U.S. Fish and Wildlife Service
Ozark Plateau NWR
16602 CR 465
Colcord, OK 74338

Urban Presence Partnerships
The Ozark Urban Nature Connection Experience: An OUNCE of Connection Leads to a Pound of Conservation
CFDA#: 15.649

Notice of Funding Availability and Application Instructions

I. Description of Funding Opportunity
Please see Attachment A for the project RFP.
Please see Attachment B for the project Proposal (original).
Please see Attachment C for the project Proposal Modification and brief summary.

II. Award Information
Please see Attachment D for Award information.

III. Basic Eligibility Requirements
Eligible Applicants:
Applicant information:

Ozark Tracker Society, 501(c)3
Carl Keller, Executive Director
2222 Smokehouse Trail
Fayetteville, AR 72701

Illinois River Watershed Partnership, 501(c)3
Delia Haak, Executive Director
PO Box 8506
Fayetteville, AR 72703

Land Legacy, 501(c)3
Robert Gregory, Executive Director
406 S. Boulder Ave
Tulsa, OK 74103

Federal law mandates that all organizations applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the Central Contractor Registry (CCR). Exemptions: 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 are exempt from registering in DUNS and CCR. Foreign entities not already registered and applying for an award for less than $25,000 for activities to be performed outside the United States are also exempt from registering in DUNS and CCR.

A. DUNS Registration

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based organizations may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, organizations are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. CCR Registration

Register with the CCR online at https://www.bpn.gov/ccr/default.aspx. Beginning on or about June 1, 2012, applicants needing to register in CCR will be directed to register in CCR through the new System for Award Management (SAM) portal at http://sam.gov/. Once registered in CCR, organizations must renew and revalidate their CCR registration at least every 12 months from the date previously registered. Organizations are strongly urged to revalidate their registration as often as needed to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. If your organization does not renew its CCR registration, it will expire. Foreign applicants who wish to be paid to a bank account in the United States must enter and maintain valid and current banking information in their CCR profile.

C. Excluded Parties

Entities identified on the Excluded Parties List System (current website is https://www.epls.gov; beginning on or about June 1, 2012 will be moved to http://sam.gov) as debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding.

Cost Sharing or Matching:

Cost share is not required for this project.

IV. Application Requirements

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

A. A completed, signed, and dated **Application for Federal Assistance (SF-424).** The SF-424 form is available online at http://apply07.grants.gov/apply/FormLinks?family=15.

B. Project Summary

Please see attachment C for project summary.

C. Project Narrative

Please see Attachments B and C for project narrative.

D. A completed **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 424C if it does include construction. The budget forms are available online at http://apply07.grants.gov/apply/FormLinks?family=15.

When developing your budget, keep in mind the following:

- Cost Principles: Financial assistance awards and subawards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations (2 CFR Part 230), A-21, Cost Principles for Educational Institutions (2 CFR Part 220), and A-87, Cost Principles for States and Local Governments (2 CFR Part 225), as applicable to the recipient organization type. These OMB circulars are available online at http://www.doi.gov/pam/financialassistance/resources/index.html.

- Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. ***Do not include this type of equipment in your budget***! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

- Indirect Costs: An applicant without an established indirect cost rate agreement with a Federal agency may not charge indirect costs to Federal financial assistance awards and must charge all costs directly. 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 must charge all costs directly.

  If indirect costs are included on proposed budget, the applicant must submit copy of their most recently submitted/approved indirect cost rate agreement. Non-profit organizations that have received, or expect to receive, the greatest amount of Federal funding in direct awards from the Department of the Interior, should go to http://www.aqd.nbc.gov/Services/ICS.aspx for online guidance and tools for submitting an indirect cost rate agreement proposal to the Department of the Interior. Organizations may also contact the National Business Center directly at:

  Indirect Cost Services
  Acquisition Services Directorate, National Business Center
  U.S. Department of the Interior
  2180 Harvard Street, Suite 430
  Sacramento, CA 95815
  Phone: 916.566.7111 Fax: 916.566.7110
  Email: ics@nbc.gov

  All other types of applicants except individuals should contact the USFWS program point of contact identified in the Grants.gov funding opportunity with any questions on how to establish an indirect cost rate agreement with a Federal agency.

E. Assurances
Include the appropriate signed and dated Assurances form available online at http://apply07.grants.gov/apply/FormLinks?family=15. Use the **Assurances for Non-Construction Programs (SF-424B)** if your project does not involve construction. Use the **Assurances for Construction Programs (SF-424D)** if it does involve construction.

F. Disclosure of Lobbying Activities
Under Title 31 of the United States Code, Section 1352, applicants must complete and submit with their application the SF-LLL Disclosure of Lobbying Activities form (available online at http://apply07.grants.gov/apply/forms/sample/SFLLL-V1.1.pdf) when they have made payment or have agreed to make payment to any lobbying entity for 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 awarding of or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, cooperative agreement, or loan. Recipients may not use funds awarded under a Federal grant or cooperative agreement to conduct such lobbying activities.

G. Statement Regarding A-133 Single Audit Reporting: Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), domestic entities expending $500,000 USD or more in Federal award funds in a year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. State if your organization was/was not required to submit an A-133 Single Audit report last year (either your organization is a non-U.S. entity or a domestic entity that did not spend $500,000 USD or more in Federal funds last year). If your organization was required to submit an A-133 Single Audit report last year, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/).

Application Checklist

- ☐ A complete, signed and dated SF 424-Application for Federal Assistance
- ☐ Project Summary and Narrative text and attachments
- ☐ A complete SF-424A or SF-424C Budget Information form
- ☐ If Federally funded equipment will be used for the project, a list of that equipment as described in section D above
- ☐ If indirect costs are included in proposed budget, a copy of the organization's current approved indirect cost rate agreement or proposal
- ☐ Signed and dated SF-424B or SF-424D Assurances form
- ☐ If applicable, completed SF-LLL form
- ☐ Statement regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting as described in section G above

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

V. **Submission Instructions**

Proposals may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity. Please select **ONE** of the submission options.

To submit a proposal by mail:

Number all pages of your printed proposal. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete proposal to the USFWS program point of contact identified in the Grants.gov funding opportunity.

To submit a proposal by e-mail:

Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your proposal to the USFWS program point of contact identified in the Grants.gov funding opportunity.

To submit a proposal in Grants.gov:

Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply for grant opportunities on Grants.gov. In order to apply for a grant, you/your organization must complete the Grants.gov registration process. 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 USFWS' new financial assistance management system.

VI. APPLICATION REVIEW

Criteria:

Please see Attachment A for project RFP.

VII. Award Administration

Award Notices: Please see Attachments C and D for award allocation amounts and project funding information.

Domestic Recipient Payments:

Prior to an award being issued to you/your organization, the USFWS 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, submit to the USFWS program a request to obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the CCR requirements (see Section I above) who receive a waiver from receiving funds through ASAP must enter and maintain valid and current banking information in their CCR profile. Domestic applicants exempt from the CCR requirements who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the USFWS program. However, ***do NOT submit any banking information to the USFWS until it is requested from you by the USFWS program!***

Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends recipients use the most secure transmission/delivery method available. The USFWS 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 USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their USFWS Project Officer and provide any sensitive data over the telephone.

The Notice of Award document from the USFWS 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.

Foreign Recipient Payments:
Foreign recipients receiving funds to a bank outside of the United States must 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 must be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients subject to the CCR requirements (see Section I above) to be paid by EFT must enter and maintain valid and current banking information in their CCR profile. Foreign recipients exempt from the CCR requirements to be paid EFT will be required to submit their banking information directly to the USFWS program. However, ***do NOT submit any banking information to the USFWS until it is requested from you by the USFWS program!***

Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends recipients use the most secure transmission/delivery method available. The USFWS 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 USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their USFWS Project Officer and provide any sensitive data over the telephone.

The Notice of Award document from the USFWS 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.

Standard Award Terms and Conditions:
Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of

award. The text of all standard award terms and conditions are available online at http://www.doi.gov/pam/TermsandConditions.html. Acceptance 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 DOI and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation/regulation
- Special terms and conditions
- Code of Federal Regulations/Regulatory Requirements, as applicable:
  - 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System
  - 2 CFR Part 170 Reporting Subawards and Executive Compensation
  - 2 CFR Part 1400 Government-wide Debarment and Suspension (Non-procurement)
  - 2 CFR Part 1401 Requirements for Drug-Free Workplace (Financial Assistance)
  - 2 CFR Part 175 Trafficking Victims Protection Act of 2000
  - 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
  - 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
  - 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
  - 43 CFR 18 New Restrictions on Lobbying
  - 305 DM 3, Integrity of Scientific and Scholarly Activities and 217 FW 7, Scientific Integrity and Scholarly Conduct. Grant and cooperative agreement recipients must ensure quality project results. Results must consist of unbiased assessments through proper management and enforcement of scientific integrity standards, which includes avoiding conflicts of interest as defined in USFWS policy 212 FW 7 (complete text available online at http://www.fws.gov/policy/212fw7.html).

Recipient Financial and Performance Reporting Requirements:
Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. 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. The USFWS will specify the performance reporting frequency applicable to the award in the Notice of Award document.

VIII. Agency Contacts

Shea Hammond
Wildlife Refuge Specialist
Ozark Plateau National Wildlife Refuge
16602 CR 465
Colcord, OK 74338