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U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program (WSFR)

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

Funding Opportunity Title:
State Wildlife Grant Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15.634

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

Funding Opportunity Number: F18AS00018

Paperwork Reduction Act Statement: We are collecting this information in accordance with the Consolidated Appropriations Act, Fiscal Year 2017 (Public Law No. 115-31). 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 State Wildlife Grant Program provides States, the District of Columbia, Commonwealths, and territories (States) Federal grant funds for the development and implementation of programs for the benefit of wildlife and their habitats, including species that are not hunted or fished. Eligible activities include both planning and implementation. Planning activities must contribute directly to the development or modification of the State's current Wildlife Action Plan (Plan) approved by the Director of the Service. Implementation activities are activities that a State intends to carry out to execute their Plan. Priority for use of these funds should be placed on those species of greatest conservation need and take into consideration the relative level of funding available for the conservation of those species. Ineligible activities include wildlife education and law enforcement activities, unless the education or law enforcement component is a minor or incidental activity and is considered critical to the success of a project. Additional information about the State Wildlife Grant Program is on the web at http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG.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. The State Wildlife Grant Program aligns with WSFR's mission, vision, and guiding principle, and supports 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

A. Formula

The State Wildlife Grant Program is funded through annual appropriations of Congress and may vary from year to year. After the deduction of administrative expenses the funds are apportioned using the following formula: the District of Columbia and the Commonwealth of Puerto Rico each receive a sum equal to not more than one half of 1 percent; the territories of American Samoa, Guam, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands each receive a sum equal to not more than one fourth of 1 percent. The remaining amount is apportioned by formula, one third of which is based on the ratio to which the land area of such State bears to the total land area of all such States, and two thirds of which is based on the ratio to which the population of such State bears to the total population of all such States. No State may be apportioned a sum which is less than one percent of the amount available for apportionment for any fiscal year or more than five percent of the apportionment. The final State Wildlife Grant apportionments to States can be found on the web at: [http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG_Funding.htm.](http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG_Funding.htm)

B. Funding Restrictions

1. A State must have a current Plan that is approved by the Director of the Service or a revised Plan that has been submitted to a Regional Review Team for review. Although FY 2018 SWG Program funding, if appropriated by Congress, will be apportioned to all States, these funds cannot be obligated until the revised Plan has been submitted for review.
2. When submitting a State Wildlife Grant Program application, a State must clearly indicate how the proposed grant objectives address one or more of the conservation needs identified within its Plan.
3. Per House Report 109-080, written to accompany HR 2361 for FY 2006 appropriations, "Funds made available under this account should be added to revenues from existing State sources and not serve as a substitute for revenues from such sources."
4. Under certain conditions, State Wildlife Grant Program funds may be used for education and law enforcement activities. In order for education or law enforcement actions to be eligible, they must constitute a minor portion of a project, must be critical to the project's success, and must specifically address a threat or issue identified within the State's Plan. "Minor" is considered no more than 10 percent of a project's total cost.
5. State Wildlife Grant Program funds may not be used for projects that will specifically initiate, encourage, or enhance wildlife-associated recreation.
6. State Wildlife Grant Program funds may not be used to pay for the establishment, publication or dissemination of regulations that a State issues pertaining to the protection and utilization of fish and wildlife resources. This includes laws, orders, seasonal regulations, bag limits, creel limits, license fees, etc. This does not prohibit the collection of information needed to support management recommendations.
7. State Wildlife Grant Program funds may be used to address nuisance wildlife or situations involving damage caused by wildlife only if their emphasis is the conservation of Species of Greatest Conservation Need (SGCN) and/or their habitats as indicated within a State's Plan.
8. State Wildlife Grant Program funds may be used to conduct environmental reviews, habitat evaluations, permit reviews related to Section 404 of the Clean Water Act, and similar functions necessary to protect wildlife habitat only if their emphasis is the conservation of SGCN and their habitats as indicated within a State's Plan.
9. Generally, only expenses incurred and budgeted during the period of performance are reimbursable; the period of performance begins with the effective date established at the time the grant is approved. However, a State may request reimbursement of pre-award costs for certain necessary expenses detailed in the grant application. Pre-award costs are those incurred prior to the approval of the grant where such costs are necessary to comply with the proposed period of performance. Such costs are allowable only if the grant is awarded, only to the

extent that they would have been allowable if incurred after the date of the award, and only with the written approval of the awarding agency (2 CFR 200.458).

10. Congress intends the Plans to be adaptive to new information or circumstances. As such, State Wildlife Grant Program funds may be used to respond to emerging or crisis situations that are not represented within a Plan. Within the grant application or amendment, the State must fully describe the emerging crisis situation and indicate if funds must be reallocated from efforts already underway, identify the species or habitats that will benefit from the proposed action, and commit to monitoring the effectiveness of the proposed conservation action so future management activities can be appropriately adapted. Finally, the State must commit to incorporating this new priority within the next version of its Plan, if it remains an emerging or critical issue. Grant applications or amendments that include issues not identified within a Plan must be reviewed by the Assistant Regional Director (ARD) for Migratory Birds and State Programs or other designated official for approval. If the ARD or other official finds that the project is not eligible, the decision may be appealed to the Regional Director.
11. State Wildlife Grant Program funds may not be used for mitigating fish or wildlife habitat losses, where the obligation to mitigate is incurred by another Federal agency, State agency, or private entity; nor may the value of property purchased with State Wildlife Grant Program funds be used for similar purposes.

III. Basic Eligibility Requirements

A. Eligible Applicants

Participation is limited to State, Commonwealth, or territorial agencies with lead management responsibility for fish and wildlife resources in each of the 50 States, the District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of American Samoa, Guam, and the U.S. Virgin Islands. States must have a Plan that has been approved by the Director of the Service, or a revised Plan that has been submitted to a Regional Review Team for review.

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.

B. 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.

C. 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.gov; please be aware that you can register to do business with the U.S. government for free directly at www.sam.gov.

D. 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.

E. Cost Sharing or Matching

For the States, the District of Columbia, and the Commonwealth of Puerto Rico, the Federal share of planning grants shall not exceed 75 percent of the total project cost, and the Federal share of implementation grants shall not exceed 65 percent of the total project cost. 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, and the U.S. Virgin Islands. The non-Federal share may come from license fees. Matching and cost-share requirements are discussed in 2 CFR 200. The maximum Federal share varies based on the types of conservation actions proposed, including:

1. **Planning Grants**: For the purposes of this Program, three types of activities qualify as planning actions and are eligible for the planning match ratio (75% Federal/25% State). These include:
   - **a.** Efforts to update, modify, or revise a State's Plan. This category of planning activity includes the writing, printing, production, and distribution of either the complete Plan or portions of the Plan such as online documents, excerpts, or summary publications;
   - **b.** Efforts to collect public opinion information or input, via surveys, polling, public meetings, focus groups, or other methodologies that will be used to guide State efforts to update, modify, or revise its Plan; and

   c. Processes, such as coordination meetings that build or strengthen collaboration between the State and partners (Federal, State, Tribal, industry, private, and others) as they work to update, modify, or revise their Plan.

2. **Implementation Grants:** All other activities eligible for funding under the State Wildlife Grant Program, such as species monitoring, habitat evaluations, conducting and evaluating the effectiveness of conservation actions, program administration, and developing and maintaining systems to record, store, or disseminate information are considered implementation efforts and will receive a maximum reimbursement of 65 percent of total project costs.

3. **Combination Grants**: An individual grant application may contain both planning and implementation activities. In these cases, the State must estimate the proportion of costs allocated to planning activities and implementation activities in the grant application. In order to be eligible for the appropriate reimbursement percentage, the State must utilize a cost accounting system that is capable of accounting for costs incurred for each type of activity (i.e., planning versus implementation) separately.

IV. Application Requirements

You can download the application package for the SWG Program from Grants.gov here: https://apply07.grants.gov/apply/forms_apps_idx.html, searching by CFDA 15.634. 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, Section VI).

To be considered for funding under this 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 SF-424. 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 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. Goals, objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

C. Project Narrative

Applicants applying for awards on a project-by-project basis area required to provide a project narrative containing the elements 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. 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;***
7. Describe any relationship between this project and other work funded by Federal grants that is planned, anticipated, or underway;
8. Timeline. Describe significant milestones in completing the project and any accomplishments to date;
9. 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);
10. 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 Narrative 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 requirements (see Section VI., Agency Contacts).

D. 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 budget format. You may use the SF-424A if your project does not include construction and the SF-424C if your 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 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. The full text of the Federal cost principles is available 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 notice of funding opportunity.

E. 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 make up 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:

1. In-Kind Match – Include the source, the amount, and the valuation methodology used to arrive at the total;
2. Program Income, if any – Estimate the amount of program income that the project is likely to generate. Indicate the method of applying and disposing of the program income;
3. When applicable, for any organization charging indirectly, a copy of a current Negotiated Indirect Cost Rate Agreement. State fish and wildlife agencies may submit a copy of their NICRA annually to their Regional WSFR Office;

4. Describe the method for allocating costs in multipurpose projects and facilities.

Required Indirect Cost Statement: Recipients that do not have an approved indirect cost rate cannot charge indirect costs to their Federal award. All applicants 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.

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 providing 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 is 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

F. 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 whether your organization was or 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**."

G. Assurances

Include the appropriate signed and dated Assurances form available online at https://fawiki.fws.gov/display/WTK/Forms. 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 the Assurances form annually to their Regional WSFR Office.

H. 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.

I. 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 sub-recipients 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 selected for funding.

Items to Include in Grant Application

☐ **SF-424, Application for Federal Assistance**: A complete, signed and dated SF-424, or SF-424-Mandatory.

☐ **Project Summary**

☐ **Project Narrative**

☐ **Budget Information or SF 424 budget form**: A complete SF 424-A, SF 424-C, or equivalent budget information.

☐ **Budget Narrative**

☐ **NICRA**: When applicable, provide a copy of your 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 (2 CFR 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, provide a 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 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:

1. Go to www.grants.gov.
2. Click the “Apply for Grants” tab and read the instructions provided by Grants.gov.
3. 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/
4. Standard forms such as the SF-424, SF-424A, SF-424B, SF-424C, and SF-424D are fillable forms on Grants.gov. The project narrative and budget justification must be attachments in one of the following formats: MS Word, Adobe PDF, or MS Excel.

5. All forms and attachments mentioned above must be submitted with the grant application package.
6. **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 problems 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 (see Section VI, Agency Contacts).

VI. Agency Contacts

The Service administers the SWG Program. National level program information can be obtained by contacting:

Paul Van Ryzin
U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program
MS: WSFR
5275 Leesburg Pike
Falls Church, VA 22041-3803
703-358-1849
Paul_VanRyzin@fws.gov

For project- and Region-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, 907-786-3631

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

VII. Award Administration Information

A. Notice of Award

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. 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.

B. 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, you may obtain approval from the Department of the Interior to be waived from using ASAP.

C. 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 or delivery method available. The Service recommends the following digital transmission methods: secure digital faxing;

encrypted emails; emailing a password protected zipped or 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 the Service (see Section VI, Agency Contacts) and provide any sensitive data over the telephone.

D. 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 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 Contact section (Section VI).

E. Recipient Reporting Requirements

1. **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.
2. **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 less frequently than quarterly, except in unusual circumstances or if waived. Requiring a higher frequency of reporting will be based on the Service's assessment of higher risk 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 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.

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

   - Problems, delays, or adverse conditions that will materially impair the ability to meet the objective(s) 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 required 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.

F. 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 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 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 employees, or the recipient's subrecipients 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 the award.

G. 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 terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies 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.