U.S. Fish and Wildlife Service
Northeast Region
National Wildlife Refuge System
Edwin B. Forsythe National Wildlife Refuge

Biological Monitoring and Management of Federally Threatened and State Endangered Beach Nesting Birds on E.B. Forsythe NWR
Catalog of Federal Domestic Assistance (CFDA) Number: 15.655

Notice of Funding Opportunity

This is an announcement for issuing a single source financial assistance award to the Conserve Wildlife Foundation of New Jersey (CWF) for a period of approximately 7 months. This announcement is for notification purposes only.

I. Description of Funding Opportunity

The intent of the award is to conduct monitoring of nesting activities of federally threatened and State endangered beach-nesting birds on Edwin B. Forsythe National Wildlife Refuge (Refuge). Species being monitored are the piping plover (*Charadrius melodus*), least tern (*Sterna albifrons*), black skimmer (*Rynchops niger*) and American oystercatcher (*Haematopus palliates*). CWF would monitor nesting activities on a daily basis (minimum five days/week each). This opportunity is authorized under the Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a-754; Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-667(e); Fish and Wildlife Conservation Act, 16 U.S.C. 2901-2911; Migratory Bird Treaty Act, 16 U.S.C. 709a.

II. Award Information

The U.S. Fish and Wildlife Service, Region 5, intends to make a single source award for a cooperative agreement to Conserve Wildlife Foundation of New Jersey. This award is for an amount up to $55,000. The Conserve Wildlife Foundation of New Jersey (NJ) works closely with the New Jersey Endangered and Nongame Species Program (ENSP) of the NJ Department of Environmental Protection (NJDEP) and the U.S. Fish and Wildlife Service (Service) to monitor and assess state-wide beach-nesting bird populations during the 2017 nesting season. Specific tasks will include: nest searching, incubation monitoring, chick searches and monitoring, walking surveys, predator control, data collection, and program data entry. In addition to these responsibilities, CWF's technicians may assist other researchers in capture, marking, and monitoring of piping plover and other beach-nesting birds. They will also serve as experienced in-field resources for the Refuge's seasonal interns that may occasionally work alongside them. Other tasks will include: assuring data collected in the field is correct; assuring data is entered into electronic databases and proof-checked to ensure accuracy; writing progress reports; and checking, compiling, and sending all nesting data to the State at the end of the nesting season.

The U.S. Fish and Wildlife Service (Service) will be substantially involved in projects under this funding opportunity. In particular, the Service will: (1) provide assistance with transportation to monitoring areas including providing vehicles, allowing the use of refuge watercraft, and providing fuel; (2) work with CWF to establish the timing of monitoring; (3) determine scope

and prioritizing project activities in the event of budget shortfalls; (4) review documents to ensure that any requirements for compliance under the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act are met prior to conducting field work; (5) provide supplies necessary for monitoring activities (e.g., binoculars and spotting scopes); and (6) provide housing for CWF staff, as available.

Project deliverables will include (1) monthly progress reports of nesting success through the summer season, and (2) preparing all data collected to the NJDEP ENSP by their established due dates (usually September).

III. Basic Eligibility Requirements

Eligible Applicants:

Conserve Wildlife Foundation of New Jersey working with the New Jersey Endangered and Nongame Species Program were selected for this project due to their experience and expertise in monitoring and evaluation of beach-nesting birds throughout the state of New Jersey.

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

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 2of 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

Conserve Wildlife Foundation of New Jersey; DUNS #: 021627695

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.

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

D. Cost Sharing or Matching

Cost-sharing is not a requirement but priority is given to projects that leverage technical and financial assistance through voluntary partnerships.

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 three required forms required are the Application for Federal Assistance SF-424 (SF-424 form), BUDGET INFORMATION - Non-Construction Programs (Standard Form 424A) and ASSURANCES - NON-CONSTRUCTION PROGRAMS (Standard Form 424B). 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

Title: Biological Monitoring and Management of Federally Threatened and State Endangered Beach Nesting Birds on E.B. Forsythe NWR.

Project Overview: The Edwin B. Forsythe National Wildlife Refuge requires CWF to conduct monitoring of nesting activities of federally threatened and State endangered beach-nesting birds. The project will conduct monitoring of nesting activities on the refuge through the breeding season (2017). Species being monitored are the piping plover (*Charadrius melodus*), least tern (*Sterna albifrons*), black skimmer (*Rynchops niger*) and American oystercatcher (*Haematopus palliates*).

Project Tasks: Duties include nest searching, incubation monitoring, chick searches and monitoring, walking surveys, predator control, data collection, and program data entry. In addition to these responsibilities, CWF's technicians may assist in capture, marking, and monitoring of piping plover and other beach-nesting birds. They would also serve as experienced in-field resources for the seasonal interns that may occasionally work alongside the technicians.

CWF will provide daily guidance to their staff to ensure data collected in the field is correct, data is entered into electronic databases and proof-checked to ensure accuracy, and reports are well written. Data sent to the State at the season's end will have no errors.

CWF staff are expected to work under various climatic conditions, in which some of these conditions are extreme (i.e., high heat indexes, rain, cold, high winds). They are expected to walk approximately eight miles over varying sandy terrain each day. Riding in motor boats through ocean inlet waters and jumping from boat to beach through low surf will be required on some days. Any CWF staff that will operate refuge boats will need to successfully complete the DOI Motorboat Operators Certification Course (MOCC) at CWF's expense.

CWF staff may assist in removing nest predators. On days where conditions are inclement for field work, they will be encouraged to work with refuge staff on various refuge projects/programs as needed.

Expected Outcomes: It is expected that with experienced staff the monitoring coverage at refuge nesting locations will be greatly increased for the length of the agreement. It is anticipated that the quality and consistency of data collected will be excellent with few elements of uncertainty, which will result in high quality data sets that can confidently be shared with partners and contribute to the long-term conservation of beach-nesting birds.

C. Project Narrative

1. **Statement of Need:** The refuge has long-surveyed and monitored beach-nesting birds on its Holgate and Little Beach Island units. The extent and intensity of monitoring has varied over the years. In recent years refuge staff has been working closely with the ENSP, CWF and the U.S. Geological Survey's National Wetland Center (USGS) to gain a better understanding about the refuge's inability to meet management objectives, which includes the Service's Piping Plover Recovery Plan (USFWS 1996). For the last 3 years we have brought CWF on board to conduct seasonal monitoring on the refuge and the data has been of the highest quality. We propose to, once again, conduct the same quality monitoring in 2017. The ultimate goal of these efforts is to allow refuge staff to make informed management decisions regarding these species.

2. **Project Goals and Objectives:** Specific objectives for the project are to: (1) monitor all beach-nesting birds on the Holgate and Little Beach Island units of the refuge; (2) record all data efficiently and without error; (3) process all data; (4) provide the completed and vetted dataset to the ENSP and the Service by their annual due dates; and (5) assist with other related activities, as needed.

3. **Project Activities, Methods and Timetable:** CWF will provide sufficient technical staff to survey both Holgate and Little Beach Island units a minimum of five times each week. Duties include, but are not limited to, nest searching, capture /marking of beach-nesting birds, incubation monitoring, chick searches and monitoring, walking surveys, predator control, data collection, and program data entry.

   CWF will supervise, field assist, and coordinate the scheduling of all field work activities. They will assure data collected in the field is correct and that it is entered into the CFW's electronic databases, with duplicates provided to the refuge. They will proof-check the data to ensure accuracy. Data sets given to the refuge will be in Excel formats,

pdf's, MS Word-generated spreadsheets. Refuge access to CWF data sets will be through shared Google Drive.

Monthly progress reports will be written by CWF, and they will check, compile and send all of the refuge's nesting data to the State at season's end. Duplicate data sets will be provided to the refuge.

It is expected that CWF will start coordinating activities with refuge staff in mid-March, and that teams will be on-the-ground by mid-April to begin field work.

4. **Stakeholder Coordination/Involvement:** Refuge biological staff will work closely with CWF and other Service personnel, such as the Piping Plover Recovery Coordinator.

5. **Project Monitoring and Evaluation:** Project will be overseen by Refuge and CWF lead staff. Meetings will be held, as needed through the summer season to ensure expectations of both parties are met. The final data collection will be reviewed and approved by the lead refuge biologist prior to submittal to ENSP.

6. **Description of Entities Undertaking the Project**: The Conserve Wildlife Foundation of New Jersey is a non-governmental organization that works closely with the state of New Jersey NJDEP to preserve rare and imperiled species of wildlife throughout the state. The U.S. Fish and Wildlife Service point of contact is Virginia Rettig, Refuge Manager, Edwin B. Forsythe National Wildlife Refuge, 800 Great Creek Road, P.O. Box 72, Oceanville, NJ 08213, virginia_rettig@fws.gov.

7. **Sustainability:** Work will occur in summer 2017 to provide intense data collection that will result in data for analysis by partners and that will allow refuge management to make long-term decisions about refuge coastal beach management and management of the refuge's beach-nesting bird program.

8. **Literature Cited:** U.S. Fish and Wildlife Service. 1996. Piping plover (*Charadrius melodus*), Atlantic Coast population, revised recovery plan. USFWS Region 5, Hadley, MA.

9. Map of Project Area:



Map of Holgate and Little Beach Island on Edwin B. Forsythe NWR. Map source: Google Earth

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://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/.

Note on 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 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:

Conserve Wildlife New Jersey is a nonprofit organization that will charge all costs directly.

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"**.

G. Assurances: Include the appropriate signed and dated Assurances form available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. 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. 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 project AND the project budget 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, SF 424-Mandatory, or SF 424- Individual 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 or SF 424C 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 or SF 424D 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: 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.

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

Criteria: This is a notice of a single source financial assistance award. This announcement is for notification purposes only.

Review and Selection Process:

This project is a continuation of work begun using Hurricane Sandy Resilience funds. This project is not funded with those funds. The approved spending plan includes tasks related to monitoring the nesting activities of beach-nesting birds in response to Hurricane Sandy and using this assessment to refine best management practices for future management actions on the Edwin B. Forsythe NWR. Conserve Wildlife Foundation of New Jersey (contractor), working with the New Jersey Endangered and Nongame Species Program, are uniquely qualified to monitor beach nesting bird activity because of the work done for many years on various beach locations throughout the state.

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.

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.)

2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to awards with a total Federal share of more than $500,000, except those to individuals and foreign public entities.

VIII. Agency Contacts:

Virginia Rettig, Refuge Manager,
Edwin B. Forsythe National Wildlife Refuge
800 Great Creek Road, P.O. Box 72,
Oceanville, NJ 08213
virginia_rettig@fws.gov.