

Federal Financial Assistance Application Submission Instructions

The instructions provided below should only be used for submitting federal assistance applications for FY17 National Fish Habitat Action Plan (NFHAP) Project Funds.

Forms and documents

- All application packages should include, at a minimum, the latest version appropriate federal forms: SF-424, 424A and 424B for non-construction projects or SF-424, 424C, and 424D for construction projects.
- Be sure to include the following Catalogue of Federal Domestic Assistance (CFDA) information on the SF-424 form: 1) CFDA Number: 15.608 and 2) CFDA title: Fish and Wildlife Management Assistance.
- A list of the any other federal forms and additional application materials can be found in the notice of funding opportunity (NOFO) F17AS00016, titled *2017 National fish Habitat Action Plan*.

Application submission

- All applications packages should be submitted via email to a specific U.S. Fish and Wildlife Service (FWS) field or regional office.
- Contact the Fish Habitat Partnership (FHP) you are working with to determine which FWS office your financial assistance application package should be sent to and the specific deadlines for submitting the application package.
- Alternatively, you may contact the FWS Regional Coordinator, directly, that corresponds with the FHP with which you're working. The regional coordinator can direct you to the specific FWS office or employee your application should be submitted.
- A list of the FWS Regional Coordinators contact information and the FHPs they work with can be found in NOFO (F17AS00016) titled *2017 National fish Habitat Action Plan*. Specific FHP contact information can be found on the National Fish Habitat Partnership website at www.fishhabitat.org/partnerships.