Building stronger relationships with communities in Southwest Montana: Addressing factors limiting range production in the sagebrush ecosystems around Red Rock Lakes NWR

Notice of Funding Opportunity Number: F19AS00089

Federal Program: Department of Interior, U.S. Fish and Wildlife Service,
Red Rock Lakes NWR, Lima, MT

Catalog of Federal Domestic Assistance (CFDA) Number: 15.655

Authorizing Legislation: 15.655 Migratory bird monitoring, assessment and conservation.

Paperwork Reduction Act Statement: We are collecting this information in accordance with the authorizing legislation identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

OMB Control Number: 1018-0100 (Expiration Date: 7/31/2021)

I. Program Description

The tasks to be performed under this agreement are as follows: Red Rock Lakes National Wildlife Refuge will work with the cooperator to address key threats to the sagebrush ecosystem and rangeland productivity of Red Rock Lakes National Wildlife Refuge and adjacent lands. Specific deliverables will include assistance with design, implementation, analyses, and summarization of project findings. Results will be summarized in a scientific peer review publication no later than fall of 2022.

This project occurs both on and off National Wildlife Refuge lands. We will monitor the effects of several land management strategies that address noxious weeds, drought, conifer encroachment, and grazing practices and evaluate their effect on livestock production and wildlife habitat. Specific strategies that will be employed and evaluated are cheatgrass control techniques to restore native plant communities, installation of water-spreading-slowing structures in high-elevation sagebrush, conifer thinning, and installation of fence modifications that change predator behavior.

This project addresses DOI financial assistance priorities 1 and 3.
Priority #1: Four major threats to our land and water resources in the sagebrush ecosystem are conifer encroachment, noxious weeds, drought, and improper grazing practices. Research identifies key ways to address these issues. Through working with Dr. Andrea Litt from MSU, Red Rock Lakes NWR will implement these science-based strategies and monitor their success to better inform future resource management decisions. This project helps foster relationships with many stakeholders as representatives from local livestock producers, The Nature Conservancy, US Forest Service, Natural Resource Conservation Service, Montana Department of Natural Resources, USFWS, University of Montana Western, Montana State University, and Red Rock Lakes NWR have met and selected sites which represent the highest priority restoration potential within these mesic sagebrush areas.

Priority #3: Livestock production is a primary economic driver in Southwest Montana. Sagebrush rangelands are a critical resource for summer grazing. This project shows a commitment to the local community by ensuring these rangelands maintain quality forage into the future. In addition, we have three livestock producers, Brian Jones, Barry McCoy and Rulon Buhler, who have been involved in the project from the earliest stages. They will continue to make decisions on the monitoring and educational products of this project.

II. Federal Award Information
This is a Notice of Intent to award a Single Source Cooperative Agreement to Montana State University for a research project assessing the effectiveness of multiple land management strategies, including but not limited to several water-spreading-slowing structures, in improving sagebrush habitat for wildlife and increasing range productivity at Red Rock Lakes National Wildlife Refuge and adjacent land in Southwest Montana.

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 since Dr. Andrea Litt obtained a PhD in Natural Resources from the University of Arizona in 2007.

This award is intended to be executed under a Cooperative Agreement through the Department of Ecology at Montana State University – Bozeman, which requires substantial involvement by the USFWS. The USFWS will have substantial involvement in the performance of this agreement through the following:
1. The USFWS and cooperator will jointly develop project methods for tracking of sage-grouse and measurement of key habitat attributes. USFWS personnel will teleconference with cooperator regularly to keep the project on schedule and to ensure that the cooperator has all required information and materials and that the project meets the needs of the USFWS.
2. The resultant analysis describing how different management efforts affect the sagebrush ecosystem will be jointly designed by the USFWS and cooperator, and the USFWS and other land managers will partially base conservation efforts off the results.
3. The USFWS project manager will coordinate with cooperator to ensure due consideration and planning is directed toward ensuring that data and information products

ultimately generated by the protocol are properly validated and archived. The USFWS will review and provide comments on draft deliverables.

The design, implementation and subsequent monitoring of management actions are an essential part of habitat, wildlife, and rangeland management on Red Rock Lakes NWR, Bureau of Land Management Lands, and private landownerships in southwest Montana. Managers rely on data from other regions and sagebrush types to make difficult and sometimes controversial decisions.
Understanding the effectiveness of management strategies is imperative to inform how Mountain-Prairie Region managers of the U.S. Fish and Wildlife Service and other agencies can most effectively contribute to rangeland productivity and wildlife conservation. The Service will be substantially involved with the research. This will include overseeing field data collection, data management, analysis, and production of the final report in the format of a university thesis by a graduate research assistant.

Estimated Total Program Funding: $225,000
Expected Number of Awards: 5
Award Ceiling: $225,000
Award Floor: $35,000

Due to the limited funds available, preference is given to proposals requesting less than $65,000.00 USD. Higher amounts may be requested with appropriate justification. The period of performance for the majority of projects funded under this program is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding. This program uses grant agreements as the primary assistance instrument.

III. Eligibility Information

A. Eligible Applicants

Only individuals with a Ph.D. in associated fields of natural resources or rangeland management are eligible to apply. U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS.

B. Cost Sharing or Matching

Cost sharing is not required. However, applicants should be aware of the requirement for and expectations of substantial involvement by the USFWS.

Unique Entity Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name) or any entity with an exception approved by the Service under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue

to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. The Service may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Service is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prohibition on Issuing Awards to Entities that Require Certain Internal Confidentiality Agreements: Domestic (U.S.) non-Federal entities requiring their employees or contractors to sign internal confidentiality agreements or statements that prohibit, or otherwise restrict, such employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information are not eligible to compete for or receive a Federal award. See Pub. L. 113-235, Title VII, Division E, Section 743 for more information.

Excluded Parties: The Service conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Service cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

IV. Application Requirements

A. Application Form and Content Requirements

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

A completed, signed and dated Application for Federal Assistance form. 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.

1. SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The SF-424, Application for Federal Assistance must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the "Federal" funding box on the SF-424 Application form. Include any other Federal sources of funding in the "Other" box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the "Budget Narrative" section below).

2. SF 424, Assurances

Applicants must submit the appropriate signed and dated Assurances form. Complete either the SF-424B, Assurances for Non-Construction Programs or the SF-424D, Assurances for Construction Programs, as applicable to your project. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The SF-424 Assurances forms include a statement that some of the assurances may not be applicable to your organization and/or your project or program. Signing the required SF-424 Assurances form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

3. Project Narrative

Statement of Need: The southwest Montana sagebrush-steppe habitat restoration team, including Red Rock Lakes NWR, have identified four limiting factors affecting sagebrush ecosystems and associated sagebrush obligate birds in this arid region, including: 1) grazing infrastructure, 2) annual invasive grasses, 3) conifer expansion, and 4) drought resilience. The sagebrush conservation program at RRLNWR, in partnership with Montana State University, proposes to conduct pre- and post-monitoring on separate, standalone projects that showcase how best to address each one of these threats that allows for rigorous data analysis leading to quantitative assessment of treatment effectiveness and transferability across southwest Montana. Beginning in 2018, RRLNWR and Montana State University will begin this monitoring program by first focusing on mesic habitat responses to water supplementation in sagebrush habitats with implications to pollinator communities and sage-grouse habitats.

Project Goals and Objectives: The goal of this agreement is to provide management certainty to the limiting factors influencing sagebrush habitat rangelands in southwest Montana.

Project Activities, Methods and Timetable:

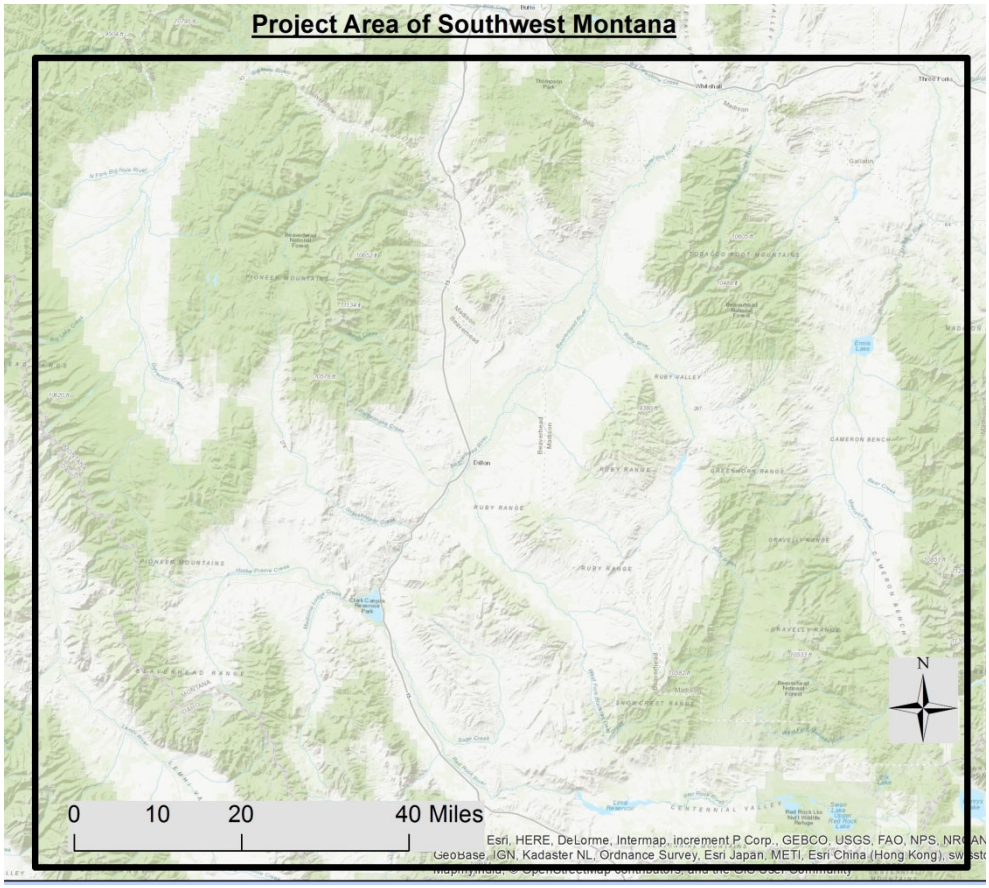
We will implement a monitoring program to assess the effects of mesic restoration on soil moisture, vegetation characteristics, and wildlife communities across paired treatment and control sites. To improve the overall quality of sagebrush habitats through increases in soil moisture, plant productivity and diversity, and wildlife community occupancy and habitat use. Provide expanded livestock grazing opportunities, especially during years of drought, through increased plant productivity.

Stakeholder Coordination/Involvement: Collectively, the restoration team manages >1.75 million acres of sagebrush habitats across southwest Montana. The team is in close coordination; as we've met in person 3 times over the last 6 months. Project results will be strategically shared with local, regional, and national stakeholders, and will be closely coordinated with the newly created sagebrush coordinator position cosponsored by BLM and TNC in southwest Montana. This is the first of a five year monitoring program.

Project Monitoring and Evaluation: Develop a monitoring project to understand and quantify ecological responses of management actions addressing the four limiting factors in sagebrush habitats of southwest Montana. Quantify sagebrush site potential to maximize the spatial extent and duration of improved habitat increases. Quantify changes in the structure, composition, and production of plant species, including changes in sagebrush, grasses, and forbs, that influence wildlife and cattle production. Document responses to wildlife communities. Manuscripts will be submitted for publication by fall of 2022.

Description of Entities Undertaking the Project: Andrea Litt, Ph.D, being uniquely qualified to perform the stated project objectives. Dr. Litt obtained her MS in Wildlife Ecology and Conservation from University of Florida in 1999, and her PhD. in Natural Resources from the University of Arizona in 2007. Dr. Litt's work has resulted in numerous peer-reviewed publications. Dr. Litt has conducted many studies on wildlife and habitat relationships, range management, and disturbance regimes, giving her the experience to successfully complete this project. Kyle Cutting, Wildlife Biologist, Red Rock Lakes NWR has worked in sagebrush habitats since 2011, and will support Dr. Litt with overall project objectives including field data collection and data management.

Map of Project Area:



4. **SF-424, Budget Information**
   Applicants must submit the appropriate SF-424 Budget Information form. Complete either the SF-424A, Budget Information for Non-Construction Programs or the SF-424C, Budget Information for Construction Programs, as applicable to your project. All of the required application forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles as detailed in the Service's "Financial Assistance Award Terms and Conditions". Please note: Show funds requested from this Federal program separately from any other Federal sources of funding. In the "Budget Summary" section, use the first row for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program's CFDA number(s) in the corresponding fields on the form. The CFDA number(s) for this Federal program appears on the first page of this Funding Opportunity.

5. **Budget Narrative**
   There are no restrictions on the budget as long as they meet the basic requirements of the agreement.

6. **Indirect Costs: Individuals**
   Individuals applying for and receiving 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 and skip the next section.

7. **Indirect Costs: Organizations**
   The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

   Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

   Required Indirect Cost Statement
   All organizations must include the applicable statement from the following list in their application to the Service, and attach to their application any documentation identified in the applicable statement:

   We are:

   Montana State University that will charge all costs directly.

8. **Conflict of Interest Disclosure**
   Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, or the applicant's employees or subrecipients, in matters pertaining to the proposed project. Applicants must notify the Service in writing in their application if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal program receiving this application or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the rejection or disqualification of the application.

9. **Single Audit Reporting Statement**
   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 the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

10. **Certification Regarding Lobbying**
    Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

11. **Disclosure of Lobbying Activities**
    Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, Disclosure of Lobbying Activities if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available on the

"Packages" tab of this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

12. Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "*There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel*". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with "*We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing.*"

- ☐ **SF-424, Application for Federal Assistance or Application for Federal Assistance-Individual**
- ☐ **SF-424B or D, Assurances**
- ☐ **Project Narrative**
- ☐ **SF-424A or C, Budget Information**
- ☐ **Budget Narrative**
- ☐ **Indirect Cost Statement and related documentation (when applicable)**
- ☐ **Conflict of Interest Disclosure (when applicable)**
- ☐ **Single Audit Reporting Statement (when applicable)**
- ☐ **SF-LLL, Disclosure of Lobbying Activities (when applicable)**

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

V. Submission Requirements

A. Unique Entity Identifier and System for Award Management (SAM.gov) Registration

These requirements do not apply to any individual applying for funds as a private citizen or any entity with an exception approved by the Federal awarding agency under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and provide that number in the application; complete SAM.gov registration before submitting an application; and continue to maintain an active SAM.gov registration with current information at all times when the entity has an active Federal award or application under consideration. **There is NO COST to register with Dun & Bradstreet or SAM.gov**. There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free**.

1. **Obtain a DUNS Number**
   Request a DUNS Number through the Dun & Bradstreet website. The official website address is http://fedgov.dnb.com/webform. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form.

2. **Register with SAM**
   Register on the SAM.gov website. The official website address is http://www.sam.gov. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM" webpage also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity's DUNS or IRS information. Foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

B. Submission Dates and Times
February 12, 2019

C. Funding Restrictions
There are no funding restrictions tied to this agreement so that it meets the basic requirements of the agreement.

D. Submission Instructions

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:
This program [encourages applicants to submit their applications online through Grants.gov. Follow these steps to apply through Grants.gov.

1. **Register with Grants.gov**
   Applicants must first register an account with Grants.gov and complete all steps of the registration process before they can apply through Grants.gov. Grants.gov registration requires the entity to create an account, create an account profile, and establish authorized profile roles, including the applicant's authorized representative. Registration can take three to five business days or longer, if you do not complete the required steps in a timely manner.

2. **Grants.gov Workspace Application**
   Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different

webforms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. To apply, the applicant will create, complete, and submit a Workspace application package for this Funding Opportunity directly on Grants.gov. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may disrupt the application submission. When attaching files to the Grants.gov application, please do not assign file names longer than 20 characters, including spaces. File names longer than 20 characters will prevent your application received by Grants.gov from automatically downloading into the Service's financial assistance management system. Applicants using slow internet, such as dial-up connections, should be aware that the transmission of the application to Grants.gov takes time. Grants.gov sends either an error message or a "successfully received" message by email to the applicant's authorized representative once the transmission is complete. Please do not end the transmission process before receiving that message.

3. Proof of Timely Submission

Grants.gov automatically generates an electronic date and time stamp in the system upon application receipt. Grants.gov sends an acknowledgement of receipt with the date and time stamp and a unique Grants.gov application tracking number to the authorized representative by email. This email from Grants.gov serves as your proof of timely submission.

VI. Application Review Information

A. Criteria

Applicant must have Ph.D in Natural Resources or related field.
Applicant must have experience related to grazing systems and how wildlife use these areas.
Applicant must demonstrate expertise through numerous peer-reviewed manuscripts.
Applicant must have experience in study design related to wildlife surveys.

B. Review and Selection Process

This Single Source Award is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 B 4, which allows for award without competition to an applicant for unique qualifications. This recipient and project meet this criteria due to Andrea Litt, Ph.D, being uniquely qualified to perform the stated project objectives. Dr. Litt obtained her MS in Wildlife Ecology and Conservation from University of Florida in 1999, and her PhD. in Natural Resources from the University of Arizona in 2007. Dr. Litt's work has resulted in numerous peer-reviewed publications. Dr. Litt has conducted many studies on wildlife and habitat relationships, range management, and disturbance regimes, giving her the experience to successfully complete this project.

Prior to award, the Service will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the Service may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Service may choose not to fund the selected project.

The Service may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Service is ready to make an award, the program may determine that the applicant is

not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the Service will evaluate the risk posed by applicants as required in 2 CFR 200.205. Service programs document applicant risk evaluations using the Service's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently $250,000), the Service is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Service will consider this information when completing the risk review. The Service uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.207 should be applied the award.

VII. Federal Award Administration

A. Federal 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. Award Terms and Conditions

B. Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the Service program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Service will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

C. Reporting Requirements

The Service will include recipient-specific reporting requirements, including the required reports, reporting frequency, and report due dates in all Notices of Award, as applicable.

1. Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit

interim financial reports on the frequency established in the Notice of Award. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

2. Performance Reports

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. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

3. Significant Developments Reports

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the recipient becomes aware of any 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. The recipient should also notify the Service in writing of any 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.

4. Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Service will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

5. Conflict of Interest Disclosures

Recipients must notify the Service immediately in writing of any actual or potential conflicts of interest that arise during the life of their Federal award. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the award. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the recipient or the recipients's employees or subrecipients in matters pertaining to the award. Recipients must notify the Service in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

6. **Other Mandatory Disclosures**
   The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

VIII. Federal Awarding Agency Contact(s)

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