

Coastal Program – Great Lakes Restoration Initiative

Notice of Funding Opportunity Number: F20AS00043

Federal Program: Department of the Interior, United States (U.S.) Fish and Wildlife Service, Interior Region 3 – Great Lakes, Ecological Services, Coastal Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15.662

Authorizing Legislation: Anadromous Fish Conservation Act, 16 U.S.C. §757a; Bald Eagle Protection Act, 16 U.S.C. §668; Coastal Wetlands Planning, Protection and Restoration Act, 16 U.S.C. §§3951-3956; Federal Water Pollution Control Act-Clean Water Act, 33 U.S.C. §§1251-1387; Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. §9601; Emergency Wetlands Resources Act - National Wetlands Inventory, 16 U.S.C. §3901 and §§3931-3932; Endangered Species Act, 16 U.S.C. §1531 et seq.; Fish and Wildlife Act, 16 U.S.C. §742 et seq. Fish and Wildlife Conservation Act, 16 U.S.C. §2901 et seq.; Fish and Wildlife Coordination Act, 16 U.S.C. §§661-666; Great Lakes Fish and Wildlife Restoration Act, 16 U.S.C. §941; Great Lakes Fishery Act, 16 U.S.C. §931; Lacey Act, 16 U.S.C. §3376(b); Migratory Bird Treaty Act, 16 U.S.C. §703 et seq.; Non-indigenous Aquatic Nuisance Prevention and Control Act, 16 U.S.C. §§4701-4741; North American Wetlands Conservation Act, 16 U.S.C. §4401 et seq.; Partners for Fish and Wildlife Act, 16 U.S.C. §§3771-3774; and Water Infrastructure Improvements for the Nation Act (WIIN), Pub.L. 114-322, Sec. 5005.

Paperwork Reduction Act Statement: We are collecting this information in accordance with the authorizing legislation identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

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

I. Program Description

The Coastal Program-Great Lakes Restoration Initiative is a voluntary, community-based program that provides technical and financial assistance through cooperative agreements to coastal communities, conservation partners, and landowners to restore and protect fish and wildlife habitat on public and private lands within the Great Lakes watershed. The Coastal Program – Great Lakes Restoration Initiative funding is available to coastal areas within the U.S. portion of the Great Lakes basin which includes parts of Michigan, Wisconsin, Minnesota, Illinois, Indiana, Ohio, Pennsylvania, and New York. Within the Great Lakes, Coastal Program staff coordinates with project partners, stakeholders and other Service programs to identify geographic focus areas and develop habitat conservation priorities within these focus areas. Geographic focus areas are where the Coastal Program directs resources to conserve habitat for Federal trust species. Staff develop

five-year strategic work plans based on the conservation priorities and the geographic focus areas that guides the work of the program. Projects are developed in collaboration with partners, and with substantial involvement from Service field staff. Projects must advance the missions of the U.S. Department of the Interior (DOI), U.S. Fish and Wildlife Service (Service), and the Coastal Program, and be based on sound scientific biological principles. Projects must also support the financial assistance priorities of Department of the Interior, specifically Priorities 1, 3, 8.

DOI Priority	Coastal Program Support
1. Creating a conservation stewardship legacy second only to Teddy Roosevelt	The Coastal Program mission is to achieve voluntary habitat conservation by providing technical and financial assistance, in collaboration with partners, for the benefit of Federal trust species. Working with partners, we deliver strategic habitat conservation by conducting landscape-scale planning and design and implementing habitat improvement and protection projects.
3. Restoring trust with local communities	The Coastal Program partners with local communities to plan and deliver priority habitat conservation projects that benefit recovery and management of Federal trust species, and address other community priorities;
8. Modernizing our infrastructure	Some Coastal Program projects are designed to: (1) improve habitat connectivity (e.g., fish passage structures, culvert retrofits, stream channel improvements, and removal of low head dams and levees); (2) attenuate coastal erosion (e.g., wetland restoration, living shorelines, streambank stabilizations, dune restorations, revegetation, and fencing); and (3) maintain habitat for migratory birds and waterfowl (e.g., construction of berms and installation of water control structures).

Applicants seeking technical or financial assistance from the Coastal Program – Great Lakes Restoration Initiative are requested to consult with Coastal Program staff and review the Region 3 Coastal Program strategic work plan BEFORE developing or submitting an application (see Section VIII. Federal Awarding Agency Contacts).

II. Federal Award Information

Total project funding for this program is anticipated at approximately \$1 million and typical awards range in size from \$40,000 - \$200,000. The period of performance for the majority of Coastal Program projects is two years, starting on the date of the Notice of Award Letter. Award decisions are made annually on a rolling basis. Support of a project in one year should not be understood to mean that the project will continue to receive funding in future years. This program uses cooperative agreements as the primary assistance instrument. Cooperative agreements require Service staff to be substantially involved in the

design and implementation of the project. Examples of substantial involvement include, project design and oversight, budget development and coordination, and compliance and monitoring.

III. Eligibility Information

A. Eligible Applicants

Applicant eligibility is limited to Federal, state, interstate and intrastate agencies; local and tribal governments; public nonprofit organizations (such as conservation organizations, watershed councils, land trusts, and academic institutions); U.S. territories and possessions; and private landowners. U.S. non-profit, non-governmental organizations with 501(c)(3) status with the Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the Internal Revenue Service.

B. Cost Sharing or Matching

Cost sharing is not required, although we strive to achieve a ratio of greater than 1:1 on selected projects. Cost share can be monetary or in-kind contributions and will vary from project to project. Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share.

C. Other Eligibility Criteria

The Coastal Program cannot support mitigation projects or accept mitigation or in-lieu funds as non-Federal cost share for a project.

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

Prohibition on Issuing Awards to Entities that Require Certain Internal Confidentiality

Agreements: Domestic (U.S.) non-Federal entities requiring their employees or contractors to sign internal confidentiality agreements or statements that prohibit, or otherwise restrict, such employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information are not eligible to compete for or receive a Federal award. See [Pub. L. 113-235, Title VII, Division E, Section 743](#) for more information.

Excluded Parties: The Service conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Service cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts,

and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

IV. Application Requirements

A. Requesting Paper Application Package

To request a paper application, refer to Section VIII of this document “Federal Awarding Agency Contacts” or visit <https://www.grants.gov/forms/> to get a copy of the Standard Form 424 (SF-424).

B. Application Form and Content Requirements

Applicants must submit the following:

1. SF-424, Application for Federal Assistance

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

2. SF 424, Assurances

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

3. Project Narrative

- **Project title**
- **Description of Entities Undertaking the Project:** Provide a brief description of the applicant organization(s) and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide contact information for the individuals that will oversee/manage the project activities on a day-to-day basis.
- **Statement of Need:** Describe why this project is necessary and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work.
- **Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be

specific, measurable, and realistic (attainable within the project's proposed project period).

- **Activities:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be taken to fulfill the project objectives and reach the project goal(s). The proposed project activities must be described in enough detail for reviewers to make a clear connection between the activities and the proposed project costs.
- **Methods:** Should be accepted practice, based on sound science, and cost-efficient.
- **Timetables and milestones:** Provide a timetable indicating the estimated completion dates of the proposed activities.
- **Information to support environmental compliance review:** Provide information necessary to review the project under the Endangered Species Act and the National Historic Preservation Act.
- **Stakeholder Coordination or Involvement:** Provide a list of project partners and describes their roles.
- **Project Monitoring and Evaluation:** Describe the monitoring and evaluation plan for the project, including appropriate quantifiable metrics to determine the success based on the project objective(s). If applicable, describe how the project partners will participant in the monitoring and evaluation activities.
- **Information on key project personnel:** Provide a list of any consultants involved in the project, in addition to the project partners.
- **Anticipated future funding needs:** Provide a projection of the overall cost of the project. If the project has multiple phases, indicate how the proposed activities supports the overall project plan.
- **Details and supporting documentation on the project location:** This can be a site description or a labeled map of the project site.
- **Other program or project-specific narrative requirements:** Include a project site characterization and a description of how the project will support existing conservation plans.

4. SF-424, Budget Information

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

5. Budget Narrative

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires

prior approval under the Federal cost principles. See [2 CFR 200.407](#) "Prior written approval (prior approval)" for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

6. Indirect Costs: Individuals

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

7. Indirect Costs: Organizations

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the [IBC Email Submission Form](#). See the [IBC Website](#) for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

Required Indirect Cost Statement

All organizations must include the applicable statement from the following list in their application to the Service, and attach to their application any documentation identified in the applicable statement:

We are:

- ☐ A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- ☐ A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- ☐ A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." or "Attached is a copy of our current negotiated indirect cost rate agreement."]

- ☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- ☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs)]. However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in [2 CFR 200.68](#). We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- ☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in [2 CFR 200.68](#). We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.
- ☐ A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

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

8. Conflict of Interest Disclosure

Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, or the applicant's employees or subrecipients, in matters pertaining to the proposed project. Applicants may not solicit, obtain, or use non-public information that may be of competitive interest to the entity, including information regarding the funding opportunity, evaluation, award, or administration of an award to the entity. Applicants must notify the Service in writing in their application if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal program receiving this application or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Applicants may not have a former Federal employee as a key project official, or in any other substantial role for the proposed project, whose participation puts them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics' website at <https://oge.gov/> for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the proposed project and will determine whether a significant potential conflict exists. If it does, the Service may work with the applicant to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the rejection or disqualification of the application.

9. Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

10. Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate [SF-424, Application for Federal Assistance](#) form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

11. Disclosure of Lobbying Activities

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the [SF-LLL, Disclosure of Lobbying Activities](#) if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available on the “Packages” tab of this Funding Opportunity on Grants.gov. [See 43 CFR, Subpart 18.100](#) for more information on when additional submission of this form is required.

12. Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, *“There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel”*. If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with *“We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing.”*

13. APPLICATION CHECKLIST

- ☐ SF-424, Application for Federal Assistance or Application for Federal Assistance-Individual
- ☐ SF-424B or D, Assurances
- ☐ Project Narrative
- ☐ SF-424A or C, Budget Information
- ☐ Budget Narrative
- ☐ Indirect Cost Statement and related documentation (when applicable)
- ☐ Conflict of Interest Disclosure (when applicable)
- ☐ Single Audit Reporting Statement (when applicable)
- ☐ SF-LLL, Disclosure of Lobbying Activities (when applicable)
- ☐ Overlap or Duplication of Effort Statement

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

V. Submission Requirements

Applicants seeking technical or financial assistance from the Coastal Program – Great Lakes Restoration Initiative are requested to consult with Coastal Program staff BEFORE developing or submitting an application.

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

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

1. Obtain a DUNS Number

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

2. Register with SAM

Register on the [SAM.gov website](#). The official website address is <http://www.sam.gov>. The "Help" tab on the website contains User Guides and other information to assist you with registration. The [Grants.gov Register with SAM" webpage](#) also provides detailed instructions. You can also contact the supporting [Federal Service Desk](#) for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity's DUNS or IRS information. Foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

B. Submission Dates and Times

Applications must be submitted January 10, 2020 to September 30, 2020 by 5:00 PM ET.

C. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the [OMB Office of Federal Financial Management website](#) and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated

entity for more information on the state's prior review requirements for Federal assistance applications.

D. Funding Restrictions

Funding will be restricted to projects focused on habitat protection, restoration, or enhancement for the conservation of native Great Lakes fish and wildlife populations and that are identified as a priority under section VI (below).

E. Submission Instructions

Applicants seeking technical or financial assistance from the Coastal Program – Great Lakes Restoration Initiative are requested to consult with Coastal Program staff BEFORE developing or submitting an application (See VIII Federal Awarding Agency Contact).

1. To submit an application by mail

Number all pages of your printed application. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete 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.

2. 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.

3. To submit an application through Grants.gov

This program encourages applicants to submit their applications online through Grants.gov. Follow these steps to apply through Grants.gov.

a) Register with Grants.gov

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

b) Grants.gov Workspace Application

Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. To apply, the applicant will [create, complete, and submit a Workspace application package for this Funding Opportunity directly on Grants.gov](#). Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may disrupt the application submission. When attaching files to the Grants.gov application, please do not assign file names longer than 20 characters, including spaces. File names longer than 20 characters will prevent your application received by Grants.gov from automatically downloading into the Service's financial assistance management system. Applicants using slow internet, such as dial-up connections, should be aware that the transmission of the application to Grants.gov takes time. Grants.gov sends either an error message or a "successfully received" message by email to the applicant's authorized representative once the transmission is complete. Please do not end the transmission process before receiving that message.

c) Proof of Timely Submission

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

VI. Application Review Information

A. Criteria

Conservation activities and projects do not have to meet all of the selection criteria; however, field staff will give the highest priority status to proposed projects that meet more of the following criteria (sequence of listing does not imply order of preference):

- 1. Restoring trust with local communities:** Projects will be evaluated based on how they support and build trust with local communities.
- 2. Striking a regulatory balance:** Projects seek to downlist, delist, or avoid species from being listed on the Federal Endangered Species Act (ESA). The Coastal Program's voluntary approach provides a balance to a regulatory conservation approach.
- 3. Modernizing our infrastructure:** Projects that restore or reconnect the natural hydrology of streams, rivers, and estuaries will be supported to restore coastal wetland habitats and increase fish passage.
- 4. Ensuring sovereignty means something:** Many Coastal Program projects support tribal communities and Coastal Program staff will continue to look for opportunities to partner with tribes.
- 5. Hunt/Fish:** Where appropriate, the Coastal Program will seek to provide wildlife benefits that support recreational opportunities for the public to hunt and fish.

6. **National Wildlife Refuge System:** Coastal Program staff will prioritize conservation activities and projects on a National Wildlife Refuge, or on public or private lands adjacent to a National Wildlife Refuge and that complement the conservation practices on the refuge.
7. **Expand priority habitats, reduce habitat fragmentation, establish conservation buffers, and provide wildlife corridors:** Coastal Program staff will give preference to habitat improvement projects near protected land, including land owned or managed by the National Wildlife Refuge System, National Forests, National Park Service, U.S. Department of Agriculture, other Federal agencies, tribal, state agencies, or non-government entities.
8. **Coastal resiliency:** The Coastal Program is committed to helping businesses and communities to cope with the growing threats to coastal ecosystems from habitat degradation and changing environmental conditions.
9. **Regional strategic plans and priorities:** Midwest Region Coastal Program staff worked with other Service programs, conservation partners and other stakeholders to develop a five-year strategic work plan that integrates shared habitat conservation priorities. The plan identifies geographic focus areas where the Coastal Program will concentrate our technical and financial resources. Habitat improvement projects that meet Great Lakes specific priorities, and are located within geographic focus areas, will receive higher priority. However, field staff is not prohibited from implementing high-value habitat improvement projects outside of these geographic focus areas.

B. Review and Selection Process

Applicants seeking technical or financial assistance are requested to consult with the Coastal Program staff BEFORE preparing an application (See VIII. Federal Awarding Agency Contacts).

1. Coastal Program projects are developed collaboratively with Coastal Program staff. The Coastal Program staff can provide technical expertise for improving habitats to recover and protect Federal trust species. If an applicant chooses to prepare an application independently, the application will be evaluated to determine if the applicant meets the Basic Eligibility Requirements in Section III; the application is complete (See Section IV.); and the proposed project addresses the Priority Selection Criteria in Section VI.(A).
2. Coastal Program field staff is responsible for identifying and selecting habitat conservation projects, with concurrence from the field station Project Leader, Regional Coordinator or other appropriate authority. Field staff will use the project selection criteria to identify projects that maximize benefits to Federal trust species, address DOI and Service priorities, and use program resources efficiently and effectively.
3. Cost sharing is encouraged but not required. Cost sharing leverages other resources to multiply the conservation impact of Coastal Program-Great Lakes Restoration Initiative funds. All proposals should strive to secure a cost share ratio of at least one partner dollar for each Coastal Program dollar.
4. If other considerations are equal, priority for funding will be given to projects that have a greater longevity, involve greater partnership support and cost sharing, and have the greatest cost effectiveness.

5. Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign the “Department of the Interior Conflict of Interest Certification” form.
6. Prior to award, the Service will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the Service may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Service may choose not to fund the selected project.
7. The Service may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Service is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.
8. Prior to award, the Service will evaluate the risk posed by applicants as required in [2 CFR 200.205](#). Service programs document applicant risk evaluations using the Service’s “[Financial Assistance Recipient Risk Assessment](#)” form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), the Service is required to review and consider any information about or from the applicant found in the [Federal Awardee Performance and Integrity Information System](#). The Service will consider this information when completing the risk review. The Service uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in [2 CFR 200.207](#) should be applied the award.

VII. Federal Award Administration

A. Federal Award Notices

Successful applicants will receive written notice in the form of a notice of award letter. Notice of award letters are typically emailed to recipients. If electronic mail notification is unsuccessful, the documents will be sent by courier mail. Award recipients are not required to sign/return the Notice of Award letter. 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 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. Recipient acceptance of a Federal award from the Service carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

B. Award Terms and Conditions

See the Service’s “[Financial Assistance Award Terms and Conditions](#)” for the administrative and national policy requirements applicable to Service awards.

C. Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the Service program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Service will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

D. Reporting Requirements

The Service will include recipient-specific reporting requirements, including the required reports, reporting frequency, and report due dates in all Notices of Award, as applicable.

1. Financial Reports

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. See Service policy [516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance](#) for more information.

2. Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a **final** performance report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. See Service policy [516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance](#) for more information.

3. Significant Developments Reports

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify the Service in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

4. Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Service will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

5. Conflict of Interest Disclosures

Recipients must notify the Service immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the Service in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website at <https://oge.gov/> for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in [2 CFR 200.338 Remedies for Noncompliance](#), including termination of the award.

6. Other Mandatory Disclosures

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the term and condition outlined in [2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#) are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.338 Remedies for Noncompliance](#), including suspension or debarment.

VIII. Federal Awarding Agency Contact(s)

If you have a potential project that meets the VI. APPLICATION REVIEW criteria, we request that you consult with your local or regional Coastal Program office BEFORE developing or submitting an application.

The Great Lakes Coastal Program Coordinator, Christie Deloria, can be reached at christie_deloria@fws.gov; (906) 226-1240 or 3090 Wright St., Marquette, MI 49855.