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U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program

Federal Agency Name:
Department of the Interior
U.S. Fish and Wildlife Service (Service)
Wildlife and Sport Fish Restoration Program (WSFR)

Funding Opportunity Title:
Sport Fish Restoration Grant Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15.605

Announcement Type:
Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FY) 2018.

Funding Opportunity Number: F18AS00017

Paperwork Reduction Act Statement. We are collecting this information in accordance with the Federal Aid in Sport Fish Restoration Act of 1950 (Dingell-Johnson Sport Fish Restoration Act), 64 Stat. 430 as amended; 16 U.S.C. 777-777m. Your response is required to obtain or retain a benefit. We will use the information you provide to evaluate your application for potential award of Federal funding through this program 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 OMB control number. We estimate that it will take you about 37 hours to complete an initial application, 3 hours to revise the terms of an award, and 8 hours to prepare and submit performance reports, including time to maintain records, and gather information. 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.

Dates: State applicants can continuously apply for funding up to the application deadline. The deadline for receipt is August 31, 2019, 11:59 p.m. PDT. The Service recommends that you submit your application early enough to address any unforeseen technical complications and verify that all documents have been received by your Regional WSFR Office before the deadline. The Service will not consider applications received after the deadline.

I. Description of Funding Opportunity

The Sport Fish Restoration Act of 1950 (Dingell-Johnson Sport Fish Restoration Act), 64 Stat. 430 as amended; 16 U.S.C. 777-777m, was passed on August 9, 1950. It was modeled after the Pittman-Robertson Wildlife Restoration Act to create a parallel program for management, conservation, and restoration of sport fishery resources. The Sport Fish Restoration Grant Program (SFR) is funded by revenues collected from excise taxes on sport fishing equipment, electric motors and sonar, import duties on fishing tackle, yachts and pleasure craft, and a portion of gasoline tax attributable to motorboats and small engines. Revenues are deposited into and appropriated from the Sport Fish Restoration and Boating Trust Fund. SFR provides funding to restore, conserve, manage, or enhance sport fish populations and the public use and benefits from these resources; to educate the public about aquatic resources; and to provide boating access to public waters. Monies are apportioned annually following a legislatively established formula to each of the eligible participants (State Fish and Wildlife Agencies). Additional information about SFR is available at:
http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SFR/SFR.htm.

The Wildlife and Sport Fish Restoration Program's (WSFR) mission is to work through partnerships to conserve and manage fish and wildlife, and their habitats, for the use and enjoyment of current and future generations. WSFR's vision is of healthy, diverse, and accessible fish and wildlife populations that offer recreation, economic activity, and other societal benefits, in addition to sustainable ecological functions. WSFR's guiding principle is that society benefits from conservation-based management of fish and wildlife and their habitats and opportunities to use and enjoy them. Our grant programs align with WSFR's mission, vision, and guiding principle, and support three of the Secretary of the Department of the Interior's priorities including:
1) Creating a conservation stewardship legacy second only to Teddy Roosevelt;
2) Utilizing our natural resources; and
3) Restoring trust with our local communities.

II. Award Information

The Sport Fish Restoration Program provides Federal grant funding to the 50 States, including the District of Columbia, Commonwealths, and territories of the United States of America for land acquisition, boating access development, research projects, operations and maintenance of public fishing areas, hatchery and lake construction and maintenance, sport fish population management, fishing habitat improvements, coordination projects, and aquatic resource education. These activities restore or manage sport fish populations and provide public access to these resources.

The final SFR apportionments are available at:
https://wsfrprograms.fws.gov/Subpages/GrantPrograms/SFR/SFR_Funding.htm.

A. Formula

The SFR apportionment is determined for States based on the following:

1. It is a formula-based apportionment;
2. 40 percent of a State's annual apportionment is based on land and water area of the State and 60 percent is based on the number of paid fishing license holders in that State;
3. No State, Commonwealth, the District of Columbia, or territory may receive more than five percent or less than one-third of one percent of each year's total apportionment;
4. The Commonwealth of Puerto Rico receives one percent;
5. The Commonwealth of the Northern Mariana Islands, the District of Columbia, and the territories of American Samoa, Guam, and the U.S. Virgin Islands each receive one-third of one percent;
6. The State fish and wildlife agency must furnish a certification of the number of paid fishing license holders on an annual basis;
7. States may be paid up to 75 percent of project costs through the program. See Section III. D. for details;
8. A maximum of 15% of the apportionment can be used for aquatic resource education or outreach and communication. However, the Commonwealths of Puerto Rico and the Northern Mariana Islands, the District of Columbia, and the territories of American Samoa, Guam, and the U.S. Virgin Islands are not limited to the 15% cap imposed on the 50 States - each of these entities may spend more on these activities with the approval of the appropriate Regional Director;
9. A minimum of 15% of the apportionment must be used for boating access. States within a U.S. Fish and Wildlife Service Region may allocate more or less than 15% in a fiscal year, if the total Regional allocation averages at least 15% over a five-year period; and
10. Fund Availability - SFR funds are available for a period of two years. Any funds not obligated within two years by the Service are returned to the Sport Fish Restoration and Boating Trust Fund for re-apportionment among the States in the following year's apportionment. Only State fish and wildlife agencies may apply for and receive grants under this program.

B. Funding Restrictions

Ineligible activities include law enforcement of fish and game regulations, public relation activities to promote the fish and wildlife agency, and activities conducted for the primary purpose of generating revenue. See 50 CFR 80.54.

III. Basic Eligibility Requirements

Eligible Applicants:
Participation is limited to State, Commonwealth, or territorial agencies with lead management responsibility for fish and wildlife resources in the United States of America. States, Commonwealths, and territories (State(s)) must pass laws (assent legislation) for the conservation of fish and wildlife. The law(s) must include a prohibition against the diversion of license fees paid by anglers for purposes other than the administration of the fish and wildlife agency.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration
Request a DUNS number at http://fedgov.dnb.com/webform. For technical difficulties, contact Dun & Bradstreet by email at: govt@dnb.com, or by calling the Government Customer Resource Center at voice phone: 866-705-5711 or TTY line: 877-807-1679 (hearing impaired customers only). Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM
Register in SAM online at http://www.sam.gov/. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

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

C. Excluded Entities

Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program. The Service conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award.

D. Cost Sharing or Matching

States may be paid up to 75 percent of project costs through the program. The State must provide at least 25 percent of the project costs from a non-Federal source. The non-Federal match for the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of American Samoa, Guam, and the U.S. Virgin Islands must not exceed 25 percent and may be waived at the discretion of the Regional Director. In accordance with 48 U.S.C. 1469(a), the Regional Director will waive the first $200,000 of match for each grant from the Commonwealth of the Northern Mariana Islands and the territories of American Samoa, Guam, the U.S. Virgin Islands. The non-Federal share may come from license fees. Matching and cost-share requirements are discussed in 50 CFR 80 and 2 CFR 200.

IV. Application Requirements

You can download the application package for the Sport Fish Restoration Grant Program on Grants.gov here: https://apply07.grants.gov/apply/forms_apps_idx.html, searching by CFDA 15.605. You can also download application forms through the WSFR toolkit under "Forms": http://fawiki.fws.gov/display/WTK/Forms. If you have trouble accessing the online forms, you can contact one of the Service WSFR Offices (see Agency Contacts).

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

A. Standard Form SF-424

A completed, signed and dated Application for Federal Assistance form (Standard Form (SF) 424). Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

B. Project Statement

Applicants applying for awards on a project-by- project basis are required to provide a project statement containing the elements required by 50 CFR 80.82 and listed below.

Identify and describe:

1. The need for the proposed project(s) within the purpose of the Program;
2. Discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period. Objectives reference specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives should be specific, measurable, attainable within the period of performance, realistic, and time-bound;
3. Expected results or benefits from accomplishing the objectives;
4. The approach or activities to be used in meeting the objectives, including specific procedures, methods, schedules, key personnel, and cooperators;
5. Project location – Maps or other geographic aids may be attached. Please include GPS Coordinates in degrees, minutes, and seconds, if available;
6. Useful life - Propose a useful life for each capital improvement (see 50 CFR 80.2), and reference the method used to determine the useful life of a capital improvement with a value greater than $100,000;
7. Principal investigator for research projects. Record the principal investigator's name, work address, and work telephone number. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications***;
8. Estimated the amount of program income that the project is likely to generate. Indicate the method of applying and disposing of the program income;
9. See sections C and D for directions relating to the required format of the budget and the information needed in the budget narrative;
10. Describe the method for allocating costs in multipurpose projects and facilities;
11. Describe any relationship between this project and other work funded by Federal grants that is planned, anticipated, or underway;
12. Timeline. Describe significant milestones in completing the project and any accomplishments to date;
13. For projects conducted in the United States, a description of the activity in sufficient detail so WSFR staff are able to evaluate compliance with the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA);
14. Provide information in the project narrative that shows that the proposed activities are eligible for funding and substantial in character and design; and
15. For CMS states, adequate description of activities to allow WSFR staff to evaluate the 25 items in 2 CFR 200.407 requiring prior written approval and a description of the activities in sufficient detail so WSFR staff are able to evaluate compliance with the

National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA).

A Project Statement may not be required for applicants who are applying for awards under a comprehensive management system (CMS). Applicants considering submitting an application under a CMS should contact their WSFR Regional Office for details (see Section VI., Agency Contacts).
CMS applications must submit the information required in 50 CFR 80.81.

C. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A) form, Budget Information for Construction Programs (SF 424C) form, or submit the equivalent or greater level of information in another format. You may use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available on the Internet at https://fawiki.fws.gov/display/WTK/Forms**.** When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at 2 CFR 200.

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

D. Budget Narrative

In a separate narrative titled "**Budget Narrative,**" explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. The justification for each budget category should be a brief general description of the costs that makeup that category, yet provide enough detail to demonstrate that the applicant has a financial plan for implementation of the proposed objectives. For example, under personnel costs include the total number of staff and the various job titles (classifications) anticipated to be charging to the project. Describe any item that under the applicable Federal cost principles in 2 CFR 200.407 that requires the Service's approval and estimate its cost (e.g., equipment and other capital expenditures, pre-award costs, etc.). Also include:

a. In-Kind Match – Include the source, the amount, and the valuation methodology used to arrive at the total;

b. Program Income, if any – Include the source, amount, and the requested method of crediting the program income (i.e. deductive or additive); and

c. When applicable, for any organization charging indirectly, a copy of a current Negotiated Indirect Cost Rate Agreement (NICRA). State fish and wildlife agencies may submit a copy of their NICRA annually to their Regional WSFR Office;

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

"We are:

1. A U.S. State or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached (or on file with the Regional WSFR Office);
2. A U.S. State or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs;
3. A [insert your organization type; U.S. States and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "A copy of our most recently approved but expired rate agreement is attached. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "A copy of our current, approved rate agreement(s) is attached."];
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made;
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than

10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] of [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 220.68]. We understand that we must notify the Service in writing immediately if we establish an approved rate with our cognizant agency at any point during the award period;

6. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% of modified total direct costs as defined in 2 CFR 200.68. We understand that we must notify the Service in writing immediately if we do establish an approved rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and such changes are subject to review, negotiation, and prior approval by the Service; or
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting a flat *de minimis* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct project costs paid by any other Federal funding source or non-Federal partner.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

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

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

Negotiating an Indirect Cost Rate with the Department of the Interior: Entities that do not have a NICRA must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
650 Capitol Mall, Suite 7-400
Sacramento, CA 95814
Phone: 916-930-3803
Email: Through https://www.doi.gov/ibc/contactus/ibcfeedback web form
Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

E. Single Audit Reporting Statements

As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F, all U.S. States, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. State, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (https://harvester.census.gov/facweb/) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**."

F. Assurances

Include the appropriate signed and dated Assurances form available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. The form includes a statement that some of the assurances may not be applicable to your organization and/or your project or program. Signing this form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law. State fish and wildlife agencies may submit a copy of assurances annually to their Regional WSFR Office.

G. Certification and Disclosure of Lobbying Activities

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this proposal AND the Federal share exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form available at http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

H. Conflict of Interest Disclosures

Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project

Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Items to Include in Grant Application

- **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory
- **Project Statement**
- **Budget Information or SF 424 budget form**: A complete SF 424-A, SF 424-C, or equivalent budget information.
- **Budget Narrative**
- **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- **Indirect Cost Statement**
- **Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements (2CFR 200.501)
- **SF-424 Assurances form:** Signed and dated SF 424-B or SF 424-D Assurances form (if a current version is not on file with the Regional WSFR Office).
- **SF-LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- **Conflict of Interest statement,** when applicable.

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

V. Submission Instructions

SUBMISSION DEADLINE: Grant application packages are due to your Regional WSFR Office (see Section VI, Agency Contacts) on or before August 31, 2019, 11:59 p.m. PDT.

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website.

Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Electronic Submission Instructions: Go to www.grants.gov

1. Click the "Apply for Grants" tab and read the instructions provided by grants.gov;
2. The following are items that need to be done before a grant application package can be submitted electronically through grants.gov:
   - Applicants must register as an Authorized Organization Representative (AOR) and have a user id and password. The applicant can register on the web at http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html;
   - Applicants must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader at http://get.adobe.com/reader/otherversions/;
3. Standard forms such as SF 424, SF 424A, SF 424B, SF 424 C, and SF 424D are fillable forms on grants.gov. The project narrative and budget narrative must be attachments in the following formats: MS Word, Adobe PDF, or MS Excel;
4. All forms and attachments mentioned above must be submitted with the grant application package; and
5. **Important note on Grants.gov application attachment file names:** Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

Mail or Email Submission Instructions:

1. Applicants can obtain forms, in PDF fillable/printable formats, from the WSFR Toolkit at http://fawiki.fws.gov/display/WTK/Toolkit+Homepage.
2. 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. The completed grant application package must be mailed or emailed to the appropriate U.S. Fish and Wildlife Service Regional Office.

VI. Agency Contacts

The Service administers the Sport Fish Restoration Grant Program. National level program information can be obtained by contacting:

Christina Milloy
U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program
MS: WSFR
5275 Leesburg Pike
Falls Church, VA 22041-3803
703-862-5761
Christina_Milloy@fws.gov

For project specific information and details to apply, contact your Regional WSFR Office:

Region 1 - American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Oregon, and Washington: r1fa_grants@fws.gov, 503-231-6128

Region 2 - Arizona, New Mexico, Oklahoma, and Texas: fw2fa@fws.gov, 505-248-7450

Region 3 - Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin: R3fedaid@fws.gov, 612-713-5130

Region 4 - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, the Commonwealth of Puerto Rico, South Carolina, Tennessee, and the U.S. Virgin Islands: fws-r4federalassistance@fws.gov, 404-679-4159

Region 5 - Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia: fw5fareports@fws.gov, 413-253-8508

Region 6 - Colorado, Kansas, Nebraska, Montana, North Dakota, South Dakota, Utah, and Wyoming: fw6_fagrants@fws.gov, 303-236-5420

Region 7 - Alaska: AK_FA@fws.gov, 907-786-3698

Region 8 - California and Nevada: R8fa_grants@fws.gov, 916-414-6525

VII. Award Administration Information

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

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Service's Standard Award Terms and Conditions are available on the Internet at https://www.fws.gov/grants/atc.html. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section.

Recipient Reporting Requirements:
Final Reports: Recipients are required to submit final financial and performance reports no later than 90 calendar days after the award period of performance end date or termination date, whichever comes first. For awards lasting 12 months or less, the final reports will be the only financial and performance reports required, except in unusual circumstances or if waived.

Interim Reports: For awards that last longer than 12 months, recipients are required to submit interim financial and performance reports no less frequently than annually and no more frequently than quarterly, except in unusual circumstances or if waived. Requiring a higher frequency of reporting than annual reporting will be based on the Service's assessment of higher or other unusual circumstance. Quarterly and semiannual interim reports are due within 30 calendar days of the reporting period end date. Annual interim reports are due within 90 calendar days of the reporting period end date.

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

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

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

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

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

Financial and performance reporting requirements and retention and access requirements are specified in 2 CFR Part 200 (Subpart D) and in the Service Manual Chapters of Financial and Performance Reporting Guidance, 516 FW 1 and 516 FW 2. Electronic submission of performance information using the Wildlife TRACS system may be required, as detailed in the terms and conditions of this award.

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

Other Mandatory Disclosures: The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

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