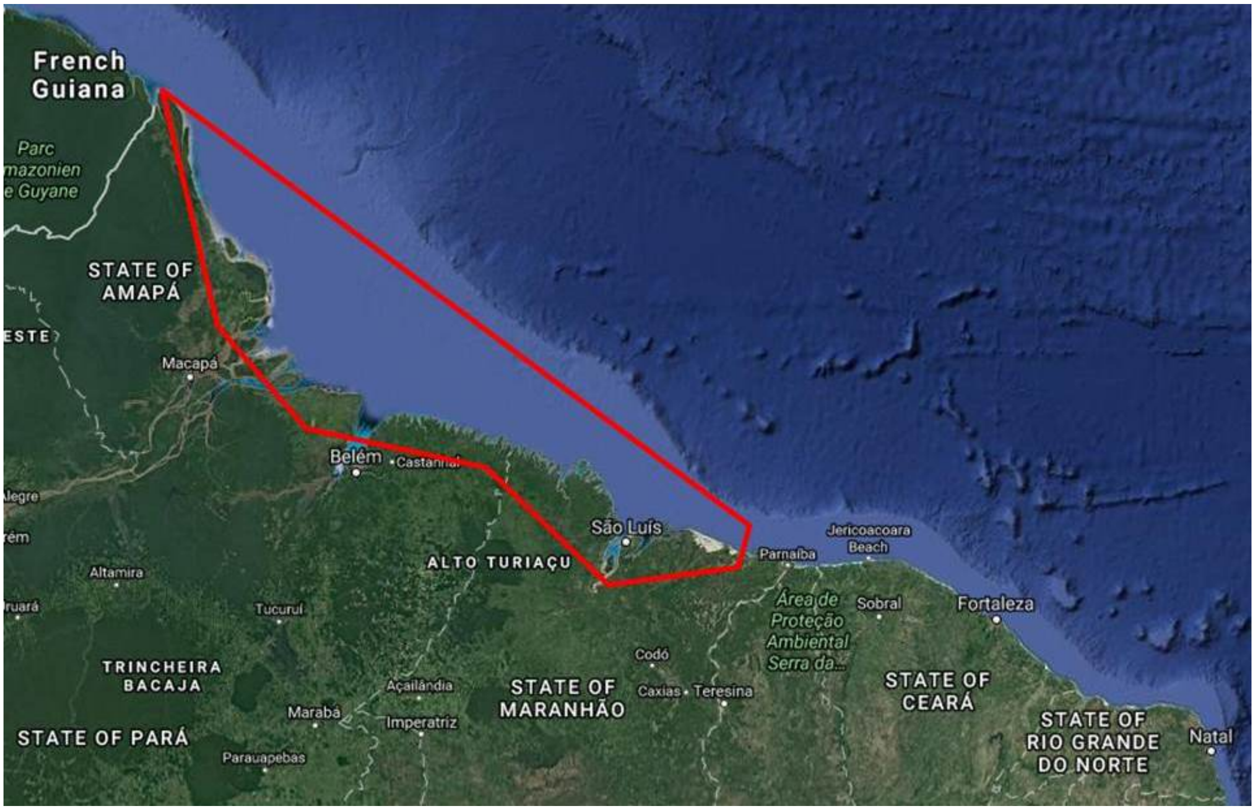
8. Literature Cited

Atlantic Flyway Shorebird Initiative Harvest Working Group. 2016. A Plan to Address the Sustainability of Shorebird Harvest in the Western Atlantic Flyway. U.S. Fish and Wildlife Service, Migratory Bird Program, Lakewood, CO, 80215, USA.

Ministério do Meio Ambiente, 2012. Plano de Ação Nacional para Conservação das Aves Limícolas Migratórias. Instituto Chico Mendes de Conservação da Biodiversidade, Brasilia, Brasil <http://www.icmbio.gov.br/portal/faunabrasileira/29-fauna-brasileira/plano-de-acao-nacional-lista/3567-plano-de-acao-nacional-para-conservacao-das-aves-limicolas>

National Fish and Wildlife Foundation. 2015. Atlantic Flyway Shorebird Initiative – A Business Plan. Washington, D.C.

9. Project Area



D. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A). The SF-424A form is available online at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at http://www.ecfr.gov/.

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

E. Budget Justification

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

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

Required Indirect Cost Statement: Recipients that do not have an approved indirect cost rate cannot charge indirect costs to their Federal award. All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "A copy of our most recently approved but expired rate agreement is attached. 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* "A copy of our current, approved rate agreement(s) 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 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.

6. 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, 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.

7. 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. 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.

8. 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 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.

- Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct project costs paid by any other Federal funding source or non-Federal partner.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

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

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

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
650 Capitol Mall, Suite 7-400
Sacramento, CA 95814
Phone: 916-930-3803
Email: Through https://www.doi.gov/ibc/contactus/ibcfeedback web form
Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

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 (https://harvester.census.gov/facweb/) 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**".

B. G. Assurances: Include the signed and dated **Assurances for Non-Construction Programs (SF 424B),** which is available online at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. 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 or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

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 available at http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

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

J. Required Overlap/Duplication Statement: Applicants must provide a statement that addresses if there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application. Applicants must also state if the proposal submitted for consideration under this program is/is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non-Federal). If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (entity name and program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be duplicative of the funding requested from the Service, applicants must notify the Service point of contact for this funding opportunity immediately.

Application Checklist

- ☐ **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424 form.
- ☐ **Project summary**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications**
- ☐ **Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.
- ☐ **SF 424 budget form**: A complete SF 424A Budget Information form.
- ☐ **Budget justification**
- ☐ **Federally-funded equipment list**: If Federally-funded equipment will be used for the project, a list of that equipment.
- ☐ **Indirect cost statement**
- ☐ **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B Assurances form.
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ **Conflict of Interest disclosure,** when applicable.
- ☐ **Overlap/Duplication statement**

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

V. Submission Instructions

SUBMISSION DEADLINE: October 1, 2017

Intergovernmental Review: N/A

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable.

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. E-mail your application to the Service program point of contact identified in the Grants.gov funding opportunity.

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.

VI. Application Review Information

Criteria: The Single Source Award is being awarded in accordance with the Department of Interior Policy 505 DM 2.14 and Service policy 516 FW 6, *Issuing Discretionary Grant and Cooperative Agreement Awards without Competition*. The recipient meets the following criteria.

1. Addresses at least one of the focal shorebird species identified in the Atlantic Flyway Shorebird Initiative (AFSI) Business Plan (see http://www.nfwf.org/amoy/Documents/afsi_biz_plan.pdf).

2. The project activities are within Brazil, the Guianas (French Guiana, Guyana, or Suriname) or Barbados.

3. The projects addresses the key strategies identified in the AFSI Business Plan of 1) managing and protecting critical habitat or 2) reduce hunting pressure. Further, if the project is directed toward reducing hunting pressure, the activities should align with the key actions identified in the *Plan to Address the Sustainability of Shorebird Harvest in the Western Atlantic Flyway*.

4. The recipient has a demonstrated ability to work with local partners and communities.

Review and Selection Process:

The Single Source Award is being awarded in accordance with the Department of Interior Policy 505 DM 2.14 and Service policy 516 FW 6, *Issuing Discretionary Grant and Cooperative Agreement Awards without Competition*. Service staff will review the application package with respect to the criteria met above.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Prior to award, the Service reviews the selected applicant's statement regarding potential overlap or duplication in terms of activities, funding, or time commitment of key personnel and makes a determination regarding Service funding. Depending on the circumstances, modification of the application, other pending applications, or an active award may be necessary, or the Service might choose to not fund the proposed project.

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. For a copy of the Service's risk assessment form, go to https://www.fws.gov/grants/atc.html.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS; https://www.fapiis.gov/fapiis/index.action) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

VII. Award Administration

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

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.

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

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 Service's Standard Award Terms and Conditions are available on the Internet at https://www.fws.gov/grants/atc.html. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements

Financial and Performance Reports

Final Reports: Recipients 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.

Interim Reports: For awards that last longer than 12 months, recipients 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 than annual reporting will be based on the Service's assessment of higher 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.

Recipients must use the Standard Form 425, Federal Financial Report for financial reporting, available on the Internet at http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1.

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

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

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

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

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

Other Mandatory Disclosures: 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 have received 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. (See also 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

VIII. Agency Contacts

U.S. Fish and Wildlife Service, Scott Johnston, 300 Westgate Center Drive, Hadley, MA 01035, Telephone: 413-253-8557, Email: scott_johnston@fws.gov.