U.S. Fish and Wildlife Service
Region 6 Division of Migratory Birds and State Programs

Migratory Bird Joint Ventures
Catalog of Federal Domestic Assistance (CFDA) Number: 15.637

Notice of Funding Opportunity

I. Description of Funding Opportunity

This funding opportunity is developed through the North American Waterfowl Management via Migratory Bird Joint Ventures. These activities are identified through Catalog of Federal Domestic Assistance (CFDA) number 15.637. The intent of this funding opportunity is to award a single source Cooperative Agreement with the Nebraska Community Foundation (NCF). This Cooperative Agreement would be a continuation of an existing Cooperative Agreement between the Rainwater Basin Joint Venture (RWBJV) and the NCF. This Single Source Award is being awarded in accordance with Department of the Interior Policy **505 DM 2.14 B [4: Unique Qualifications]**, which allows for award without competition to an applicant. This recipient and project meet this criterion due to the fact that NCF is highly-experienced with 15 years of working with the RWBJV to develop conservation actions that meet the goals and objectives of the RWBJV Implementation Plan. During this time the NCF has provided financial management and oversight of both federal and nonfederal grant funds awarded to the RWBJV.

The activities completed through this Cooperative Agreement will support RWBJV partnership activities. The agreement that will result from this funding opportunity will provide financial support from U.S. Fish and Wildlife Service to the recipient to support the RWBJV partnership with implementation of projects that will be directly linked to migratory bird habitat conservation as described in the RWBJV Implementation Plan and associated bird plans. To successfully implement migratory bird habitat conservation the RWBJV partnership is implementing the Strategic Habitat Conservation (SHC) business model. This business model is built on four interrelated critical elements. Critical elements of the SHC framework include: Biological Planning, Conservation Design, Research/Monitoring/Evaluation, and Implementation/Project Delivery. When implemented these elements provide a feedback mechanism that refines conservation delivery through time. This agreement will facilitate funding to support the critical elements of the SHC business model.

This agreement will support the biological planning element through; collection of survey and census data relevant to priority species, analysis of survey and census data to develop and refine population objectives, assessment and development of population based habitat goals, collection and analysis of geospatial data to document habitat/landscape conditions, development of biologically driven spatially explicit habitat models for species of concern, development of GIS data that inventory habitat conditions and occurrence of priority species.

Conservation design activities supported will include: development of integrated migratory bird habitat plans; acquisition of hydrology and elevation data to evaluate wetland function; support of GIS and modeling capacities (staff/hardware/software); development of decision support tools to guide existing conservation programs; evaluation of existing programs to determine eligibility across the landscape; refinement and development of new programs that will address unmet conservation needs. In addition to programmatic activities, funds for development, printing, and distribution of educational and outreach materials will be provided. These communication materials will inform about the RWB region, describe habitat management practices, inform about conservation programs, highlight project success, and provide general information about the RWBJV and the goals, programs, and objectives of the RWBJV.

Research, inventory, and monitoring projects will be supported to inform and refine conservation actions. Project categories will include: collection of species occurrence data; inventory of habitat conditions; and analysis of biotic and abiotic data to understand annual habitat variability. In addition monitoring and inventory data will be collected to develop and refine population goals and habitat targets for the region. Research and monitoring projects that provide a quantitative assessment of restoration, management, and habitat enhancement practices completed in the RWB region will also be supported. In addition, projects that document annual habitat conditions assess climatology and habitat relationships, and document landscape scale changes in habitat conditions will be coordinated.

To facilitate project delivery (implementation), the following actions will be supported: engineering technical assistance to guide successful wetland restoration activities, providing coordination and technical assistance in planning, designing, and installing wetland habitat projects; providing funds for mutually agreed upon projects; funding to support new and innovative conservation programs that address habitat limitations.

To ensure effective operations, funding will also be provided to support office management, overhead, and grant development and administration.

II. Award Information

This funding opportunity is expected to result in a Sole Source Cooperative Agreement with the Nebraska Community Foundation (NCF). This Cooperative Agreement will be a continuation of an existing Cooperative Agreement. As with the past Cooperative Agreement there will be substantial involvement by the U.S. Fish and Wildlife Service (FWS) Project Officer. The FWS Project Officer will work closely with personnel from NCF and will develop work plans for projects; develop strategic direction on where to focus conservation efforts; develop conservation planning tools to help target conservation actions; and to conduct partner workshops. Consequently, the FWS Project Officer will serve as an integral partner with NCF via this Cooperative Agreement.

Estimated Total Program Funding: $5,000,000
Expected Number of Awards: 5
Award Ceiling: $5,000,000
Award Floor: $30,000

III. Basic Eligibility Requirements

Eligible Applicants:

Applicants must be an existing or potential partner of a Joint Venture, a non-profit 501(c)(3), and must agree to support Joint Venture goals and objectives. Project must fall within scope of a

Management Board approved Joint Venture Implementation Plan and related conservation plans. Projects must contribute to overall Joint Venture goals and objectives. Project must be cost-effective. Projects that leverage grant funds with partner funds or in-kind services will receive preference. Applicant must provide a copy of their Section 501(c)(3) status determination letter received from the Internal Revenue Service.

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

A. DUNS Registration

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based entities 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, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

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

C. Excluded Entities

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

D. Cost Sharing or Matching:

Cost sharing or matching funds are not required. There are no restrictions on the types of costs (e.g., in-kind contributions) that are acceptable as cost sharing when cost share is provided. There are no pre-award requirements for submission of letters or other documentation to verify commitments to meet cost-sharing requirements if an award is made.

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 form. As these are discretionary funds for a single source award the NCF will submit the Standard Form (SF) 424, Application for Federal Assistance http://apply07.grants.gov/apply/FormLinks?family=12).

Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

B. Project Summary

This Cooperative Agreement will support activities outlined in the project titled "*Conservation of Priority Wetland and Upland Habitat in the RWBJV Administrative Area* ". These actions will be developed by the RWBJV. The RWBJV is a diverse partnership that has a proven track record of leveraging federal and non-federal funds to complete all elements of the SHC business model. These actions will result in tangible conservation deliverables that will support bird conservation within Bird Conservation Regions 11 and 19 in Nebraska. This area is often referred to as the RWBJV Administrative Area and described as the mixed-grass prairie portion of Nebraska. As part of this partnership the NCF maintains internal controls and financial oversight, oversees and makes disbursements, implements a rigorous procurement policy to comply with OMB super circular requirements, and undergoes a federal single audit and renews documentation to ensure project components are within the scope of the Cooperative Agreement and in compliance with federal procurement regulations. Elements that will be completed as part of this Cooperative Agreement are outlined in the Project Description of this document.

C. Project Narrative

1. **Statement of Need:** The RWB has been designated as a critical migration stopover site for migratory waterfowl by the North American Waterfowl Management Plan (NAWMP) and for shorebirds by the Western Hemispheric Shorebird Reserve Network (WHSRN). Since settlement over 90% of RWB wetlands have been drained or significantly modified reducing wetland function and habitat value. Current analysis suggests that wetland restoration, management, and enhancement activities are critical to ensure this region will adequately meet habitat requirements for the millions of waterfowl and other wetland dependent species that annually use this region. The Rainwater Basin Joint Venture (RWBJV) provides a collaborative structure for agencies, non-governmental organizations, and private landowners to address natural resource issues through projects that improve migratory bird habitat.

   The RWBJV was established as a collaboration pursuant to the NAWMP to address habitat deficiencies in the RWB region. The RWBJV partners have been active in the protection, management, and restoration of public and private wetland and upland habitat in this area since 1992.

NCF is the long-standing financial management entity for the RWBJV. The NCF is a nonprofit 501(c)(3), charitable organization providing financial management, strategic development, and education/training services to communities, organizations and donors throughout Nebraska since 1993. The Recipient is committed to assisting the RWBJV to accomplish its objectives through cooperative efforts.

It is in the best interest of the Rainwater Basin Joint Venture partners to work with the NCF to develop ways to increase the number, quality, and distribution of wetlands throughout the Rainwater Basin, as well as monitor and evaluate the success of these efforts. Both parties are interested in working together in accomplishing the goals of the RWBJV through management and restoration practices that protect, restore, and enhance wetland and grassland habitat throughout the RWB.

2. Project Goals and Objectives: The purpose of this Agreement is to continue a long-standing collaboration between the RWBJV and the NCF. This relationship will utilize financial support from U.S. Fish and Wildlife Service NAWMP and NCF's skills as a financial management entity to support the RWBJV's migratory bird habitat conservation objectives. To successfully implement migratory bird habitat conservation the RWBJV partnership is implementing the Strategic Habitat Conservation (SHC) business model. This business model is built on four interrelated critical elements. Critical elements of the SHC framework include: Biological Planning, Conservation Design, Research/Monitoring/Evaluation, and Implementation/Project Delivery. When implemented these elements provide a feedback mechanism that refines conservation delivery through time. This agreement will utilize funding to support the critical elements of the SHC business model.

This agreement will support the biological planning element through; collection of survey and census data relevant to priority species, analysis of survey and census data to develop and refine population objectives, assessment and development of population based habitat goals, collection and analysis of geospatial data to document habitat/landscape conditions, development of biologically driven spatially explicit habitat models for species of concern, development of GIS data that inventory habitat conditions and occurrence of priority species.

Conservation design activities supported will include: development of integrated migratory bird habitat plans; acquisition of hydrology and elevation data to evaluate wetland function; support of GIS and modeling capacities (staff/hardware/software); development of decision support tools to guide existing conservation programs; evaluation of existing programs to determine eligibility across the landscape; refinement and development of new programs that will address unmet conservation needs. In addition to programmatic activities, funds for development, printing, and distribution of educational and outreach materials will be provided. These communication materials will inform about the RWB region, describe habitat management practices, inform about conservation programs, highlight project success, and provide general information about the RWBJV and the goals, programs, and objectives of the RWBJV.

Research, inventory, and monitoring projects will be supported to inform and refine conservation actions. Project categories will include: collection of species occurrence data; inventory of habitat conditions; and analysis of biotic and abiotic data to understand annual habitat variability. In addition monitoring and inventory data will be collected to develop and refine population goals and habitat targets for the region. Research and monitoring projects that provide a quantitative assessment of restoration, management, and habitat enhancement practices completed in the RWB region will also be supported. In addition, projects that document annual habitat conditions assess climatology and habitat relationships, and document landscape scale changes in habitat conditions will be coordinated.

To facilitate project delivery (implementation), the following actions will be supported: engineering technical assistance to guide successful wetland restoration activities, providing coordination and technical assistance in planning, designing, and installing wetland habitat projects; providing funds for mutually agreed upon projects; funding to support new and innovative conservation programs that address habitat limitations. Wetland restoration will be completed using a variety of techniques (filling concentration pits, removing surface drains, re-contouring waterways, restoring watershed hydrology, etc.

To ensure effective operations, funding will also be provided to support office management, overhead, and grant development and administration.

3. **Project Activities, Methods and Timetable:** As described above project activities are described for each of the project goals and objectives. All of the biological planning, conservation design, and research/inventory/monitoring activities will not require review to ensure compliance with National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. However the implementation projects will require compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. To ensure compliance with these statutory regulations the RWBJV partners will coordinate with the appropriate Nebraska Game and Parks Commission and FWS staff for project review, permitting, and compliance.

   All activities outlined in the project goals and objectives section will be ongoing once the Cooperative Agreement is awarded. The recipient shall submit an annual progress report to the RWBJV Project Officer by October 30 of the year following the period reported upon.

   Recipient shall forward to the Rainwater Basin Joint Venture Project Officer a final report summarizing all project accomplishments under this award no later than September 30, 2020. One copy of the final report shall also be forwarded to the Rainwater Basin Joint Venture Administrative Grants Officer.

4. **Stakeholder Coordination/Involvement:** The RWBJV collaboration includes multiple federal agencies (Natural Resources Conservation Service, FWS, United States Geological Service, Farm Service Agency) State agencies (Nebraska Department of Natural Resources, Nebraska Game and Parks Commission, Nebraska Department of Environmental Quality), and local agencies (multiple Natural Resources Districts), and several Non-governmental agencies (The Nature Conservancy, Ducks Unlimited, Pheasants Forever). All of these partners have worked closely in supporting the NCF as the recipient of the several Cooperative Agreements in the past. This diverse collaboration, including the recipient, has a long and rich history to protect and restore habitat for millions of migratory waterfowl, wetland dependent species, and other at-risk wildlife species native to the Rainwater Basin area. Over the past five years the Rainwater Basin Joint Venture partnership has worked with the NCF to complete over 650 wetland and associated upland conservation projects. NCF has a proven record as a dedicated partner that has the capabilities and structure to administer the funds granted to the RWBJV. This includes filing all appropriate reports by deadline and serving as the contract administrator. Over the past years the NCF has worked cooperatively with the RWBJV and partners to ensure that all financial transactions were accurate and completed in a timely manner.

5. **Project Monitoring and Evaluation:** The RWBJV has a Private Lands Workgroup, Conservation Planning Workgroup, Technical Committee, and Management Board. Each of these committees and workgroups has a representative from the different partners and has a role in monitoring project success. The Conservation Planning Workgroup will be involved in the review of the research, inventory, and monitoring projects. This review will ensure robust methods are used in data collection, appropriate analytical techniques are used, and results and interpretations are relevant and can be applied to guide conservation delivery. The Private Lands Workgroup and Public Lands Workgroup will oversee project development on public and private lands and ensure all permits are obtained and projects are developed using the best management practices. The Technical Committee will review workgroup efforts but also provide the financial oversight and assist the FWS project officer with ensuring funds are being spent on project elements that are in-line with goals and objectives described in the Cooperative Agreement.

   The Region 6 Project Officer will coordinate with each of the above described workgroups and USFWS personnel to ensure successful implementation of project goals and objectives. Timing and communication is critical throughout this entire process, so we will monitor progress continually throughout the agreement period. The RWBJV will receive monthly financial reports and annual progress reports. Additionally, NCF will share the results of its financial statement and A-133 audit to ensure that objectives are being met and appropriate financial oversight is being administered.

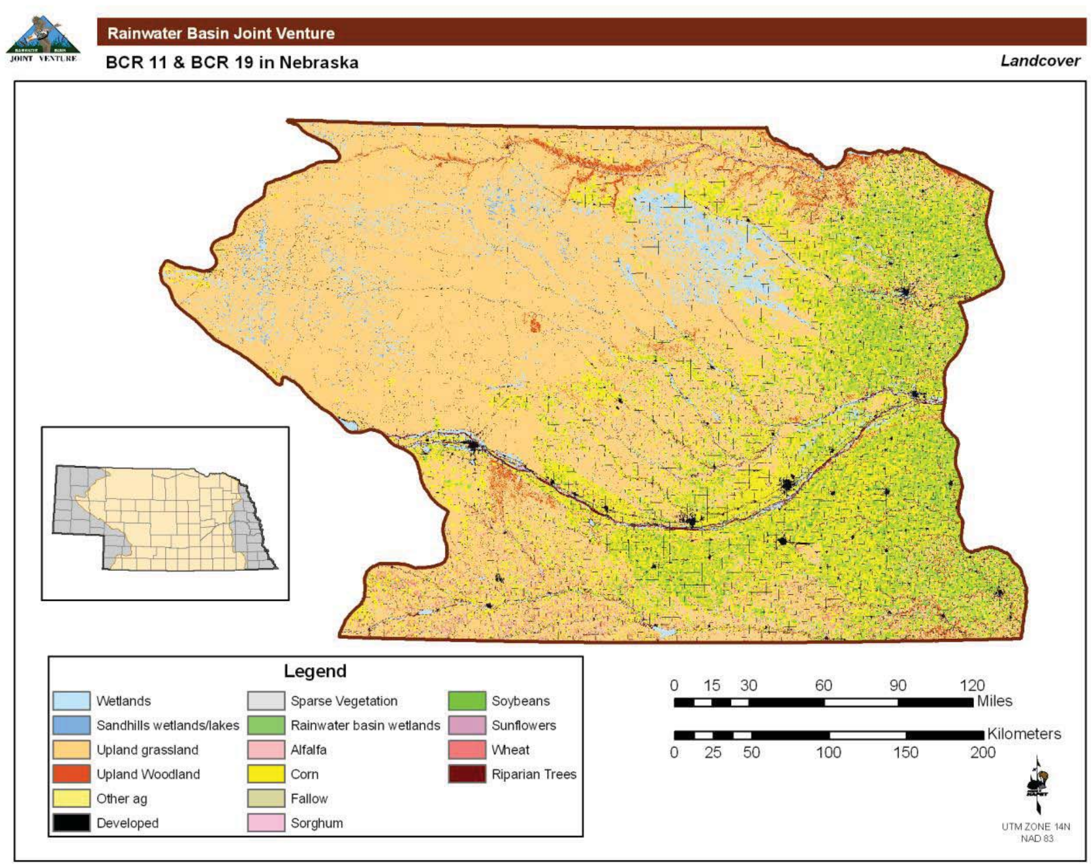
6. **Description of Entities Undertaking the Project**: Due to the variety of activities associated with the goals and objectives associated with this Cooperative Agreement the appropriate entity will be identified based on the desired outcomes. To complete the

research/inventory/monitoring components request for proposals will be developed and proposal will be solicited from universities and government entities that have expertise to inform the research question. When restoration projects will be completed the government procurement protocol will be followed to ensure both price competition and fair opportunities.

7. **Sustainability:** The Rainwater Basin Joint Venture was formed in 1992 and has a long track record of delivering on-the-ground projects since its inception. NCF and RWBJV have had active Cooperative Agreements since 2000. This long-term relationship has resulted in hundreds of projects implemented and a strong association. This strong collaboration creates a high probability that successful activities will continue into the future.

8. **Literature Cited:** None

9. **Map of Project Area:**



10. Single Audit Reporting Statements: Nebraska Community Foundation was required to submit a Single Audit report for our most recently closed fiscal year (FYE June 30, 2014). That report is available on the Federal Audit Clearinghouse Single Audit Database website under FEIN 47-0769903.

D. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A) or Budget Information for Construction Programs (SF 424C) form. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available on the Internet at http://apply07.grants.gov/apply/FormLinks?family=15. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at http://www.ecfr.gov/.

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

E. Budget Justification

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

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

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.

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]. A copy of our most recently approved rate agreement 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. 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 minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* 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
6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
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 the 10% *de minimus* 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.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation."

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

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

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

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: http://www.aqd.nbc.gov/Services/ICS.aspx

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 if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/) 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 http://apply07.grants.gov/apply/FormLinks?family=15. 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. 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.

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 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 project AND the project budget exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

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

Application Checklist

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

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

V. Submission Instructions
SUBMISSION DEADLINE: Single Source Award, July 17, 2015

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications 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 an application 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 application to the Service program point of contact identified in the Grants.gov funding opportunity.

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.

VI. Application Review
Criteria: To be considered for funding, applications must be from a well-qualified entity to conduct the scope of work activities safely, cost-efficiently and has the capabilities and structure to administer the funds granted by the Rainwater Basin Joint Venture. The entity has to have past performance experience of filing all appropriate reports by deadlines and serving as the contract administrator to ensure that all financial transactions are accurate and completed in a timely manner.

Review and Selection Process:
This Single Source application package will be reviewed by the Rainwater Basin Joint Venture Coordinator in conjunction with the Migratory Bird Program Project Officer and Deputy Chief, based on the criteria listed above. Reviewers also will consider applicant risk and past performance.

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

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service's risk assessment form is available on the Internet at http://www.fws.gov/forms/3-2462.pdf.

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

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

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

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

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

Recipient Reporting Requirements:
Financial and Performance Reports: 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.

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

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

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

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

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. 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 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

Andy Bishop
Andy_bishop@fws.gov
308.382.8112