U.S. Fish and Wildlife Service
Fisheries Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15.662

Notice of Funding Availability and Application Instructions

I . Description of Funding Opportunity

Under FY14 appropriations to the Great Lakes Restoration Initiative (GLRI), the U.S. Fish and Wildlife Service (FWS) anticipates providing grants to support implementation of Great Lakes State Aquatic Invasive/Nuisance Species Management Plans (State Plans), and support for the creation of an Interstate Aquatic Invasive Species Management Plan (Interstate Plan). State Plans have been transmitted by state governors and then approved by the Aquatic Nuisance Species Task Force. The Interstate Plan will not be submitted to the Aquatic Nuisance Species Task Force for review and approval. All state grants will be awarded based on a competitive process for which only Great Lakes states are eligible. Only states, who have not previously been allocated grant awards under FY14 GLRI State Plan grant competition, can apply to this NOFA.

To be eligible for FY14 funding to implement State Plans, FY10 grant funds must be completely expended, and FY11 funds must be fully expended by April 30, 2015. Also, allocation of funding will require, within 1 year of the grant agreement becoming fully executed, completion of either one rapid response training session or one rapid response action. Also, state agencies must have completed rapid response plans. Please include the completed state rapid response plan as an attachment in your grant application.

Two-year grant awards will be used by states (including for developing the Interstate Plan) for activities that directly relate to the protection and restoration of the Great Lakes and Great Lakes Basin. Priorities for funding will include:

- Implementing risk management approaches for species and pathways as described in GLMRIS reports (http://glmris.anl.gov/)
- Developing and implementing an Asian carp prevention and management plan for the Great Lakes
- Addressing climate change in risk assessment and management activities.

Awards to States under this funding opportunity shall focus on accomplishing, and reporting on accomplishments, described by Great Lakes Restoration Initiative (GLRI) Action Plan (Action Plan) Performance Measures. See the Action Plan (http://greatlakesrestoration.us/pdfs/glri_actionplan.pdf), and the summary of performance measures copied below from that plan.

State implementation of Plans is an important component of protecting and restoring the Great Lakes from the impacts of aquatic invasive species (AIS). The Action Plan provides a summary of the direction of our collective efforts to minimize impacts of AIS. The Action Plan also describes the need for accountability of all of our efforts. Some selected text, from the Action Plan, is copied below to describe GLRI accountability needs.

- "*The Action Plan identifies goals, objectives, measurable ecological targets, and specific actions for each of the five focus areas identified above. The Action Plan will be used by federal agencies in the development of the federal budget for Great Lakes restoration in fiscal years 2011 and beyond. As such, it will serve as guidance for collaborative restoration work with participants to advance restoration....*
- *This plan also aims to build upon the significant amount of work already accomplished by states and other partners in protecting and restoring the Great Lakes. In addition, it tries to minimize the duplication of effort by focusing on high priority work that has already been identified in the many programs and strategies already in place around the Great Lakes Basin. This includes work under the Great Lakes Regional Collaboration Strategy, individual states' Great Lakes restoration plans, and many others....*
- *Annual reports to the President, beginning in 2011, will describe accomplishments to date, action planned for the upcoming year, and progress toward meeting ecosystem goals and targets. These efforts will underpin the Action Plan's operating principles:*
  - *Accountability: The Initiative is an unprecedented opportunity to heal the ecosystem. With this unprecedented opportunity comes unprecedented responsibility, however, for all of us to demonstrate we are achieving the results intended in the Action Plan. We will use transparent means of demonstrating how public dollars are being invested as directed by the best available science...."*

Action Plan "*Measures of Progress* [Performance Measures]
The [Great Lakes Restoration] Initiative [GLRI] will significantly advance efforts to prevent new introductions of invasive species in the Great Lakes basin and to stop the further spread of invasive species in the Great Lakes basin. Great Lakes Interagency Task Force agencies will work to further develop the initial set of measures by which progress will be evaluated in this focus area. While the Great Lakes community has pioneered many approaches to address invasive species, governmental programs and local efforts are still evolving to meet this threat. The GLRI will build upon and expand these programs, adapting our management approaches as we learn from our efforts. The measures by which progress will be evaluated in this focus area are:"

Measure	Baseline/ Universe	2010 Target	2011 Target	2012 Target	2013 Target	2014 Target
1. Rate of nonnative species newly detected in the Great Lakes ecosystem.	Baseline: 1.3 species per year Universe: 181 species	1.3 species per year	1.1 species per year	1.0 species per year	1.0 species per year	0.9 species per year
2. Acres managed for populations of invasive species controlled to a target level. (cumulative)	Baseline: 0 acres	1,000 acres	1,500 acres	3,000 acres	4.500 acres	6,500 acres
3. Number multi-agency plans established, mock exercises to practice rapid responses carried out under those plans, and/or actual rapid response actions (cumulative).	Baseline: 0 rapid response exercises/actions	4 rapid response exercises/ actions; and 8 plans established	7 rapid response exercises/ actions	12 rapid response exercises/ actions	17 rapid response exercises/ actions	22 rapid response exercises/ actions
4. Number of recreation and resource users contacted on best practices that prevent the introduction and spread of invasive species. (cumulative)	Baseline: 0 users	1,000,000 users	1,750,000 users	4,750,000 users	7,250,000 users	9,750,000 users

Also, Goal 4 in the GLRI Action Plan is important to meet using funds awarded under this NOFA, so proposals should focus on achieving that goal, which is "A comprehensive program for detection and tracking newly identified invasive species in the Great Lakes is developed and provides up-to-date critical information needed by decision makers for evaluating potential rapid response actions."

In addition, and complementary, to the Goal and Performance Measures listed above, your proposal for State Plan funding should describe:

- Target species and control
  - Definition of Control: Control is defined as reduction, to a target level, in the abundance and/or density of the target species
  - Control accomplishments to date:
    - Target invasive species, target levels of control (abundance or density control target), control method(s), total number of acres where control target was achieved, and location (whether location of control activities was in the connected Great Lakes [Great Lakes, connecting channels, and tributaries up to the first barrier] or Great Lakes Basin)
  - Proposed control activities under the FY14 GRLI allocation:
    - Target invasive species, target levels of control (abundance or density control targets), control method(s), number of acres, and location in relation to the Great Lakes and Great Lakes Basin
      - Control activities will only be supported, using GLRI funds, within the:
        - Connected Great Lakes

            - Great Lakes Basin
        - Note: You are required to report quarterly to EPA and FWS (see Reporting Requirements, below) on Performance Measure 2:
            - Number of acres where control was accomplished, and location (i.e., within: connected Great Lakes, or Great Lakes Basin).
- Rapid Response Planning and Implementation
    - Definition and description of activities included in this category:
        - Rapid response definition:
            - Rapid response is defined as an activity intended to eradicate a species from a location, before it spreads so widely and becomes so abundant that response actions cannot be implemented practically, effectively, and efficiently.
                - Rapid response activities may be conducted over a period of years. For example, a species that has not spread widely for several years, and may still be practically, effectively, and efficiently eradicated, can be the target of a rapid response action.
        - Activities included in this category
            - Establishing rapid response plans
            - Conducting rapid response training (including mock exercises)
            - Executing, and evaluating success of, rapid response actions
                - Activities will only be supported, using GLRI funds, within the:
                    - Connected Great Lakes
                    - Great Lakes Basin
            - Reporting, as required (see Reporting Requirements) to EPA and FWS, on Performance Measure 3, and any additional, related activities and accomplishments
    - Note, in your proposal, the following:
        - The location (i.e., on the WWW) or point-of-contact, where your rapid response plan is available for review
        - The number of rapid response:
            - Training exercises completed to date
            - Actions conducted to date
            - Planned training exercises using FY14 GLRI funding
            - Planned actions using FY14 FLRI funding
        - If not included in your rapid response plan, then provide a statement that your rapid response plan includes use of Incident Command Systems, when funding from this grant supports related activities. See:
            - Homeland Security Presidential Directive-5 (http://www.fas.org/irp/offdocs/nspd/hspd-5.html)
            - National Incident Management System (http://www.fema.gov/national-incident-management-system)
            - Incident Command Systems (http://www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm)

- Early detection
    - Definition of early detection:
        - Early detection is defined as a program intended to conduct surveillance for, and verify, the first presence of an invasive species in an ecosystem, before the species spreads so widely and becomes so abundant that rapid response actions cannot be implemented practically, effectively, and efficiently.
    - Activities included in this category:
        - Development of scientifically based early detection programs
        - Conducting surveillance for invasive species not previously documented in the connected Great Lakes and Great Lakes Basin
            - Early detection activities will only be supported, using GLRI funds, within the:
                - Connected Great Lakes
                - Great Lakes Basin
        - Working cooperatively with other tribal, federal, and state agencies to develop and implement a comprehensive early detection program for the Great Lakes
        - Reporting, as required (see Reporting Requirements), and also rapid communication with appropriate state, federal, and tribal partners on early detection findings.
- Outreach
    - Definition of outreach:
        - Outreach is defined as providing information, to people involved in outdoor recreation and other natural resources uses, about to how they can prevent the spread of AIS.
            - Outreach activities will be supported, using GLRI funds, within the:
                - Connected Great Lakes
                - Great Lakes Basin
                - Outside the basin, provided a direct benefit to the Great Lakes or Great Lakes Basin is clearly justified.
        - Note in your proposal:
            - Accomplishments to date in relation to Performance Measure 4
            - Projected accomplishments, under your proposed FY14 allocation, in relation to Performance Measure 4, and
                - Projected benefits (including in relation to Action Plan Goals) of proposed activities to the Great Lakes and Great Lakes Basin
- Interstate Management Plan
    - Collaborative effort among Great Lakes states to prevent the introduction, spread, and impacts of Aquatic Invasive Species
        - Interstate plans should focus mainly on
            - Early Detection in the connected Great Lakes
                - Development, under the FY14 grant, and implementation (FY15 and later grants) of a comprehensive early detection

surveillance program [Note: States can continue to implement Early Detection, in the Great Lakes, under past grants and the FY14 grant]

- Collaborative Rapid Response, mainly in the connected Great Lakes
  - Annually convening interjurisdictional, rapid response exercises or actions (can begin using FY14 allocation, and continue in FY15)
  - Developing interjurisdictional draft rapid response plans (plans for Asian carps/fishes, and benthic macroinvertebrates are among the highest priorities).
    - Begin using FY14 allocation, and continue in FY15)

You will be required to report, to EPA and FWS (see Reporting Requirements, below), under FY14 GLRI funding, on accomplishments in relation to Performance Measure 4.

II. Award Information

A.	Expected Number of Awards:	Up to 4 grants
B.	Estimated Total Program Funding:	$1,300,000
C.	Estimated Award Ceiling:	$ 800,000
D.	Estimated Award Floor:	$ 100,000

III. Basic Eligibility Requirements
Eligible Applicants:

Great Lakes State Governments who have not previously been allocated grant awards under FY14 GLRI State Plan competition

Federal law (2 CFR Part 25, Central Contractor Registry and Data Universal Numbering System) 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 Central Contractor Registry (CCR). The CCR functionality was consolidated into the System for Award Management (SAM) in September 2012. 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 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:

Not anticipated, but subject to change. Grantees that provide non-federal match may better compete for funds.

IV. Application Requirements

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

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

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.

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 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. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. 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 (<u>do not include as separate attachments</u>). 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:** The project must incorporate a monitoring and evaluation plan that will allow proponent to ascertain the quality of benefits and outputs and to ensure that the benefits/outputs reach the intended beneficiaries. Describe how you/your organization (or others) will monitor project progress and measure the project's impacts. Include details on how you/your organization will assess progress towards reaching objectives, and, as applicable, how project participants and beneficiaries will participate in these activities.

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 (**<u>1-2 pages</u>**) 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 online 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 cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

Links to the full text of these Federal cost principles are available on the Internet at http://www.fws.gov/grants/.

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.

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 all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
• No indirect cost rate • Charges all costs directly	**Indirect Cost Statement:** Our organization does not have an indirect cost rate and will charge all costs directly.	None.
• Is not an individual • Has an indirect cost rate • Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period	**Indirect Cost Statement:** We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.	Copy of approved NICRA.
• Is not an individual • Has an indirect cost rate • Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period • May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: "We submitted a new NICRA proposal to our cognizant agency on [insert date]." OR "In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made". We understand that: • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.

	the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	
• Is not an individual • Has an indirect cost rate • Has never established a NICRA in the past • Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that: • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.
• Is not an individual, state, local or Federally-recognized	**Indirect Cost Statement:** We have never established a NICRA in the past and will not be able to meet the	None.

Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made	requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this 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 a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000.	

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:
For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your 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. Statements Regarding A-133 Single Audit Reporting: Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 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 an A-133 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/). Include these statements at the end of the Project Narrative in a section titled "**A-133 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 Non-Construction Programs (SF 424B)** if the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. 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.

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**
- ☐ **A-133 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 OMB Circular A-133 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
- ☐ **Completed National Environmental Policy Act (NEPA) compliance checklist**
- ☐ **Completed Endangered Species Act (ESA) Section 7 review form**
- ☐ **Completed National Historic Preservation Act (NHPA) review form**

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

V. Submission Instructions

SUBMISSION DEADLINE: January 20, 2015 through February 19, 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 mail:
Number all pages of your printed application. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete 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.

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.

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.

VI. APPLICATION REVIEW

Criteria: Proposals, which are submitted from Great Lakes states under this process, will be evaluated on the basis of documentation provided, in the grant proposal, on factors including:

- Description of accomplishments to date, with special reference to Goals and Performance Measures listed in the Great Lakes Restoration Initiative (GLRI) FY10-14 Action Plan (Action Plan, http://greatlakesrestoration.us/pdfs/glri_actionplan.pdf; see also an abridged summary of Performance Measures provided below)
- Summary of the total GLRI grant funds:
  - Previously awarded to implement your Plan, and
  - Expended to date, from previous awards to your Plan
- Projected benefits of proposed activities, using the FY14 allocation, to the Great Lakes, with special reference to goals and performance measures listed in the Action Plan

- Projected benefits of proposed activities, under the FY14 allocation, to the Great Lakes Basin (refer to map in the Executive Summary of the Action Plan), with special reference to goals and performance measures listed in the Action Plan.

If possible, states will consider climate change, and adaptively managing for long-term sustainability of aquatic systems in response to the interaction of climate change and aquatic invasive species.

Review and Selection Process: Proposals for funding will be evaluated for approval by program managers within the U.S. Fish and Wildlife Service's Midwest Region Fisheries Program and Contract Office.

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!***

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:
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.

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.

VIII. Agency Contacts

- Name: Michael Hoff
    - E-mail: Michael_Hoff@fws.gov
    - Phone #: 612-713-5114 , and
- Michael Vanderford
    - Michael_Vanderford@fws.gov
    - Phone #: 612-713-5144