U.S. Fish and Wildlife Service
Eastern Tallgrass Prairie and Big Rivers Landscape Conservation Cooperative

A Monarch's View of Urban Landscapes: Pilot City Design Projects
Catalog of Federal Domestic Assistance (CFDA) Number: 15.669

Notice of Funding Opportunity

I. Description of Funding Opportunity

The U.S. Fish and Wildlife Service, Midwest Region, intends to issue a Single Source Cooperative Agreement Award without competition to the National Fish & Wildlife Foundation (NFWF) for a project consisting of pilot design projects at various scales in at least two cities to advance the state of science for developing landscape conservation design (LCD) guidelines for monarch butterfly conservation in urban areas as described below.

The emerging multi-LCC EPIC Network integrates the ecological and urban communities to guide and promote conservation practices, such as those across the monarch flyway. Specifically, this project will lay the groundwork for design principles to guide the development, testing and deployment of future urban conservation for the Monarch butterfly across the Eastern half of the country. This strategy will need to reflect an integrated and interdisciplinary approach, one that includes ecological and social dimensions specific to an urban landscape.

The project plan is comprised of four stages: 1) development of an Urban Monarch Conservation Framework, using Chicago metropolitan region as the primary test location; 2) development of at least two smaller city-based Landscape Conservation Designs (LCDs) to guide local actions for the monarch butterfly under a range of conditions; 3) implementation of pilot design criteria projects and evaluation, and 4) a workshop that integrates individual LCDs into a cross-regional approach. This work will incorporate geographic, biological, and social science data using six (6) scales from backyards, underutilized spaces, and schoolyards to public parks or corporate property and intra-city corridors, combined to form a mid-continent multi-city migratory pathway, with objectives, metrics, stakeholders, and best management practices shifting to match the geography at each level.

The multi-LCC project has set aside funding to conduct conservation delivery, guided by the resulting city-based LCDs, to initiate establishment and monitoring of on-the-ground monarch habitat. In addition to direct contributions of physical habitat, this work will emphasize public engagement, citizen science, and the leveraging of different partnerships and funding sources to produce collateral benefits and promote broad-scale awareness and effectiveness of monarch conservation work.

Pilot Design Criteria Projects will be selected and implemented in prototype sites to test practices at a range of scales and locations to inform the design of the LCD framework. Projects selected

for on-the-ground implementation in locations and configurations guided by the LCD framework will be designed to provide guidance for the development and applicability of a long-term cross regional approach in urban conservation practices according to parameters such as those described in this draft criteria outlined below.

Draft List of Criteria for Selecting Cities to Conduct Pilot Design Criteria Projects for the multi-LCC Monarch's Eye View of Urban Landscapes Project:

Position:
- ☐ urban centers on the I-35 Corridor
- ☐ seasonal and geographic ecological importance to the migratory pathway
- ☐ the collection of cities span the east-west spectrum of population sizes, climate, farm/ranching systems, cultural, demographic and other characteristics

Resources:
- ☐ large enough city to have resources and an implementation infrastructure in place
- ☐ local leadership interest and support (e.g., mayor's office, city departments and/or city-wide organizations)
- ☐ has adequate and/or unique data layers to support the analysis in the context of urban planning
- ☐ has a zoo, botanical garden, major airport or similar outreach venue to promote the landscape design

LCC & FWS program connections:
- ☐ previously engaged in development of the multi-LCC Ecological Places in Cities (EPIC) program
- ☐ FWS has interested Refuges, Partners for Fish & Wildlife and/or other program staff in the area
- ☐ connects work in FWS Region 3 with Region 6 and/or Region 2
- ☐ builds from grasslands or wetlands models supported by the Climate Science Centers or LCCs
- ☐ regional state or university programs doing research on prairie and wetland habitats or ecosystem services

Operating at several of the 6 Scales for the LCD:
- ☐ has an existing organized or planned approach to monarch conservation at several of the six (6) landscape design scales, as outlined in the following chart:

Scale	Area	Main stakeholder group(s)
1. Backyards	0.01 acres	homeowners
2. Underutilized spaces, vacant lots, community gardens	0.1 acres	neighborhood organizations

3. Schoolyard	~1.0 acre	school boards
4. Public park or private corporate property	~10 acres	city department staff, corporations, faith-based organizations, golf courses etc.
5. Intra-city corridor	~100 acres	urban planners, mayors, city councils, utility companies, DOT's
6. Multi-city pathway	~100,000 acres (central flyway)	regional, state or federal planners and program managers

Program authorizing statue citations (cfda.gov) for 15.669, Cooperative Landscape Conservation, are as follows: The National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57).; Endangered Species Act of 1973 (16 U.S.C. 1531-1544, 87 Stat. 884); Fish and Wildlife Conservation Act (16 U.S.C. 2901-2911; 94 Stat. 1322); The Fish and Wildlife Act of 1956 (16 U.S.C. 742a-742j, not including 742 d-1; Stat. 1119), as amended.

For more information on LCCs visit: http://www.fws.gov/landscape-conservation/lcc.html.

Questions

For questions regarding this notice of funding availability, contact:

Dr. Gwen White at 812-212-7455 or e-mail gwen_white @fws.gov or
Glen Salmon at 812-334-4261 x1211 or e-mail glen_salmon@fws.gov

II. Award Information

There is not an application process for this funding opportunity, this is a notice of intent to award a single source cooperative agreement in the amount of $100,000 to the National Fish & Wildlife Foundation (NFWF) under justification 505DM 2.14.B. (2) and (4) without competition. Competition is not practical for this award as this monarch project will specifically address urban opportunities for on-the-ground pilots to identify socioeconomic factors and best management practices that will be incorporated into a Landscape Conservation Design currently underway with the Field Museum of Chicago. To fill geographic gaps in the monarch flyway and support the LCD, selection of city recipients must be completed within the next several months and closely coordinated with other monarch projects currently being implemented with existing NFWF funds. Therefore, NFWF is uniquely qualified to continue/complete the activities and it is necessary to have continuity for the satisfactory completion of the project.

The project start date will be immediate upon execution of the award to be completed by December 2016. A team will work with the recipient, the U.S. Fish & Wildlife Service and project leads at the Field Museum of Chicago to select cities in Fall 2015 or early 2016 for proof of concept mini-projects to be implemented in Spring/Early Summer 2016 which will be used to develop design considerations that will be incorporated into products to be presented in a Final Launch LCD Implementation Workshop in Late Summer/Early Fall 2016.

The products will serve a public purpose by serving as a pilot investigation and evaluation of the use of ecological and socioeconomic research to design conservation practices in urban settings, resulting in guidelines on best practices for landscape design and project implementation under a range of conditions. Additionally, the products will support promotion of habitat conservation through displays at popular and well-visited public venues such as zoos, schools, neighborhood events and botanical gardens.

The U.S. Fish and Wildlife Service (Service) will be substantially involved in the project under this funding opportunity. In particular, the Service and its partners have put substantial staff and funding resources towards the conservation of the iconic monarch butterfly in several closely related projects. The Service will participate jointly with the recipient by facilitating contact with stakeholders in the EPIC network of urban conservationists, assisting in selection of city projects, ensuring relevant application to design of the EPIC Urban Monarch LCD, direct or redirect the work due to interrelationships with other LCCs and related Service monarch research projects, and reserve the right to immediately halt activity if detailed performance specifications are not met.

This project is vital to the development of a closely linked EPIC Urban Monarch Landscape Conservation Design (LCD) project supported by funding from the LCC Network and administered by a team of mid-continent LCCs in conjunction with scientists at the Chicago Field Museum. The "*Monarch's View of Urban Landscapes*" LCD project follows the direction of the Eastern Tallgrass Prairie and Big Rivers (ETPBR) LCC Steering Committee, in conjunction with the Upper Midwest & Great Lakes LCC, to concentrate efforts on urban conservation opportunities across a range of conditions.

The recipient will be invited to operate under a Cooperative Agreement with the USFWS to administer the grant program for two or more prototype cites. The ETPBR LCC has budgeted $100,000 to assist with conservation efforts in at least two prototype cities, as described above. Selection of the prototype cities will utilize the criteria above as developed by the project team and the recipient. Additionally, the recipient may utilize their extensive partnership resources to find additional non-governmental partners that may want to assist financially in the *Monarch's View of Urban Landscapes LCD* design effort and expand the program with additional prototype cities. Furthermore, the recipient will also perform the grant administration, in cooperation with Service staff, for any additional cities that may be added.

III. Basic Eligibility Requirements
Eligible Applicants:

U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

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:

This funding program has no cost sharing or matching requirements.

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. Applicant must submit the Standard Form (SF) 424, Application for Federal Assistance (i.e., SF 424,) form. (http://apply07.grants.gov/apply/FormLinks?family=15). 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

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

C. Project Narrative (Response to items 1-5 below must be no more than 6 pages)

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

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

3. **Project Activities, Methods, Deliverables and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

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

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

6. **Description of Entities Undertaking the Project**: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

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

8. **Literature Cited**

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

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.doi.gov/ibc/services/Indirect_Cost_Services/index.cfm

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

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

V. Submission Instructions
SUBMISSION DEADLINE: August 24, 2015, 5 PM CST

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 these submission options:

To submit an application through 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 through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

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 gwen_white@fws.gov and glen_salmon@fws.gov.

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: This Single Source Award to the National Fish & Wildlife Foundation (NFWF) is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 (B)(2) and (B)(4). See Additional Information of Eligibility Section.

To be considered for funding, applications must meet the following criteria which will be used to review and rank the final list of proposals. Reviewers will recuse themselves from scoring any proposal in which there is a conflict of interest.

1. *Stakeholder engagement capacity* – maintains knowledge of and contact with appropriate stakeholder groups relevant to the ecological systems, socioeconomic values and potential pilot cities relevant to the education, research and evaluation of monarch conservation programs in the mid-continent region (25 points)

2. *Monarch conservation expertise* - possesses a comprehensive understanding of the ecological and sociological conditions for establishing and evaluating monarch habitats (25 points)

3. *Socioeconomic and community development expertise* – capable of directing and evaluating socioeconomic aspects of urban monarch conservation, community development and education efforts with partners, neighborhood revitalization programs, and outreach venues across the monarch migratory pathway (25 points)

4. *Program and data management expertise* – has experience with program management with ability to acquire, store, manipulate and apply relevant data, models and outreach materials (25 points)

Point totals will range from 4 to 100.

Review and Selection Process: This Single Source Award to the National Fish & Wildlife Foundation (NFWF) is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 (B)(2) and (B)(4). See Additional Information of Eligibility Section.

1. **Application acceptance -** The Regional WSFR Offices determine agency eligibility and whether applications are complete, substantial, and contain only activities that are eligible. Applications that are ineligible are returned to the grantee. Revision and resubmission of returned applications is allowable up until the identified deadline for application submittals.

2. **Application ranking** - Members of the EPIC Urban Monarch Planning Team will consider and rank proposals received as a result of the NOFO. They will use the criteria listed above for their review and ranking. There will be a minimum of 7 reviewers representing the LCCs overlapping the monarch conservation area affected by the project.
3. **Application selection** - The final recommendation for the award recipient will be provided to the ETPBR LCC Steering Committee for their consideration with the ultimate recommendation to the FWS Co-chair of the ETPBR LCC who will make the final selection.

The award will be announced by September 2015. The successful applicant will receive a letter informing them that their application was awarded funding and the amount of the award.

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.

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

The Notice of Award document from the Service will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The

Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The 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

This Single Source Award to the National Fish & Wildlife Foundation (NFWF) is coordinated and funded by the Eastern Tallgrass Prairie & Big Rivers LCC. Information may be obtained by contacting:

Gwen White, PhD
Science Coordinator, Eastern Tallgrass Prairie & Big Rivers LCC
620 S. Walker St. Bloomington, IN 47403
812-212-7455 (c)
gwen_white@fws.gov

Glen Salmon
Coordinator, Eastern Tallgrass Prairie & Big Rivers LCC
620 S. Walker St. Bloomington, IN 47403
812-334-4261 x 1211 (o)
glen_salmon@fws.gov