

U.S. Fish and Wildlife Service

FWS - Refuges

<https://www.fws.gov/refuges/>

Refuge Enhancement/Infrastructure Partnerships Initiative

Fiscal Year: 2022

F22AS00217

Due Date for Applications: 09/15/2022

PAPERWORK REDUCTION ACT STATEMENT:

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

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.

Table of Contents

A. Program Description	2
B. Federal Award Information.....	3
B1. Total Funding	3
B2. Expected Award Amount	3
B3. Expected Award Funding and Anticipated Dates	4
B4. Number of Awards	4
B5. Type of Award.....	4
C. Eligibility Information	4
C1. Eligible Applicants	4
C2. Cost Sharing or Matching.....	5
C3. Other	5
D. Application and Submission Information	6
D1. Address to Request Application Package	6
D2. Content and Form of Application Submission.....	6
D3. Unique Entity Identifier and System for Award Management (SAM)	10
D4. Submission Dates and Times	11
D5. Intergovernmental Review	11
D6. Funding Restrictions	12
D7. Other Submission Requirements.....	14
E. Application Review Information.....	15
E1. Criteria	15
E2. Review and Selection Process	16
E3. CFR – Regulatory Information.....	17
E4. Anticipated Announcement and Federal Award Dates	17
F. Federal Award Administration Information.....	17
F1. Federal Award Notices	17
F2. Administrative and National Policy Requirements	17
F3. Reporting	18
G. Federal Awarding Agency Contact(s)	19
G1. Program Technical Contact.....	19
G2. Program Administration.....	19
G3. Application System Technical Support.....	20
H. Other Information	20

A. Program Description

Authority:

Fish and Wildlife Act – Community Partnership Enhancement (16 U.S.C. 742f(d))

Assistance Listing Number:

15.654

Background, Purpose and Program Requirements:

The U.S. Fish and Wildlife Service (Service) is the premier government agency dedicated to the conservation, protection, and enhancement of fish, wildlife and plants, and their habitats. We are the only agency in the federal government whose primary responsibility is the conservation and management of these important natural resources for the American public.

The Service's origins date back to 1871 when Congress established the U.S. Fish Commission to study the decrease in the nation's food fishes and recommend ways to reverse that decline. Today, we are a diverse and largely decentralized organization, employing about 8,000 dedicated professionals working out of facilities across the country, including a headquarters office in Falls Church, Virginia, and eight regional offices representing the 12 Unified Interior Regions.

The National Infrastructure Partnerships initiative of the US Fish and Wildlife Service (Service) encourages National Wildlife Refuge System field stations to partner with local, regional, and national nonprofit organizations, other land management groups, state and tribal partners, and others to accomplish projects that:

- (i) promote the stewardship of resources of the refuge through habitat maintenance, restoration, and improvement, biological monitoring, or research;
- (ii) support the operation and maintenance of the refuge through constructing, operating, maintaining, or improving the facilities and services of the refuge;
- (iii) increase awareness and understanding of the refuge and the National Wildlife Refuge System through the development, publication, or distribution of educational materials and products;
- (iv) advance education concerning the purposes of the refuge and the mission of the System through the use of the refuge as an outdoor classroom to combine educational curricula with the personal experiences of students relating to fish, wildlife, and plants and their habitat and to the cultural and historical resources of the refuges and development of other educational programs;
- (v) promote the understanding of, education relating to, and the conservation of the fish, wildlife, plants, and cultural and historical resources;
- (vi) improve scientific literacy.

The goals of the initiative are to enable local communities to play a more active role in increasing outdoor recreation opportunities on refuge lands and waters, to be more focused and deliberate in using partnerships to help the Service address infrastructure repair and improvement needs such as proactive maintenance and the maintenance backlog, and to enhance wildlife habitat. This initiative will enable the Service to leverage funds and staff resources. Additionally, this initiative can help address multiple Service priorities as a catalyst for:

- Economic and Conservation Enhancement
- Career Training and Mentoring Opportunities for Youth and Adults
- Equity and Inclusion in Conservation and Recreation
- Climate and Wildlife Resilience
- Community Health

Successful projects will be research/assessments related to identified Service priorities or infrastructure projects at national wildlife refuges that enhance the visitor experience, promote wildlife-dependent outdoor recreation, provide sustainable wildlife habitat, provide career training and mentoring opportunities, and engage the community in special events and other opportunities to participate in wildlife-dependent outdoor recreation on Service lands and waters.

Fish and Wildlife Act – Community Partnership Enhancement Authority Overview

Notwithstanding the Federal Grants and Cooperative Agreements Act, [the Fish and Wildlife Act—Community partnership enhancement \(16 U.S.C. 742f\(d\)\)](#) authorizes the Service to enter into cooperative agreements with non-Federal partner entities to implement projects or programs for a refuge or complex of geographically related refuges , including carrying out certain construction projects on refuge property. For the purposes of this Act, projects include “*constructing, operating, maintaining, or improving the facilities*”. However, there are several restrictions that apply to the special authority when used for construction, including restrictions on partner administrative and operational costs and property ownership.

- This authority is only available to the National Wildlife Refuge System.
- Improvements become the property of the US Fish and Wildlife Service.
- Federal funds may not exceed non-Federal matching funds.
- Per the Fish and Wildlife Act – Community Partnership Enhancement Authority, the Service cannot provide funding under this program for non-Federal entity operation or administration costs (i.e, indirect costs): “(ii) Use of Federal funds - Any Federal funds used to fund a project or program under a cooperative agreement may be used only for expenses directly related to the project or program and may not be used for operation or administration of any non-Federal entity.”

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$5,000,000

B2. Expected Award Amount

Maximum Award

\$250,000

Minimum Award

\$5,000

B3. Expected Award Funding and Anticipated Dates

Expected Award Funding

Expected Award Date

February 14, 2022

B4. Number of Awards

Expected Number of Awards

20

B5. Type of Award

Funding Instrument Type

CA - Cooperative Agreement

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants

- 00 – State governments
- 01 – County governments
- 02 – City or township governments
- 04 – Special district governments
- 06 – Public and State controlled institutions of higher education
- 07 – Native American tribal governments (Federally recognized)
- 11 – Native American tribal organizations (other than Federally recognized tribal governments)
- 12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- 13 – Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- 20 – Private institutions of higher education
- 05 – Independent school districts
- 22 – For profit organization other than small businesses
- 23 – Small businesses
- 25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

Additional Information on Eligibility

- Be a state or local government entity, the governing body of any Indian tribe, a nonprofit organization, or an accredited institution of higher education.
- Have financial policies and procedures that reflect generally accepted accounting principles.
- Have risk management policies that reflect industry standards and are proactive and thorough in mitigating and managing risk.
- Have a current Memorandum of Understanding (MOU) with the Service (national, regional office, or field station) that clearly identifies both organization’s roles and responsibilities for implementing the type of project the Partner Organization is

proposing (i.e. an organization will not need a new MOU for every individual project if the current MOU includes the type of project being proposed). For example, a national nonprofit organization with a general national MOU with the Service to conduct trail maintenance will not need a new MOU for every refuge where it performs trail maintenance. A copy of the MOU must be included in the application. Please contact your local U.S. Fish and Wildlife National Wildlife Refuge or Robert L. Williams for more information on developing an MOU.

- Contribute a minimum of 50% of the total costs of the project, either as cash or qualified third party in-kind contributions which can include donations of items considered a reasonable expense of the project such as labor, materials, supplies, or equipment loans.
- Other Organizations that have a established Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service such as 501(c) 4 or 501(c) 5 nonprofit organizations that are labor unions, neighborhood associations, or other types of eligible organizations, including those that reach or represent potentially underserved communities.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement

Yes

Percentage of Cost Sharing / Matching Requirement

50

Does the program have a cost sharing or matching requirement? Yes.

Non-Federal Entity Cost Share: The non-federal entity must provide a cost match of a minimum of 50% of the total project cost of eligible projects. Contributions of cost match must be made from non-Federal sources which may include cash, in-kind contributions or services, or materials.

C3. Other

Foreign Entities or Projects:

State Sponsors of Terrorism: This program will not fund projects in [countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism](#) and therefore are subject to sanctions restricting receipt of U.S. foreign assistance and other financial transactions.

Office of Foreign Assets Control Sanctions: This program will not fund projects in countries subject to [comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Control](#) without proper licenses.

In-Country Licenses, Permits, or Approvals: Entities conducting activities outside the U.S. are responsible for coordinating with appropriate U.S. and foreign government authorities as necessary to obtain all required licenses, permits, or approvals before undertaking project activities. The Service does not assume responsibility for recipient compliance with the laws, regulations, policies, or procedures of the foreign country in which they are conducting work.

Excluded Parties:

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

D. Application and Submission Information

D1. Address to Request Application Package

GrantSolutions.gov

Program Website Link

<https://www.fws.gov/refuges/>

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance

All applicants must submit the Standard Form (SF)-424, Application for Federal Assistance. This form is available with the announcement on Grants.gov and in GrantSolutions. The form must be complete and signed by an Authorized Representative. For all applicants except private citizens, the Authorized Representative's signature on a standard application form submitted to the Service represents their certification that the entity's financial management system meets [2 CFR §200.302](#) financial management requirements. The non-Federal entity's financial management system must be sufficient to:

1. Permit the preparation of required reports;
2. Trace funds to a level of expenditures adequate to establish that the entity has used such funds per Federal statutes, regulations, and terms and conditions of the Federal award;
3. Provide for the requirements in [2 CFR §200.302\(b\)](#); and
4. Comply with [§200.334](#) Retention requirements for records, [§200.335](#) Requests for transfer of records, [§200.336](#) Methods for collection, transmission, and storage of information, and [§200.337](#) Access to records.

When completing the SF-424 Application form, enter only the amount requested from this Federal program in Box 18a, Estimated Federal Funding. Include any other Federal sources of funding in Box 18e, Estimated Other Funding and identify any such sources and amounts in the required Budget Narrative (see below). For individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), do NOT include your Social Security Number on this or any other document to be submitted with your application! When completing the SF-424 Application form, individuals must enter in Box 8b, Employee/Taxpayer Identification Number (EIN/TIN) the substitute number "444-44-4444" and in Box 8c, For organizational DUNS substitute number "123456789". For UEI substitute the number "000123456789".

***Applicants seeking technical assistance on financial assistance from the U.S. Fish and Wildlife Service Infrastructure Partnership initiative should consult with a Regional Infrastructure Partnerships Coordinator or FWS Field Office before developing or submitting an application (see Agency Contacts at the end of this announcement.)

SF-424D, Assurances for Construction Programs

Any applicant requesting support for a construction projects must submit as signed and dated SF-424D, Assurances for Construction Programs form. All required application forms are available with this announcement on Grants.gov and in GrantSolutions

Project Abstract Summary (OMB Number 4040-0019)

Applicants must complete and submit the Project Abstract Summary form. The Project Abstract Summary form must provide a brief award description. The description must be in plain language that the public can understand without viewing the full application proposal. It should include a brief, simple description of the project purpose, activities to be performed, deliverables and expected outcomes, intended beneficiaries, and subrecipient activities, if known at the time of submission.

Do not include personally identifiable, sensitive, or proprietary information in the award description as this is available to the public. Use only English characters, numbers, punctuation, and standard symbols. Use of non-English, non-standard characters (also referred to as special or extended ASCII characters) will result in the award description failing to be reported correctly to USASpending.gov. Award descriptions are limited to 4,000 characters or less. Applicants should check the length of the award description and proofread for proper grammar and spelling.

For applicants applying through Grants.gov: Applicants must download and complete the Grants.gov “Project Abstract Summary” form from the full text announcement. To submit the Grants.gov “Project Abstract Summary” form with the application, applicants must add the form as an attachment to the Grants.gov “Attachments” form that is included in the application package.

For applicants applying through GrantSolutions-Grants Management Module (GS-GMM): Applicants must enter the information in the Project Abstract Summary screen. Do not upload a document in place of entering the information directly into GS-GMM Project Abstract Screen.

Project Narrative

(must be developed in coordination with the Service field station funding the project prior to submitting the application)

- Project title;
- Location of project:
- Contact information for Service Project Officer who approved project;
- Statement of need;
- Goals and objectives;
- Activities;
- Training and safety requirements
- Housing requirements:
- Travel requirements:
- Information to support environmental compliance review requirements.
- Description of stakeholder coordination or involvement, if applicable;
- Required project monitoring and evaluation plan, including description of assessment tools to be used;

- Information on key project personnel;
- Anticipated future funding needs, if applicable;

SF-424A, Budget Information for Non-Construction Programs

Applicants must complete and submit the SF-424A Budget Information form for Non-Construction Programs or Projects. All required application forms are available with this announcement on Grants.gov or in GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in Title 2 of the Code of Federal Regulations (CFR) part 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In “Section A – Budget Summary” on the SF-424A form enter the funding requested from this Federal program in the first row. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below).

SF-424C, Budget Information for Construction Program

Applicants must submit the appropriate SF-424C Budget Information form for Construction Programs or Projects. All required application forms are available with this announcement on Grants.gov and in GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below).

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 proposed item of cost that requires prior approval under the Federal cost principles, including any anticipated subawarding, transferring or contracting out of any work under the award. See [2 CFR §200.407](#) 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. Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, identify the source, the amount, and the valuation methodology used to determine the total value. See [2 CFR §200.306](#) for more information.

(must be developed in coordination with the Service field station funding the project prior to submitting the application)

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

a. Applicability.

1. This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

2. In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in [2 CFR§200.318](#) apply.
- b. *Notification.*
1. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass- through entity in accordance with [2 CFR §200.112](#).
 2. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.
- c. *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to [43 CFR §18](#) and [31 USC §1352](#).
- d. *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR §200.339](#), Remedies for noncompliance, including suspension or debarment (see also [2 CFR §180](#)).

Uniform Audit Reporting Statement

All U.S. states, local governments, Indian tribes, institutions of higher education, 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](#), in accordance with 2 CFR 200 subpart F. U.S. state, local government, Indian tribes, institutions of higher education, 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.

Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43CFR 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](#).

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”](#) form 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 with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

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 regard 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 regard 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 regard 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.”

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration:

This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which will replace Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made 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 program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Applicants registering in SAM.gov prior to April 2022 may still be required to obtain a DUNS number prior to completing the registration process within SAM.gov. Federal award recipients must also 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. **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.**

Obtain a DUNS Number

In April 2022, the Federal Government will stop requiring DUNS numbers. At that point, entities doing business with the government will use the Unique Entity Identifier (UEI) created in SAM.gov in place of a DUNS number. A UEI will be assigned to entities upon registering with SAM.

If an entity is applying for federal financial assistance prior to April 2022, a DUNS number may still be required as part of the SAM registration process. A DUNS Number can be requested through the Dun & Bradstreet website. The official website address is <http://fedgov.dnb.com/webform>. For technical difficulties, go to www.dnb.com/govtduns. 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 (version 3).

Register with the System for Award Management (SAM)

Applicants can register on the SAM.gov website. The “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov “[Register with SAM](#)” page also provides detailed instructions. Applicants can 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 made to the entity’s IRS information. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

D4. Submission Dates and Times

Due Date for Applications

09/15/2022

Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.

Application Due Date Explanation

11:59PM ET, after which applications will no longer be accepted.

D5. Intergovernmental Review

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State’s Single Point of

Contact (SPOC) to comply with the state's process under [Executive Order 12372](#). The State Single Point of Contact list is available on the [OMB Office of Federal Financial Management website](#).

D6. Funding Restrictions

Indirect Costs: Individuals

Individuals applying for and receiving funds separate from a business or non-profit organization they may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, you must not include any indirect costs in your proposed budget.

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 (DOI) is your organization's cognizant agency, the Interior Business Center (IBC) will negotiate your indirect cost rate. Contact the IBC 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 may not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

Required Indirect Cost Statement to be submitted by Organization:

U.S. state or local government entities receiving more than \$35 million in direct Federal funding must include the following statement in their application and attach a copy of their most recently negotiated rate agreement:

- We are a U.S. state or local government entity receiving more than \$35 million in direct Federal funding. We submit our indirect cost rate proposals to our cognizant agency. Our current indirect cost rate is [insert rate]. Attached is a copy of our most recently negotiated rate agreement/certification.

U.S. state or local government entities receiving \$35 million or less in direct Federal funding must include the applicable statement from this list:

- We are a U.S. state or local government entity receiving \$35 million or less in direct Federal funding. We prepare and retain for audit an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII. Our current indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award].
- We are a U.S. state or local government entity receiving \$35 million or less in direct Federal funding. We have not prepared an indirect cost rate proposal and documentation per 2 CFR §200, Appendix VII and elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until we choose to establish a rate per 2

CFR §200. We understand we must notify the Service in writing if we establish a rate that changes the methodology used to charge indirect costs 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.

All other organizations must include the applicable statement from this list and any related documentation in their application. Please note, an organization with a current negotiated (including provisional) rate may not elect to charge the 10% de minimis rate of Modified Total Direct Costs during the period covered by their current negotiated rate.

- We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
- We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. 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. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. 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. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the Service in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the Service.
- We are an organization submitting a [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”] project proposal, which has an indirect cost rate cap of [insert rate; CRU is currently 15%; CESU is currently 17.5%]. In the event we receive an award, we understand that if we have a current negotiated (including provisional) rate we must charge the program’s capped indirect cost rate to the same base identified in our approved indirect cost rate agreement, per 2 CFR §1402.414. If we do not have current negotiated (including provisional) rate, we understand we must charge the capped indirect cost rate against Modified Total Direct Costs (MTDC) as defined in 2 CFR §200.1.
- We are an organization that will charge all costs directly.

Federal funds may not exceed non-Federal matching funds. Per the Fish and Wildlife Act – Community Partnership Enhancement Authority, the Service cannot provide funding under this initiative for non-Federal entity operation or administration costs (i.e, indirect costs): “(ii) Use of Federal funds - Any Federal funds used to fund a project or program under a cooperative agreement may be used only for expenses directly related to the project or program and may not be used for operation or administration of any non-Federal entity.”

The federal portion of project expenses will be funded by the Service field station where the project is being conducted. Funding available for projects under this initiative will vary at the local field station level. Prior to applying for Federal Assistance, the partner must coordinate with the field station to ensure the field station is interested in the project and has sufficient funds to cover the federal portion of the project expenses. Potential partners can propose a project to the field station manager if they notice a need at the field station or they can inquire with the field station manager to determine if there are any needs the partner may be able to meet. Field station managers and their staff may also reach out to potential partners to inquire if there may be interest in a specific project. Field station managers will be encouraged, but not required, to post potential partnership opportunities on their field station website. Field station web sites are located on the National Wildlife Refuge System website: www.fws.gov/refuges under the Find a Refuge section.

D7. Other Submission Requirements

The Service requests applicants to apply electronically using GrantSolutions. To apply electronically the Applicant Organization and Organization Officials must be established in GrantSolutions. If your Organization and/or Organization Officials do not currently exist in GrantSolutions follow the instructions below.

New Organization Request

Send an email requesting a new organization to be with the following information to help@grantsolutions.gov:

- Organization/Individual Name
- POC first and last name
- POC email
- POC phone number
- Organization Type
- DUNS # (unless exempt)
- EIN (Applicants that are INDIVIDUALS SHOULD NOT include their social security number)
- Address

If your Organization is new or you do not have the appropriate officials in GrantSolutions you must also establish an individual account for each of the Organization Officials and assign the appropriate role. At a minimum the Authorizing Official and Principal Investigator/Program Director roles must be assigned. Individual Organization Official accounts may be requested by

completing the [Recipient User Account Request Form](#) and emailing the completed form to at help@grantsolutions.gov.

If your organization already exists in GrantSolutions please verify that the correct Organization Officials have an individual GrantSolutions account.

If your Organization and Organization Officials already exists in GrantSolutions, please login using your existing username and password. If you do not remember your account information, please contact the GrantSolutions Help Desk at (866) 577-0771 or by email at help@grantsolutions.gov

For more information on how to apply please see [GrantSolutions Help](#) for instructions and videos.

Please contact GrantSolutions Help Desk if you have any questions regarding your account or GrantSolution issues at (866) 577-0771 or by email at help@grantsolutions.gov

Applicants seeking technical or financial assistance under this initiative must consult with the Regional or local program office funding the project prior to developing an application or applying.

E. Application Review Information

E1. Criteria

Criterion 1: Facilities Repair/Replacement Expertise (max 10 points): Applicant has demonstrated the proven ability to successfully complete facilities construction, repair, and replacement projects, especially visitor facility enhancement projects such as boardwalks, fishing piers, information kiosks, observation decks, and trails, that can provide quality outdoor recreation opportunities on public lands.

Criterion 2: Youth/Young Adult Mentorship Expertise (max 10 points): Applicant has demonstrated the proven ability to successfully provide youth/young adults with educational, technical, life and leadership skills. Applicant has demonstrated the ability to teach and develop relevant vocational/work skills for youth/young adults. Applicant has demonstrated the ability to develop natural and cultural resource stewardship ethics in participants. Applicant has demonstrated the ability to develop strong community engagement skills. Applicant has demonstrated expert ability and knowledge in engaging diverse racially, socially and economically disadvantaged communities in programs and projects that focus on natural and cultural resource stewardship.

Criterion 3: Special Event/Outdoor Recreation Training Expertise (max 10 points): Applicant has demonstrated the proven ability to successfully plan, coordinate, and execute special events and outdoor recreation training such as youth fishing derbies, disabled veteran hunts, and archery workshops, that can promote community engagement and provide quality outdoor recreation opportunities on public lands.

Criterion 4: Past performance. (max 10 points): Applicant has successfully completed facilities repair/replacement projects, provided youth/young adult mentorship opportunities, and

executed special events/outdoor recreation training on public lands with government and/or non-government entities in the past three years.

Criterion 5: Organizational Structure (max 10 points):

- [Organization has a governance and accountability structure](#)
- Has sufficient staff to develop and operate Service programs and projects
- Clearly demonstrates how organization utilizes proper financial controls and generally accepted accounting principles.
- Organization must have the ability to manage and comply with Federal government financial assistance and contract laws and regulations
- Organization must have clearly written defined risk management policies and procedures
Organization must have current insurance coverage that meets Federal, state, and local laws.

E2. Review and Selection Process

Prior to award, the program 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 program may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the FWS may choose not to fund the selected project.

The program 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 Bureau 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.

Prior to award, the program will evaluate the risk posed by applicants as required in [2 CFR §200.206](#). Programs document applicant risk evaluations using the Bureau'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 Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau 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 §200.208](#) should be applied to the award.

All projects funded under this initiative must be collaboratively developed between the Service and the applicant organization. Infrastructure Management and grants/agreements personnel at Service headquarters and Regional offices will complete a Merit Review evaluation using criteria identified in Section E of this Funding Opportunity Announcement (FOA) or some comparable written program Merit Review evaluation.

E3. CFR – Regulatory Information

See the [Service’s General Award Terms and Conditions](#) for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

E4. Anticipated Announcement and Federal Award Dates

Awards will be issued on a rolling basis prior to 9-15-2022.

F. Federal Award Administration Information

F1. Federal Award Notices

Awards will be issued through GrantSolutions on a rolling basis.

F2. Administrative and National Policy Requirements

See the [DOI Standard Terms and Conditions](#) for the administrative and national policy requirements applicable to DOI awards.

See the [Service’s General Award Terms and Conditions](#) for the general administrative and national policy requirements applicable to Service awards.

Pending guidance from the Office of Management and Budget, projects funded under this program may be subject to the requirements in the Build America, Buy America Act (Pub. L. 117-58 [H.R.3684], 135 Stat. 1294).

Data Availability

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

- a. All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.
- b. The Federal Government has the right to:
 1. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
 2. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

F3. Reporting

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 120 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. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

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 was not met, if appropriate; and any other pertinent information relevant to the project results. **Final** reports are due no later than 120 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 performance** reports on the frequency established in the Notice of Award.

Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau 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.

Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award 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 Bureau will include recipient-specific real property reporting requirements, including the required standard form or data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

Conflict of Interest Disclosures

Recipients must notify the program 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 program 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](#) 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 for noncompliance described in [2 CFR §200.339](#), including termination of the 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 receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies for noncompliance described in [2 CFR §200.339](#), including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the [System for Award Management](#) that is made available in the designated integrity and performance system (currently the [Federal Awardee Performance and Integrity Information System](#)) about civil, criminal, or administrative proceedings in accordance with [Appendix XII to 2 CFR 200](#).

G. Federal Awarding Agency Contact(s)

G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First and Last Name:

Robert L. Williams

Telephone:

703-358-2249

Email:

Robert_L_Williams@fws.gov

G2. Program Administration

For **program administration assistance**, contact:

First and Last Name:

Arnold (Mark) Zinan

Telephone:

413-253-8528

Email:

arnold_zinan@fws.gov

G3. Application System Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Grants.gov Customer Support

Numeric Input Field: 1-800-518-4726

Support@grants.gov

For GrantSolutions technical registration, submission, and other assistance contact:

GrantSolutions Customer Support

1-866-577-0771

Help@grantsolutions.gov

H. Other Information

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 Bureau 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.

PAPERWORK REDUCTION ACT STATEMENT:

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

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.

