

**Notice of Funding Opportunity for:
Implementation of the Quagga and Zebra Mussel Action Plan (QZAP)
in the Western United States**

Notice of Funding Opportunity Number: F20AS00078

**U.S. Fish and Wildlife Service
Southwest Region Fish and Aquatic Conservation**

Fish and Wildlife Management Assistance
Catalog of Federal Domestic Assistance (CFDA) Number: 15.608

Authorizing Legislation: This opportunity is authorized by the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 as amended (16 U.S.C. 4701-4741).

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

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

I. Program Description

Quagga and Zebra Mussels are aquatic invasive species that are rapidly expanding their range in the Western United States. Popular recreational reservoirs on or connected to the lower Colorado River are one major source of invasive mussels, which are easily transported via trailered watercraft to areas that have not yet been invaded.

This Request For Proposals (RFP) will fund proposals in the listed principal areas towards the fulfillment of the top priorities in the Quagga/Zebra Mussel Action Plan for Western U.S. Waters

(QZAP) and will be limited to states within the boundaries of the Western Regional Panel within the United States, not including Canada and Mexico (see map):



1. Limiting the spread of invasive mussels through containment, especially by inspection and decontamination of watercraft moving from invaded water bodies to jurisdictions currently free of dreissenid mussels, and the coordination between states or other jurisdictions to this end;
2. Protecting western ecosystems through support and/or establishment of prevention programs for invasive mussels at identified high risk control points.
3. Limiting the spread of invasive mussels through containment by increasing compliance with federal, state, local and tribal laws;
4. Increasing the effectiveness of outreach and education efforts to help advance prevention efforts;
5. Building capacity to detect and respond to new invasive mussel infestations;
6. Conducting Research that benefits the priorities listed above, including (but not limited to) social science research to evaluate the effectiveness of invasive species prevention messaging, and research on non-target species impacts of invasive mussel control treatments.

Efforts to address the risks and impacts of these invasive species are on-going. They include development of QZAP, and funding by the U.S. Fish & Wildlife Service (Service) to address waters at highest risk for spreading invasive mussels. In fiscal year 2020 the Service plans to allocate approximately \$1,830,000 to projects that will reduce or minimize the threat of quagga and zebra mussels to Western U.S. waters. Funding is available for a limited number of projects that target containment of quagga or zebra mussels in areas already infested, e.g., the lower Colorado River and connected waters, by minimizing the potential for trailered boats to carry invasive mussels to other waters, through actions that meet the principle areas identified above.

a. Priorities

The Department of Interior has identified Financial Assistance Priorities with specific focus areas. The priorities and focus areas addressed through this Funding Opportunity are described in detail below. When developing proposals, be sure to address how the project fulfills priority focus areas.

Priority 1 - Creating a conservation stewardship legacy second only to Teddy Roosevelt

Focus area: Utilize science to identify best practices to manage land and water resources and adapt to changes in the environment.

Focus area: Shift balance towards providing greater public access to public lands over restrictions to access.

By providing financial support to partners to implement QZAP priorities the Service is supporting the containment, prevention and control of invasive mussels, thus protecting our nation's natural resources including the original 230 million acres of public lands established during Teddy Roosevelt's presidency.

The financial support provided to implement science-based projects facilitate continued use of our aquatic resources through watercraft inspection and decontamination actions thus preventing the spread of AIS. This prevents States and other entities from denying access to water bodies due to AIS issues thus shifting the balance towards allowing greater public use of our aquatic natural resources.

Priority 4 - Ensuring sovereignty means something

Focus area: Solidify mutual interests between the U.S. and the freely associated States and territories

Introduced via a number of pathways and vectors, Quagga and Zebra mussels do not respect jurisdictional boundaries and can move within and between water bodies, impeding Federal, State and local conservation goals. By providing States, Tribes, and other entities with financial support to implement their Quagga and Zebra containment and control the Service helps advance our mutual interest in preventing the introduction and spread of AIS thus improving the chance to attain conservation goals at the local, State and Federal level.

Priority 7 – Striking a Regulatory Balance

Focus Area: Reduce the administrative and regulatory burden imposed on U.S. industry and the public.

It is estimated that over fifty percent of the species listed under the Endangered Species Act were listed, in part, because of the effects of invasive species. By working with the partners to prevent the introduction and spread of AIS, we are reducing the need for possible Federal regulatory actions through actions under the Endangered Species Act or the need for injurious wildlife listings.

Priority 9 - Reorganizing for the next 100 years

Focus area: Redistribute organizational resources (people and funding) to enhance mission achievement and improved public service.

The Service has provided support for the implementation of the Quagga and Zebra Mussel Action Plan (QZAP) since 2011 and has helped foster the development of containment and control plans. In 2020, the QZAP Grant Program will provide a total of \$1,830,000 to approved applicants. This funding continues to aid conservation missions working to prevent the introduction and spread of AIS and move us closer to a nationally-coordinated effort. Each water body that is contained or protected will prove beneficial to public access and species conservation over the next 100 years

II. Federal Award Information

The U.S. Fish and Wildlife Service anticipates that up to \$1,830,000 will be available for high-priority projects through this request for proposal (RFP) process, dependent on future budget conditions. We expect to announce awards in August 2020. Projects are not limited to fiscal year 2020: they may be multi-year projects. Projects may use awarded funding over a maximum of three years from the onset of the award. Funding will be processed through one of the Service's western Regional Offices in collaboration with the Southwest Regional Office in Albuquerque, New Mexico.

Awards are for CFDA Number: 15.608 – Fish and Wildlife Management Assistance. The expected number of awards is five under the Category of Funding Activity: Natural Resources. Awards may be cooperative agreement or grant, depending on the level of involvement needed from the Service. If a cooperative agreement is requested, the project must require substantial involvement of the Service in the performance of such agreement. The proposal must state that "The U.S. Fish and Wildlife Service (Service) will be substantially involved in projects under this funding opportunity," and must include explicitly the specific project-related activities to be performed by Service staff. Grant agreements do not carry this requirement. Both Grants and Cooperative Agreements may be issued under this funding announcement. Cooperative Agreements issued under this funding announcement will include detail of the substantial involvement the Service will have with that specific agreement in the official award letter and the cooperative agreement itself.

The award floor is \$1,000 and the award ceiling is \$600,000.

Before submitting a proposal, please carefully review all the information and instructions in this RFP.

III. Basic Eligibility Requirements

Eligible Applicants:

All potential applicants are eligible. U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c) (3) or (4) status determination letter received from the Internal Revenue Service. Please see the following federal mandates, however.

Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

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 SAMHelp@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). 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 at 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 Parties

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:

Projects associated with comprehensive state management plans approved by the Aquatic Nuisance Species Task Force (ANSTF) require a 25% cost share: The Federal share of the cost of each comprehensive management plan implemented with Federal assistance under section 1204 of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 (NANPCA) in any fiscal year shall not exceed 75 percent of the cost incurred by the State in implementing such management program and the non-Federal share of such costs shall be provided from non-Federal sources. There is no cost share requirement for other projects, however, cost share is encouraged and may be a factor when proposals are evaluated. Additionally, Section 1204 of NANPCA restricts administrative costs for projects covered under ANSTF-approved comprehensive aquatic invasive species management plans: "administrative costs shall not exceed 5 percent of the amount of the grant in that year for activities and programs carried out with a grant in any fiscal year."

Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match, however recipients may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award. Recipients may not charge to the Federal award indirect costs calculated against: 1) any portion of the recipient's direct costs that are proposed as voluntary committed cost-share/match; or 2) any portion of the direct costs charged to any other Federal or non-Federal partner.

IV. Application Requirements

A. Requesting Paper Application Package

B. Application Form and Content Requirements

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

1. A completed, signed and dated Application for Federal Assistance form. All applicants must submit a Standard Form (SF) 424, Application for Federal Assistance form. Individuals applying on their own (unrelated to any business or non-profit organization s/he may own or operate in

her/his own name) must use the SF 424, Application for Federal Assistance-Individual form (<http://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>). All other applicants to discretionary programs and for single source awards must use the SF 424, Application for Federal Assistance form (<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). Mandatory programs may require applicants to use the SF 424, Application for Federal Assistance-Mandatory form (<http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>). 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.

2. Project Summary

Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

3. Project Narrative

Statement of Need: Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other entity) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

Project Goals and Objectives: State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project’s proposed project period).

Project Activities, Methods and Timetable: List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flowcharts within the body of the project narrative (do not

include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

Stakeholder Coordination/Involvement: As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities.

Project Monitoring and Evaluation: Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (e.g., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

Description of Entities Undertaking the Project: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. 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.***

Sustainability: As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

Literature Cited

Map of Project Area: Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

4. SF-424 Budget Information

Complete the Budget Information for Non-Construction Programs (SF 424A) or Budget Information for Construction Programs (SF 424C) form. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available on the Internet at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. When developing your budget, keep in mind that financial assistance awards and sub awards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at <http://www.ecfr.gov/>.

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

5. Budget Narrative/Justification

In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the Service's approval and estimate its cost.

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

6. Indirect Costs: Individuals

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

7. Indirect Costs: Organizations

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

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

Required Indirect Cost Statement

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

“We are:

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.
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.
7. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)." We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
8. 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>

- 8. 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"**.

9. **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.

10. **Certification and Disclosure of Lobbying Activities:** Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If you/your organization have/has made or agree 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.

11. **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. Applicants must notify the Service in writing in their application if any key project personnel, including subrecipient and contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the application. Upon receipt of such a notice, the Service program, 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

disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

12. Required Overlap/Duplication Statement: Applicants must provide a statement that addresses if there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application. Applicants must also state if the proposal submitted for consideration under this program is/is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non-Federal). If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (entity name and program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be duplicative of the funding requested from the Service, applicants must notify the Service point of contact for this funding opportunity immediately.

13. Application Checklist

- ☐ **Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424-Individual form.
- ☐ **Project summary**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications**
- ☐ **Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.
- ☐ **SF424 budget form:** A complete SF424A or SF424C Budget Information form.
- ☐ **Budget justification**
- ☐ **Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment.
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **Indirect cost statement**
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ **Conflict of Interest statement,** when applicable.
- ☐ **Overlap/Duplication statement**

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

V. Submission Instructions

SUBMISSION DEADLINE: 60 days from posting, 2020

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.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications must be submitted electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity.

To submit an application through Grants.gov:

Go to the Grants.gov Apply for Grants page (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

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.

VI. Application Review

Criteria: To be considered for funding, applications must address the priorities identified above in the section titled Description of Funding Opportunity.

While not a requirement, the use of matching funds and partnerships to augment project resources is encouraged, and will be considered in the ranking process. Minimization of overhead and other indirect costs is also encouraged, and will be considered in the ranking process. All applicants will be notified of the final disposition of their proposals. Applicants must be in good standing on all previously awarded Federal grant agreements to be eligible to

receive additional funds. While funds will be awarded in fiscal year 2016 these monies may be used to fund activities in subsequent years.

VI. Application Review Information

A panel of Federal Biologist/AIS Specialists will review the proposals and select proposals for funding. This panel will consist of current or acting regional aquatic invasive species coordinators and/or biologists from the U.S. Fish and Wildlife Service's Branch of Invasive Species. Outside experts, with no conflicts of interest, may be solicited to review specific proposals as needed. Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors will sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form.

Project proposals will be evaluated in 3 basic steps. The first step will evaluate technical acceptability, the second step will evaluate the proposal for eligibility for single-source award, and the final step will rank the remaining proposals using a point-based merit review. The process is detailed below.

Step 1: Technical Acceptability

The first step in the merit review process will be to conduct an adjectival rating of each proposal for technical acceptability. If a proposal receives one unacceptable (U) rating, that proposal will be removed from award consideration. Listed below are the two criteria that will be used in the adjectival rating process.

Criteria 1:

TECHNICAL ACCEPTABLE/UNACCEPTABLE RATING	
Rating	Criteria
Acceptable (A)	Proposal clearly meets at least one of the 2020 priorities addressed in the NOFO
Unacceptable (U)	Proposal does not clearly meet one of the 2020 priorities addressed in the NOFO

Criteria 2:

TECHNICAL ACCEPTABLE/UNACCEPTABLE RATING	
Rating	Criteria
Acceptable (A)	Proposal clearly addresses at least one of the action items described in the Quagga-Zebra Mussel Action Plan for Western U.S. Waters
Unacceptable (U)	Proposal does not clearly address at least one of the action items described in the Quagga-Zebra Mussel Action Plan for Western U.S. Waters

Step 2: Single-Source Award Eligibility

If a proposal receives two (A) ratings for technical acceptability, the next step will be to determine if the proposal is eligible for a non-competitive single-source award. Single-source awards may be given to projects/agencies that have been specifically prioritized by the Department of Interior and/or Congress. Documentation of this prioritization will serve as the completed merit-review process for award.

1. Does the proposal qualify for a non-competitive single-source award? (Y/N)
 - a. If yes, please provide appropriate supporting documentation to complete merit-review process.
 - b. If no, the proposal can move into the point-based merit review process for award.

Step 3: Point-Based Merit Review

Each proposal that is found to be technically acceptable and not eligible for single-source, non-competitive award, will be evaluated with a point-based review using predetermined criteria. This review will use the criteria listed below in order to objectively determine the overall integrity and value of the project, in dealing with Quagga and Zebra Mussel invasions in waters of the Western United States. Project proposals will be ranked on a point scale from 0 to 100. Proposals should specifically, and clearly, address each of the applicable criteria listed below. Provide enough detail so that reviewers may assign appropriate points and subsequent ranking. The highest ranking proposals will receive award priority. Proposals will be awarded sequentially and limited by available funds.

1. *Is the proposed project listed as a highest priority action item, in the QZAP?*
2. *Does the proposal clearly identify the applicants experience, project objectives and goals, project timeline, deliverables, and criteria for success?*
3. *What is the geographic scope of the project both direct and indirect?*
4. *Does the proposed project support research related to mussel containment, prevention, and/or outreach.*
5. *Does the proposed containment or prevention project focus on areas that have high numbers of local or visiting watercraft?*
6. *Does the proposed project complement other existing efforts and campaigns?*
7. *Does the proposal provide a clear budget and cost justification for activities identified in the scope?*
8. *Does the project incorporate significant leveraging of resources (e.g., cross-programmatic collaboration, external partner contributions, volunteers?)*

9. *Does the proposed project include partnerships (i.e. agencies, NGO, private marinas)?*
10. *Does the proposed project include a significant public outreach component that is in line with ongoing and/or approved outreach campaigns?*

Strong project proposals will address criteria listed above, and be professionally written and edited (Note: Section IV of this Notice of Funding Opportunity clearly identifies proposal requirements). Final funding decisions will be made by the Southwest Region's Assistant Regional Director for Fish and Aquatic Conservation in consultation with the U.S. Fish & Wildlife Service's Branch of Invasive Species.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Prior to award, the Service reviews the selected applicant's statement regarding potential overlap or duplication in terms of activities, funding, or time commitment of key personnel and makes a determination regarding Service funding. Depending on the circumstances, modification of the application, other pending applications, or an active award may be necessary, or the Service might choose to not fund the proposed project.

Each fiscal year, for every entity receiving one or more awards in that fiscal year the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. For a copy of the Service's risk assessment form, visit <https://www.fws.gov/grants/atc.html>.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS; <https://www.fapiis.gov/fapiis/index.action>) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document.

Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

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.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service 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.

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

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

Recipient Reporting Requirements:

Financial and Performance Reports:

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

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

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

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

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

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any

corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.

- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

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

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

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

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

VIII. Agency Contacts

Technical Contact :Barak Shemai, Southwest FAC AIS Coordinator barak_shemai@fws.gov, 505-366-9565