

Wildlife Restoration Grant Program

Fiscal Year 2014

Notice of Availability for Federal Assistance and Application Instructions

Program Overview Information

Federal Agency Name:

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

Funding Opportunity Title: R2 Wildlife Restoration Grant Program (TO STATE FISH AND GAME AGENCIES ONLY)

Announcement Type:

Notice of availability of grants for fiscal year (FY) 2014 and request for applications (RFA)

Funding Opportunity Number: F14AS00027

Catalog of Federal Domestic Assistance (CFDA) Number: 15.611

Dates: Grant application packages are due to your Regional WSFR Office (see Section IV, Agency Contacts) no later than August 31, 2015.

Background:

The Federal Aid in Wildlife Restoration Act of 1937, 50 Stat. 917 as amended; 16 U.S.C. 669-669b, 669-669k, popularly known as the Pittman-Robertson Wildlife Restoration Act, was approved by Congress on September 2, 1937, and began functioning July 1, 1938. The purpose of this Act was to provide funding for the selection, restoration, rehabilitation, and improvement of wildlife habitat, wildlife management research, and the distribution of information produced by the projects. The Act was amended on October 23, 1970, to include funding for hunter safety programs and the development or the operation and maintenance of firearm and archery ranges.

Additional information about the Wildlife Restoration Grant Program (WR) is on the internet at <http://wsfrprograms.fws.gov/Subpages/GrantPrograms/WR/WR.htm>.

I. Funding Opportunity Description:

WR provides Federal grant funding to the 50 States, Commonwealths, and territories for the selection, restoration, rehabilitation, and improvement of wildlife habitat; wildlife management research; wildlife population surveys and inventories; land acquisition; hunter education and safety programs; coordination; development of facilities; facilities and services for conducting a hunter education and safety programs; and provisions for public use of wildlife resources.

The Hunter Education and Safety Program (Section 4(c)) includes training in the safe handling and use of firearms and archery equipment; hunter responsibilities and ethics; survival; construction, operation, and maintenance of public shooting ranges; and basic wildlife management and identification. Hunter Education and Safety Programs include the development and implementation of a programmed course of instruction leading toward the achievement of the hunter safety training goals and objectives. In general, the course is to train students to be safe and responsible hunters and assist the agency in accomplishing its mission and goals.

II. Award Information:

The final WR apportionments are on the web at
http://wsfrprograms.fws.gov/Subpages/GrantPrograms/WR/WR_Funding.htm.

III. Eligibility Information:

A. Eligible Applicants:

Participation is limited to State, Commonwealth, or territorial agencies with lead management responsibility for fish and wildlife resources in the United States of America. States, Commonwealths, and territories (State(s)) must pass laws (assent legislation) for the conservation of fish and wildlife. The law(s) must include a prohibition against the diversion of license fees paid by hunters for purposes other than the administration of the fish and wildlife agency.

B. Formula and Matching Requirements:

One-half of the 11 percent excise tax on bows, arrows, and archery equipment and 10 percent excise tax on handguns, pistols, and revolvers make up the funding for the hunter education and safety program. The other one-half of the excise tax is for wildlife restoration purposes including the 11 percent excise tax on firearms and ammunition.

Below is the explanation of how the Section 4(c) apportionment is determined for States.

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

Below is the explanation of how the Wildlife Restoration apportionment is determined for States.

1. It is a formula-based apportionment;
2. 50 percent of the formula is based on land area of the State and 50 percent is based on the number of paid hunting license holders;
3. No State may receive more than 5 percent or less than one-half of 1 percent of the total apportionment;
4. The Commonwealth of Puerto Rico is apportioned up to one-half of 1 percent;
5. The Commonwealth of the Northern Mariana Islands and the territories of American Samoa, Guam, and the U.S. Virgin Islands receive up to one-sixth of 1 percent of the total apportionment;
6. The State fish and wildlife agency must furnish a certification of the number of paid hunting license holders on an annual basis; and
7. The program is a cost-reimbursement program: the State covers the full amount of an approved project then applies for reimbursement from WSFR and may be reimbursed up to 75 percent of project costs through the program. The State must provide at least 25 percent of the project costs from a non-Federal source. The non-Federal match for the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of American Samoa, Guam, and the U.S. Virgin Islands must not exceed 25 percent and may be waived at the discretion of the Regional Director. According to 48 U.S.C. 1469(a), the Regional Director must waive the first \$200,000 of match for each project from the Commonwealth of the Northern Mariana Islands and the territories of Guam, the U.S. Virgin Islands, and American Samoa. The non-Federal share may be from license fees paid by hunters. Matching and cost-sharing requirements are discussed in 50 CFR 80, 43 CFR 12.64 and 43 CFR 12.923. In addition, 43 CFR 12.62 identifies Federal cost principles for determining allowable costs.

C. Other:

Wildlife Restoration funds are available for a period of two years. Funds not obligated within two years by the U.S. Fish and Wildlife Service are reverted and spent under the provisions of the Migratory Bird Conservation Act. Also under the provisions of the Wildlife Restoration Act, the interest accumulated from the Act goes to the North American Wetland Conservation Act Grant Program. Although only State agencies may apply for and receive grants under this program, the program encourages partnering with local governments, non-governmental organizations (NGOs), and educational institutions.

IV. Application and Submission Instructions

A. Address to Obtain Application Package

You can download the application package for WR on Grants.gov here: https://apply07.grants.gov/apply/forms_apps_idx.html, searching by CFDA 15.611. You can also download application forms through the WSFR toolkit under "Forms": <http://wsfrprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf>. The Standard Form 424 is available here: <http://wsfrprograms.fws.gov/subpages/toolkitfiles/sf424-f.pdf>. If you have

trouble accessing the online forms, you can contact one of the Service WSFR Offices (see Section IV, Agency Contacts).

B. Content and Form of Application

A complete grant application package must include the following:

1. SF 424 Application for Federal Assistance – signed by an authorized representative of the agency.
2. One of the following depending on the type of project conducted (unless the State agency has an approved Statement of Assurances on file with your Regional Office that is updated at least annually):
 - a. SF 424B Standard Assurances – Non-Construction Projects; or
 - b. SF 424D Standard Assurances – Construction Projects.
3. Project Narrative that identifies and describes:
 - a. The need for the proposed project(s) within the purpose of the Act;
 - b. Discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period;
 - c. Expected results or benefits from accomplishing the objectives;
 - d. The approach to be used in meeting the objectives, including specific procedures, schedules, key personnel, and cooperators;
 - e. Description of the activity, so WSFR staff are able to determine compliance with National Environmental Policy Act (NEPA), Section 7 of Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA); and
 - f. Project location – Include GPS coordinates (if exact locations are not available at the time of application, please be as specific as possible); Maps or other geographic aids may be attached.
4. Budget Narrative:
 - a. Estimated costs to attain the objectives – The various activities or components of each project should be broken down by cost and by cooperator;
 - b. In-Kind Match – Include the source, the amount, and the valuation methodology used to arrive at the total; and
 - c. Program Income, if any – Include the source, amount, and the requested method of crediting the program income (i.e. deductive or additive).
 - d. When applicable, for any organization charging indirectly, a copy of a current Negotiated Indirect Cost Rate Agreement.
5. Supplemental Forms can include:
 - a. SF 424A Budget Information – Non-Construction Projects; or
 - b. SF 424C Budget Information – Construction Projects.

- c. If applicable, a completed SF-LLL Disclosure of Lobbying Activities form. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with a project AND the project budget exceeds \$100,000, complete and submit the SF-LLL form.

C. Submission Dates and Times:

Grant application packages are due to your Regional WSFR Office (see Section IV, Agency Contacts) no later than August 31, 2015.

D. Submit applications either electronically or by mail:

1. Electronic Submission Instructions:

- a. Go to www.grants.gov
- b. Click the “Apply for Grants” tab and read the instructions provided by grants.gov.
- c. The following are items that need to be done before a grant application package can be submitted electronically through grants.gov:
 - i. Applicants must register as an Authorized Organization Representative (AOR) and have a user id and password. The applicant can register on the web at <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>;
 - ii. Applicants must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader at <http://get.adobe.com/reader/otherversions/>
- d. Standard forms such as SF 424, SF 424A, SF 424B, SF 424 C, and SF 424D are fillable forms on grants.gov. The project narrative and budget narrative must be attachments in the following formats: MS Word, Adobe PDF, or MS Excel.
- e. All forms and attachments mentioned above must be submitted with the grant application package.

2. Instruction on submitting applications by mail:

- a. Applicants can obtain forms, in PDF fillable/printable formats, from the WSFR Toolkit at <http://wsfrprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf>
- b. The completed grant application package must be mailed to the U.S. Fish and Wildlife Service Regional WSFR Office:

States, Commonwealths, the District of Columbia, and territories by U.S. Fish and Wildlife Service Region	Regional Contact Information
American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Oregon, and Washington	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program Eastside Federal Complex 911 NE 11th Avenue Portland, OR 97232-4181 503-231-6128 r1fa_grants@fws.gov
Arizona, New Mexico, Oklahoma, and Texas	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program P.O. Box 1306 500 Gold Avenue, SW Albuquerque, NM 87103 505-248-7450 fw2fa@fws.gov
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 5600 American Blvd. West, Suite 990 Bloomington, MN 55437-1458 612-713-5130 R3fedaid@fws.gov
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and U.S. Virgin Islands	U.S. Fish and Wildlife Service Division of Federal Assistance 1875 Century Boulevard, Suite 240 Atlanta, GA 30345 404-679-4159 fws-r4federalassistance@fws.gov
Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 300 Westgate Center Drive Hadley, MA 01035 413-253-8508 fw5fareports@fws.gov
Colorado, Kansas, Nebraska, Montana, North Dakota, South Dakota, Utah, and Wyoming	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 134 Union Blvd., P.O. Box 25486 Denver, Colorado 80225 303-236-5420 fw6_fagrants@fws.gov
Alaska	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 1011 East Tudor Road MS-261 Anchorage, AK 99503 907-786-3631 AK_FA@fws.gov
California and Nevada	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 2800 Cottage Way, W-1729 Sacramento, CA 95825 916-414-6525 R8fa_grants@fws.gov

E. Intergovernmental Review:

The Wildlife Restoration program is subject to EO 12372 “Intergovernmental Review of Federal Programs”. States that choose to participate in the Executive Order process have established Single Points of Contact (SPOCs). Applicants should alert their SPOCs early in the application process. If the applicant is required to submit materials to a SPOC, indicate the date of this submittal (or the date of contact if requested by the SPOC not to submit) on the Standard Form 424. Applicants from jurisdictions that have not chosen to participate do not need to take any action regarding E.O. 12372.

F. Funding Restrictions

Ineligible activities include activities that do not provide public benefits, enforcement activities, and public relations activities.

V. Award Administration Information:

A. Award Notices:

The U.S. Fish and Wildlife Service Regional Director or his/her designee approves or disapproves grant proposals. Regional Offices are responsible for notification of grant approval to the applicant.

B. Administrative and National Policy Requirements:

1. Compliance with environmental laws such as the ESA, NEPA, and NHPA must be satisfied before the U.S. Fish and Wildlife Service can approve a grant proposal.
2. On June 27, 2003, the Office of Management and Budget published a Federal Register notice (68 FR 38402) that announced its final policy on the use of a universal identifier by financial assistance applicants. The policy requires applicants applying for Federal grants or cooperative agreements to obtain a Data Universal Number System (DUNS) number. All organizations must obtain a DUNS number, a unique identifying number, before applying for Federal funds. Only private individual landowners are exempted. Organizations can receive a DUNS number at no cost by calling the DUNS number request line at 1-888-253-1617 or on-line at <http://www.dnb.com/get-a-duns-number.html>.
3. The Central Contractor Registry (CCR) was replaced by the Systems for Award Management (SAM). SAM is where States will need to register in order to apply for Federal Assistance (grants). States can register online at <https://www.sam.gov>. States must maintain an active registration in order to receive grant funds. If you are receiving funds as an individual not operating as a business or a foreign entity not already registered and applying for or receiving an award for less than \$25,000 for activities to be performed outside the United States, you are not required to register in SAM.
4. Recipients must be enrolled in Automated Standard Application for Payments (ASAP) to receive funds. If you are not enrolled, you must complete and submit a Participation

Form. You can find the form at <https://inside.fws.gov/index.cfm/go/post/Payments-New>. If you have an existing account with another Federal agency, please indicate your ASAP ID on the form. You will receive further instructions as soon as we initiate your ASAP enrollment.

5. Acceptance of a Federal Financial Assistance awards from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of the grant award. For more information on the Standard Award Terms and Conditions see:
http://www.doi.gov/pam/programs/financial_assistance/TermsandConditions.cfm.

Reporting:

- A. Financial and Performance reporting requirements are specified in 43 CFR 12.80 and 12.81 and in the Interim Guidance for Financial Status and Performance Reporting, dated May 15, 2009, <http://wsfrprograms.fws.gov/subpages/toolkitfiles/intgdrpt.pdf>; and
- B. Retention and access requirements for records are specified in 43 CFR 12.82. Regulations and guidelines follow 50 CFR 80 and the WSFR toolkit.

VI. Agency Contacts:

The U.S. Fish and Wildlife Service administer the Wildlife Restoration Grant Program. Additional program information can be found by contacting your Regional U.S. Fish and Wildlife Service Office (see Section IV, Agency Contacts) or go to <http://wsfrprograms.fws.gov/Subpages/ContactUs/ContactUs.htm>.

VII. Other Information:

The Federal government is not bound to financially support any project until an official U.S. Fish and Wildlife Service financial officer has signed off on the grant award.

OMB Control Number 1018-0109, Expires September 30, 2015

PAPERWORK REDUCTION ACT STATEMENT: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. We will use the information that we collect to evaluate applications submitted to acquire funding for SFR funds. Your response is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. We estimate that it will take an average of 40 hours to complete the application. The average estimated annual burden associated with writing and submitting required performance reports is 6 hours. You may send comments concerning the burden estimates or any aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 N. Fairfax Drive, MS 2042-PDM, Arlington, VA 22203.