Enhanced Hunter Education and Safety Program
Fiscal Year 2019 Notice of Funding Opportunity

Notice Overview

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

Funding Opportunity Title
Enhanced Hunter Education and Safety Program (Section 10 Hunter Education Grant Program)

Catalog of Federal Domestic Assistance (CFDA) Number
15.626

Announcement Type
Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FY) 2019

Funding Opportunity Number
F19AS00122

Paperwork Reduction Act Statement
We are collecting this information in accordance with the Pittman-Robertson Wildlife Restoration Act (16 U.S.C. 669-669k). 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 40 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. All burden estimates include the time to review instructions, search existing data resources, gather data needed and complete and review the submission. 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 (expires: 7/31/2021)

Submission Deadline and Other Information
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.

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I. Description of Funding Opportunity

References to "you" in this NOFO refer to the State, Commonwealth, or territory agency completing the application and any sub-recipient, if applicable. References to "we," "our," or "us" in this NOFO refer to the Service.

The Federal Aid in Wildlife Restoration Act of 1937, 50 Stat. 917 as amended; 16 U.S.C. 669-669k, now known as the Pittman-Robertson Wildlife Restoration Act, was enacted on September 2, 1937, and began functioning July 1, 1938. The purpose of this Act is to provide funding for the selection, restoration, rehabilitation, and improvement of wildlife habitat, wildlife management research, and the distribution of information produced by the projects. The Act was amended on October 23, 1970, to include funding for hunter safety programs and the development or the operation and maintenance of firearm and archery ranges. Congress saw a need for additional funds to support hunter education and shooting range development, if States were to meet the challenges of the 21st century. The Congressional Resource Committee heard from sportsmen's organizations that States were not using their possible allotments to support these programs, or there was not a consistent level of effort to further the future of hunting. As a result, Congress passed the Wildlife and Sport Fish Restoration Programs Improvement Act of 2000 and as part of this Act created the Firearm and Bowhunter Education and Safety Program (Section 10) to address these concerns. The passage of Section 10 set aside $7.5 million in 2001 and 2002 and $8 million thereafter to "enhance" existing hunter education or shooting range programs.

Additional information about Section 10 is available at:
http://wsfrprograms.fws.gov/Subpages/GrantPrograms/HunterEd/HE.htm.

WSFR's 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 Enhanced Hunter Education Grant Program aligns with WSFR's mission, vision, and guiding principle, and supports three 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

Section 10 provides Federal grant funding to the 50 States, including Commonwealths and territories (not the District of Columbia) to:

1. Enhance programs for hunter education, hunter development, and firearm and archery safety. Hunter development programs introduce individuals to and recruit them to take part in hunting, bow hunting, target shooting, or archery; and
2. Enhance interstate coordination of hunter education, and firearm and archery range programs; and
3. Enhance programs for education, safety, or development of bow hunters and archers; and
4. Enhance construction and development of firearm and archery ranges; and
5. Update safety features of firearm and archery ranges.

Section 10 funds supplement, but do not replace Section 4(c) Hunter Education funds, thereby enhancing a State's hunter education and safety program. The following are some examples of eligible activities:

1. Training participants in the safe and proficient use of hunting equipment, hunter responsibility, principles of wildlife management, wildlife identification, and firearms handling;
2. Constructing facilities, such as classrooms, shooting ranges, and other support facilities needed for instruction purposes;
3. Gathering information to help develop, implement, and evaluate hunter education and safety grants;
4. Providing training in trapper education as it relates to safety, responsibility, humane trapping methods, avoidance of non-target species, and development of trapping skills; and
5. Communicating information about WSFR grant funded hunter education and recreational shooting sports activities.

The Section 10 apportionment is determined for States based on the following:

1. It is a formula-based apportionment;
2. It is based on State population compared to the total United States population using the most recent census figures;
3. No State may receive more than three percent or less than one percent of the total funds apportioned;
4. The Commonwealths of Puerto Rico and the Northern Mariana Islands and the territories of American Samoa, Guam, and the U.S. Virgin Islands, receive up to one-sixth of one percent of the total apportionment;
5. States may be paid up to 75 percent of project costs through the program;

6. After the Service obligates a State's current fiscal year Section 4(c) Hunter Education and Safety apportionment on eligible hunter education activities, a State may request the Service to obligate its Section 10 Hunter Education funds on any eligible Wildlife Restoration or hunter education activities. Prior to the Service obligating the full Section 4(c) apportionment, a State may only request the Service to obligate Section 10 funds on eligible hunter education activities; and

7. Section 10 Hunter Education funds are one-year funds and any funds not obligated in the current year's apportionment are reapportioned to those States where the Service has fully obligated the States' Section 4(c) funds on eligible hunter education and safety activities. The funds are reapportioned in the following year under section 3(a) of the Wildlife Restoration Act as additional regular Wildlife Restoration funds. Only State fish and wildlife agencies may apply for and receive grants under this program.

The final Section 10 apportionments are available on our website: https://wsfrprograms.fws.gov/Subpages/GrantPrograms/HunterEd/HE_Funding.html

Ineligible activities include law enforcement of fish and game regulations, public relations activities to promote the fish and wildlife agency, and activities conducted for the primary purpose of generating revenue. See Title 50 of the Code of Federal Regulations (CFR) Part 80.54.

III. Basic Eligibility Requirements

Eligible Applicants
Participation is limited to State, Commonwealth, or territorial agencies (but not agencies of the District of Columbia) with lead management responsibility for fish and wildlife resources in the United States of America. States, Commonwealths, and territories (State(s)) must pass laws (assent legislation) for the conservation of fish and wildlife. The law(s) must include a prohibition against the diversion of license fees paid by hunters for purposes other than the administration of the fish and wildlife agency. If you are uncertain of your eligibility, please contact WSFR (see Section VII, Agency Contacts).

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 2 CFR 25 for more information.

DUNS Registration
Request a DUNS number online at Dun & Bradstreet Registration. For technical difficulties, contact Dun & Bradstreet by email at: govt@dnb.com, or call 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 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.

Entity Registration in SAM
Register in SAM online at the SAM website. 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.

Note: The official U.S. Government website address for SAM is https://sam.gov/. There is no cost to register in or access SAM. 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 https://sam.gov/.

Excluded Entities
Applicant entities or their key project personnel identified in the SAM 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 Exclusions database for all applicant entities and their key project personnel prior to award.

Cost Sharing or Matching
States may be paid up to 75 percent of project costs through the program. The State must provide at least 25 percent of the project costs from a non-Federal source. The Regional Director may provide funds to pay 75 to 100 percent of the allowable costs of a project funded by a grant to a fish and wildlife agency of the Commonwealths of Puerto Rico and the Northern Mariana Islands and the territories of Guam, the U.S. Virgin Islands, and American Samoa. In accordance with 48 U.S.C. 1469(a), the Regional Director will waive the first $200,000 of match for each grant to the Commonwealth of the Northern Mariana Islands and the territories of American Samoa, Guam, the U.S. Virgin Islands. The non-Federal share may come from license fees. Matching and cost-share requirements are discussed in 50 CFR 80.85 and 2 CFR 200.306.

You may meet your required cost share or match through contributions from a third party. A third party is any individual or organization other than the State applicant, such as a partner or sub-recipient. Match provided must be necessary and reasonable for accomplishing the proposed project objective(s). As the primary recipient, you are responsible for the full amount of the non-Federal match proposed, including any amount provided by one or more third parties as listed on the Standard Form 424, Application for Federal Assistance.

You may attribute some or all your allowable indirect costs as voluntary committed cost-share/match; however, you may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award.

IV. Application Requirements

You can download the application package for the Section 10 Hunter Education Grant Program on Grants.gov here: Application Forms, searching by CFDA 15.626. If you have trouble accessing the online forms, you can contact one of the Service WSFR Offices (see VII. Agency Contacts).

Applications must be formatted to fit on 8.5" X 11" paper, with 1" margins at the top, bottom, and both sides, and page numbers at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman, or another commonly used font.

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

Application for Federal Assistance
Submit a completed, signed and dated Application for Federal Assistance form (Standard Form 424). Note that the proper forms are part of the Grants.gov application package for this NOFO. 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.

Project Statement
Applicants applying for awards on a project-by-project basis are required to provide a project statement containing the elements required by 50 CFR 80.82 and listed below. In general, the project statement must provide sufficient information so reviewers may verify that the proposed activities are eligible for funding and substantial in character and design (see 50 CFR 80.56). Please see the WSFR Standard Project Statement Wiki for general examples and guidance. Any images should be appended rather than included within the narrative project statement.

Need
Explain why the project is necessary and how it fulfills the purpose of the Firearm and Bow Hunter Safety and Education Program.

Purpose
State the ultimate purpose for the proposed project and link the purpose to the demonstrated need.

Objectives
Identify specific, measurable, attainable, relevant, and time-bound (SMART) objectives to be accomplished during the project period.

Results or benefits expected
Describe the expected results or benefits from accomplishing the objectives.

Approach

Describe the approach to be used in meeting the objectives:

a. Describe the methods, designs, and/or procedures to be used to achieve the objectives, key personnel and cooperators, and provide enough information on the status of required permits or other compliance requirements (National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA)) for us to make a preliminary assessment. Use a planned approach, appropriate procedures, and accepted principles of fish and wildlife conservation and management, research, or education;

b. Identify the project officer, or principal investigator for research projects, including their 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 in the description of key personnel qualifications;

c. Maps or other geographic aids may be attached to show the project location. Please include Geographic Coordinates in degrees, minutes, and seconds, if relevant and available; and

d. Provide a timeline of activities. Describe significant milestones in completing the project and any accomplishments to date.

Relationship with other grants

Describe any relationship between the proposed project and other related work funded by Federal grants that is planned, anticipated, or underway.

For CMS States

A project statement may not be required for applicants who are applying for awards under a comprehensive management system (CMS). Applicants considering submitting an application under a CMS should contact their WSFR Regional Office for details (see Section VII., Agency Contacts). CMS applications must submit the information required in 50 CFR 80.81, provide adequate description of activities to allow WSFR staff to evaluate the 25 items in 2 CFR 200.407 requiring prior written approval, and provide a description of the activities in sufficient detail so WSFR staff are able to evaluate compliance with NEPA, ESA, and NHPA.

Budget Form

Complete the Budget Information for Non-Construction Programs (SF-424A) form, or the Budget Information for Construction Programs (SF-424C) form, *or* submit a budget spreadsheet that provides a similar or greater level of budget detail. You may use the SF-424A if your project does not include construction or land acquisition, and the SF-424C if the project includes construction or land acquisition. The SF-424A and SF-424C budget forms, should you choose to use them, are published along with this NOFO at Grants.gov. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in 2 CFR 200, as applicable to the recipient organization type. Links to the full text of

the Federal cost principles are available on the Internet at the Code of Federal Regulations website. 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 or 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.

Budget Narrative

In a separate narrative titled "Budget Narrative," explain and justify all requested budget items/costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources you used to develop cost estimates for your project. Provide costs by project and subaccount with additional information sufficient to show that the project is cost effective. Describe any item that requires WSFR's approval under the applicable Federal cost principles and estimate its cost. Please also address the following:

Match and other partner contributions

Identify the cash and in-kind contributions that you, a partner, or other entity contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind match, include the source, the amount, and the valuation methodology used to arrive at the total.

Program Income

Program income is gross income received by the grantee or sub-recipient and earned only as a result of the grant during the grant period. Estimate the amount of program income that the project is likely to generate. If necessary, indicate the method or combination of methods (deduction, addition, or cost-share) of applying your expected program income.

Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

Useful life

Propose a useful life for each capital improvement that meets or exceeds $10,000 (see 50 CFR 80.2), and reference the method used to determine the useful life of a capital improvement with a value greater than $100,000 (see 50 CFR 80.82(c)(5)).

Multipurpose Projects

A grant-funded project or facility is multipurpose if it carries out the purposes of: (a) a single grant program under the Acts; and (b) another grant program under the Acts, a grant program not under the Acts, or an activity unrelated to grants. You must allocate costs in multipurpose projects based on the uses or benefits for each purpose that will result from the completed project or facility, and must also describe the method used to allocate costs.

Required Indirect Cost Statement

You must include in the budget narrative one of the following statements and attach any required documentation identified in the applicable statement: "We are:

a. A U.S. State agency 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.

b. A U.S. State agency 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.

c. A U.S. State agency 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.

d. A U.S. State agency that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. 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 percent of modified total direct costs as defined in 2 CFR 200.68. We understand that the 10 percent *de minimis* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

e. A U.S. State agency that will charge all costs directly."

Please take note of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10 percent *de minimis* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period of performance renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award.
- 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.

Negotiating an Indirect Cost Rate Agreement with the Department of the Interior

Entities that do not have a Negotiated Indirect Cost Rate Agreement (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 this email web form.
Internet address: Link to Indirect Cost Services Webpage.

Single Audit Reporting Statements

As required in 2 CFR 200, Subpart F, a non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. All U.S. State applicants must provide a statement regarding whether your organization was or was not required to submit a Single Audit report for the State's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website and provide the EIN under which that report was submitted. Include these statements in the Budget Narrative in a section titled "Single Audit Reporting Statements."

Assurances

If not already on file with your Regional WSFR Office, include the appropriate signed and dated Assurances form. The form is available online and published with this NOFO at Grants.gov. Use the Assurances for Construction Programs (SF-424D) form for construction projects, or the Assurances for Non-Construction Programs (SF-424B) form for non-construction projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

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 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 in the Grants.gov Workspace or WSFR's Financial Assistance Wiki Forms Page. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Conflict of Interest Disclosures

You 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 organization, the recipient organization's employees, or the recipient organization's sub-recipients 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 organization, the applicant organization's employees, or the applicant organization's future sub-recipients in the matter.

Applicants must notify the Service in writing in their application if any key project personnel, including sub-recipient 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 selected for funding.

Application Checklist

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

- ☐ **SF-424, Application for Federal Assistance**: A complete, signed and dated SF-424, or SF-424-Mandatory form.
- ☐ **Budget Information or SF-424 form:** A complete SF-424 Budget Information form (424-A or SF 424-C as appropriate), or a budget spreadsheet providing a similar, or greater, level of budget detail.

☐ **Project Statement**

☐ **Required Indirect Cost Statement**

☐ **Budget Narrative**

☐ **NICRA**: A statement regarding the status of the agency's Negotiated Indirect Cost Rate Agreement, and if applicable, a copy of the organization's current NICRA.

☐ **Single Audit Reporting Statement**: Note whether your State was or was not required to submit a Single Audit report for your most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website. You do not need to attach a copy of your Single Audit report.

☐ **SF-424 Assurances form:** Signed and dated SF-424B or SF-424D Assurances form if annual assurances are not already on file with the Regional WSFR Office.

☐ **SF-LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.

☐ **Conflict of Interest statement**, when applicable.

V. Submission Instructions

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

Intergovernmental Review

Before submitting an application, you should visit the White House State Point of Contact List to determine whether your application is subject to the State intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." Note that this was the most recent State point of contacts list as of the publication date of this NOFO and that updates may have occurred since then. You can go to this web page link and look for the "SPOC List" under the Resources and Other Information section for additional updates. 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 current list of designated entities is posted at the link above. 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.

Submission Instructions

For electronic submissions, download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Using the "Search Grants" tab, enter Funding Opportunity Number *F19AS00122*. Downloading and saving the Application Package to your computer makes the required Government-wide standard forms fillable and printable. The project narrative and budget narrative must be attachments in the following

formats: Microsoft Word, Adobe PDF, or Microsoft Excel. Completed applications must be submitted electronically through Grants.gov.

Go to the Grants.gov "Apply for Grants" page for an overview of the process to apply through Grants.gov. You 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 may create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

For mail or email submissions, 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. The completed grant application package must be mailed or emailed to the appropriate Service Regional Office.

VI. Award Administration

Award Notices
Applicants submitting eligible and complete proposals 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. Award recipients are not required to sign or return the notice of award. 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 or forms required and where to submit payment requests.

Administrative and National Policy Requirements
Compliance with all applicable Federal laws, regulations, and policies, including environmental laws such as NEPA, ESA, NHPA, and applicable executive orders must be satisfied before we can approve a grant and make funding available.

All financial assistance awards are subject to Federal financial administration requirements. The Service Regional WSFR Offices will work with applicants to ensure that all financial arrangements comply with these requirements. Administration of the Enhanced Hunter Education and Safety Program is governed by 50 CFR 80.

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

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

Award Terms and Conditions
Acceptance of a financial assistance award 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 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 Federal regulations applicable to Service awards are available online here. 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.

There may be a Final Rule published for 50 CFR 80 that may impact some of the terms included in this NOFO. If the Final Rule is effective by the start date of your award these changes will apply. If you have questions, see Section VII for your Regional WSFR Office contact.

Financial and Performance Reports
Interim financial and performance reports may 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. The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

Recipients must use the Standard Form 425, Federal Financial Report for financial reporting, available on the Internet at: Post-Award Reporting Forms.

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.

Electronic submission of performance information using Wildlife TRACS may be required, as detailed in the terms and conditions of the award.

Significant Developments: 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 (2 CFR 200.328(d)):

- 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.

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 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.

VII. Agency Contacts

The Service administers the Firearm and Bow Hunter Safety and Education Program. You may learn about the national level program by contacting:

Christina Milloy
U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program
703-862-5761, christina_milloy@fws.gov

For specific information and application details, contact your Service 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, Montana, Nebraska, 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