

U.S. Fish and Wildlife Service
R6 Science Applications/ Southern Rockies LCC
Cooperative Landscape Conservation and Adaptive Science
Catalog of Federal Domestic Assistance (CFDA) Number: 15.669 and 15.670
F15AS00197
Notice of Funding Opportunity

I. Description of Funding Opportunity

This is a Notice of Intent to award a Single Source Cooperative Agreement to Conservation Science Partners for the purpose of Developing and Deploying a Landscape Conservation Design for the Green River Basin.

The tasks to be performed under this agreement are as follows: 1) Identify/validate conservation opportunity areas for land protection, restoration and/or manipulation; 2) Evaluate the existing conservation lands in relation to their purposes and the anticipated effects of climate change and other drivers; 3) Collaborate with a diverse number of conservation partners on data acquisition, synthesis and analysis at the landscape scale; 4) Assist resource managers to develop coordinated multi-scale action plans in appropriate geographic context by delivering clear, interpretable data and maps; and 5) Promote conservation at the ecosystem level and increase the efficiency of conservation delivery across multiple jurisdictions.

Program authorizing statute citation(s): Fish and Wildlife Conservation Act (16 U.S.C. 2901-2911; 94 Stat. 1322); Endangered Species Act of 1973 (16 U.S.C. 1531-1544, 87 Stat. 884); The National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57).; The Fish and Wildlife Act of 1956 (16 U.S.C. 742a-742j, not including 742 d-1; Stat. 1119), as amended; Migratory Bird Treaty Act of 1918.

II. Award Information

Estimated Total Program Funding: \$300,000

Award one cooperative agreement, in which the Service will be substantially involved by participating on the project's Oversight Team; coordinating with stakeholders regarding overall direction and focus of the project's deliverables; providing planning capacity to support the project's value to National Wildlife Refuges in the Green River Basin; providing technical capacity to engage with the Technical Team for development of the priority species, habitats and ecosystem services to be addressed by the project; and facilitating meetings and teleconferences between the Oversight Team and the Principle Investigator.

Award Ceiling: \$300,000

Award Floor: \$175,000

III. Basic Eligibility Requirements

Eligible Applicants:

N/A

This Single Source Award is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 B (4) Unique Qualifications - The applicant is uniquely qualified to perform the activity based upon a variety of demonstrable factors such as location, property ownership, voluntary support capacity, cost-sharing ability, if applicable, technical expertise, or other such unique qualifications, which allows for award without competition to an applicant. This recipient and project meet this criterion due to the fact that:

Conservation Science Partners is a member of the Colorado Plateau Cooperative Ecosystems Study Unit (CESU). Solicitation and selections of CESUs has previously occurred under a broad announcement and competition. Each of the 17 CESUs in the network was formed by a prescribed round of competitive solicitations to universities, state organizations, tribes and nongovernment organizations. Between fiscal years 1999 and 2003, the CESU Network Council conducted five rounds of formal completion to establish the seventeen CESUs. All Research I universities were eligible to compete as a host university. Each CESU followed a formal process, developed by the CESU Network Council, and approved by the Department of the Interior Office of the Solicitor.

The competitive process was developed by the CESU council of interagency representatives and was approved by the Department of Interior Solicitor's Office (a letter is on file at the National CESU office). For each CESU, a formal Program Announcement and Request for Proposals was widely distributed in the states within a CESU biogeographical area. The RFP was published for 10 days in Commerce Business Daily as well as being posted on the CESU website. Proposal received by the assigned due date were technically evaluated according to criteria described in the RFP. Site visits to the applicants were organized and conducted. The CESU council of interagency representatives selected, by vote, the host and partners within each CESU. The competitive process is described further here: <http://www.cesu.psu.edu/materials/fs-selecting.pdf>

Conservation Science Partners (CSP) has formed a partnership with Northern Arizona University, also a member of the Colorado Plateau CESU. Through this partnership CSP is able to leverage additional capacity and bring to bear unique landscape spatial analysis expertise through the University's Landscape Conservation Institute. CSP is currently gathering data sets for conservation design products for several of the federal agencies participating in the Green River Basin project, thus CSP's ability to leverage those data sets with the Green River Basin project reduces costs and time if the data sets were to be acquired separately.

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

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

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

C. Excluded Entities

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

D. Cost Sharing or Matching:

No cost sharing or matching funds are required.

IV. Application Requirements

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

- A. A completed, signed and dated Application for Federal Assistance form. [At a minimum, all NOFOs must require applicants to submit the appropriate Standard Form (SF) 424, Application for Federal Assistance (i.e., SF 424, SF 424-Mandatory, or SF 424-Individual) form. The only exception to the SF 424 requirement is if the program has OMB approval to use an alternative application form. Insert form instructions based on your eligible applicant base. Individuals applying on their own (unrelated to any business or non-profit organization s/he may own or operate in her/his own name) must use the SF 424, Application for Federal Assistance-Individual form (<http://apply07.grants.gov/apply/FormLinks?family=12>). All other applicants to discretionary programs and for single source awards must use the SF 424, Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>). Mandatory programs may require applicants to use the SF 424, Application for Federal Assistance-Mandatory form (<http://apply07.grants.gov/apply/FormLinks?family=16>)]. 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

The tasks to be performed under this agreement are as follows: 1) Identify/validate conservation opportunity areas for land protection, restoration and/or manipulation; 2) Evaluate the existing conservation lands in relation to their purposes and the anticipated effects of climate change and other drivers; 3) Collaborate with a diverse number of conservation partners on data acquisition, synthesis and analysis at the landscape scale; 4) Assist resource managers to develop coordinated multi-scale action plans in appropriate geographic context by delivering clear, interpretable data and maps; and 5) Promote conservation at the ecosystem level and increase the efficiency of conservation delivery across multiple jurisdictions

C. Project Narrative

1. Statement of Need:

The Southern Rockies Landscape Conservation Cooperative (SRLCC) Steering Committee identified the Green River Basin of Colorado, Utah and Wyoming as a landscape where the LCC partnership should develop landscape conservation designs. Because the Green River Basin (GRB) encompasses part of the Great Northern LCC (GNLCC) as well, GNLCC will partner in this project, and both cooperatives have agreed that the SRLCC will lead development of the design.

A Landscape Conservation Design (LCD) combines geospatial data with environmental information to create maps and models to inform conservation planning to inform biological and hydrological goals through adaptive management. An LCD enables local managers to plan conservation actions in the context of a broader landscape across multiple land ownerships with shared priority resources to carry out adaptive management.

An LCD for the GRB will enhance the ability of many LCC partners to deliver conservation actions in a strategic coordinated fashion. Recent discussions among partners indicate desire for a single landscape-scale planning effort. The GRB LCD will promote and model a collaborative, organized approach to managing diverse conservation targets and resources at a landscape-level, potentially including key habitats, species, and processes.

The principal goal of the GRB LCD is to provide an efficient, practical, and informed design to guide landscape-level conservation, and we will also build a transferrable model of strategic landscape conservation design that could be adapted to other landscapes across the West. This will be accomplished through a set of inter-linked objectives that will result in spatially explicit assessments of the current and potential future condition of ecosystems, and help resource managers make highly informed decisions about resources they are most interested in.

2. Project Goals and Objectives:

A Landscape Conservation Design (LCD) combines geospatial data with environmental information to create maps and models to inform conservation planning to inform biological and hydrological goals through adaptive management. An LCD enables local managers to plan conservation actions in the context of a broader landscape across multiple land ownerships with shared priority resources to carry out adaptive management.

An LCD for the GRB will enhance the ability of many LCC partners to deliver conservation actions in a strategic coordinated fashion. Recent discussions among partners indicate desire for a single landscape-scale planning effort. The GRB LCD will promote and model a collaborative, organized approach to managing diverse conservation targets and resources at a landscape-level, potentially including key habitats, species, and processes.

The principal goal of the GRB LCD is to provide an efficient, practical, and informed design to guide landscape-level conservation, and we will also build a transferrable model of strategic landscape conservation design that could be adapted to other landscapes across the West. This will be accomplished through a set of inter-linked objectives that will result in spatially explicit assessments of the current and potential future condition of ecosystems, and help resource managers make highly informed decisions about resources they are most interested in.

Specifically, Conservation Science Partners' GRB LCD will:

- 1) Identify/validate conservation opportunity areas for land protection, restoration and/or manipulation;
- 2) Evaluate the existing conservation lands in relation to their purposes and the anticipated effects of climate change and other drivers;
- 3) Collaborate with a diverse number of conservation partners on data acquisition, synthesis and analysis at the landscape scale;
- 4) Assist resource managers to develop coordinated multi-scale action plans in appropriate geographic context by delivering clear, interpretable data and maps; and
- 5) Promote conservation at the ecosystem level and increase the efficiency of conservation delivery across multiple jurisdictions.

3. Project Activities, Methods and Timetable:

Year 1:

- Design and conduct a structured needs assessment: identify stakeholders and point of contact for each organization; use interviews, surveys and in-person meetings to lay project groundwork, identify stakeholder goals and prioritize resources and stressors for the LCD; identify existing data sources and data needs. The outcomes of this assessment will be used to design the first project workshop and subsequent project plan.
- Participate on monthly coordination calls with the Oversight Team and LCC staff (the Principle Investigator liaison with leadership team or designee).

- Convene workshops with state, federal, tribal and NGO conservation partners to discuss specific conservation goals and recognized data needs.
- Identify Northern Ute cultural resource priorities and needs on reservation and ancestral lands within the Green River Basin. Conduct initial outreach, including meeting with Cultural and Natural Resource staff and tribal leadership to brief them on the project. Follow up with meeting to identify needs and priorities, and discuss a mutually agreeable approach to integrating their priorities into the LCD effort.
- Assess existing data and their adequacy for informing biologically measureable outcomes, such as sensitivity to climate change and other stressors and maintenance or enhancement of landscape connectivity. Identify data gaps and prioritize what new information can be developed to support the project based on stakeholder-identified needs, as well as cost and feasibility.
- Produce a spatially explicit conservation database in coordination with other agencies, universities, and NGOs, and make available through appropriate platform (e.g., LCMap).
- Provide preliminary results (data and maps) for some key analytical models, as available.
- Develop project website and communication strategy; establish robust and accessible communications networks. The PI or designee will work with LCCs to develop a communications strategy and delivery.

Year 2 – 2.5:

- Produce maps and associated spatially explicit data across the Green River Basin representing scientifically informed stakeholder views of ecosystem types and resources that emerge from the stakeholder-driven process outlined above.
- Produce maps and associated spatially explicitly data across the Green River Basin representing current and potential future causes and consequences of likely stressors (e.g., climate change, invasive species, fire, forest pathogens) to the species and systems identified in earlier steps.
- Identify specific locations where targeted conservation actions would enhance the long-term and landscape-scale viability of these resources, locations where conservation is not needed, and locations where conservation actions are unlikely to be successful, for example, due to a changing climate and other stressors.
- Develop a robust data infrastructure and replicable approaches for using this information in landscape-level planning that can be shared with partners in and beyond the region.

- Convene a two-day workshop to share project outcomes and transfer tools and techniques for landscape---scale conservation planning.
- Compose a final report that describes outcomes of spatial analysis, as well as lessons learned and best practices for strategic conservation design, data management, and partner collaboration; pursue the development of one or more manuscripts for publication in a peer-reviewed journal, as appropriate.
- Develop a demonstration project in landscape scale planning for the Green River Basin, which identifies Southern Rockies and Great Northern LCC Partner priority resources and specific, high-impact locations for land protection planning and conservation delivery.

4. Stakeholder Coordination/Involvement:

The Fish and Wildlife Service will:

- Participate on the project's Oversight Team providing overall direction and focus of the project's deliverables
- Provide planning capacity to support the project's overall value to National Wildlife Refuges in the Green River Basin
- Provide technical capacity to engage with the Technical Team for development of the priority species, habitats and ecosystem services to be addressed by the project
- Facilitate meetings and teleconferences between the Oversight Team and the Principle Investigator

5. Project Monitoring and Evaluation:

Awardee will participate on monthly coordination calls with the Oversight Team and LCC staff.

Awardee will provide interim progress and financial reports annually from start date.

- 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.

Conservation Science Partners (CSP) is a member of the Colorado Plateau Cooperative Ecosystems Studies Unit (CESU). CSP has formed a partnership with Northern Arizona University, also a member of the Colorado Plateau CESU. Through this partnership CSP

is able to leverage additional capacity and bring to bear unique landscape spatial analysis expertise through the University's Landscape Conservation Institute. CSP is currently gathering data sets for conservation design products for several of the federal agencies participating in the Green River Basin project, thus CSP's ability to leverage those data sets with the Green River Basin project reduces costs and time if the data sets were to be acquired separately.

Recipient Contact Name and Title: Brett G. Dickson, President

Contact Email Address: brett@csp-inc.org

Recipient Organization Name (must match the name on their SF-424): Conservation Science Partners, Inc.

Recipient Address: 11050 PIONEER TRAIL, SUITE 202, TRUCKEE, CALIFORNIA, 96161

Recipient Project Officer Name and Title (if different than contact above): David M.

Theobald, Senior Scientist

PO Phone Number: 970.484.2898

PO Email Address: davet@csp-inc.org

Recipient Project Officer Address (if different than contact above): 5 OLD TOWN SQUARE, SUITE 205, FORT COLLINS, COLORADO, 80524

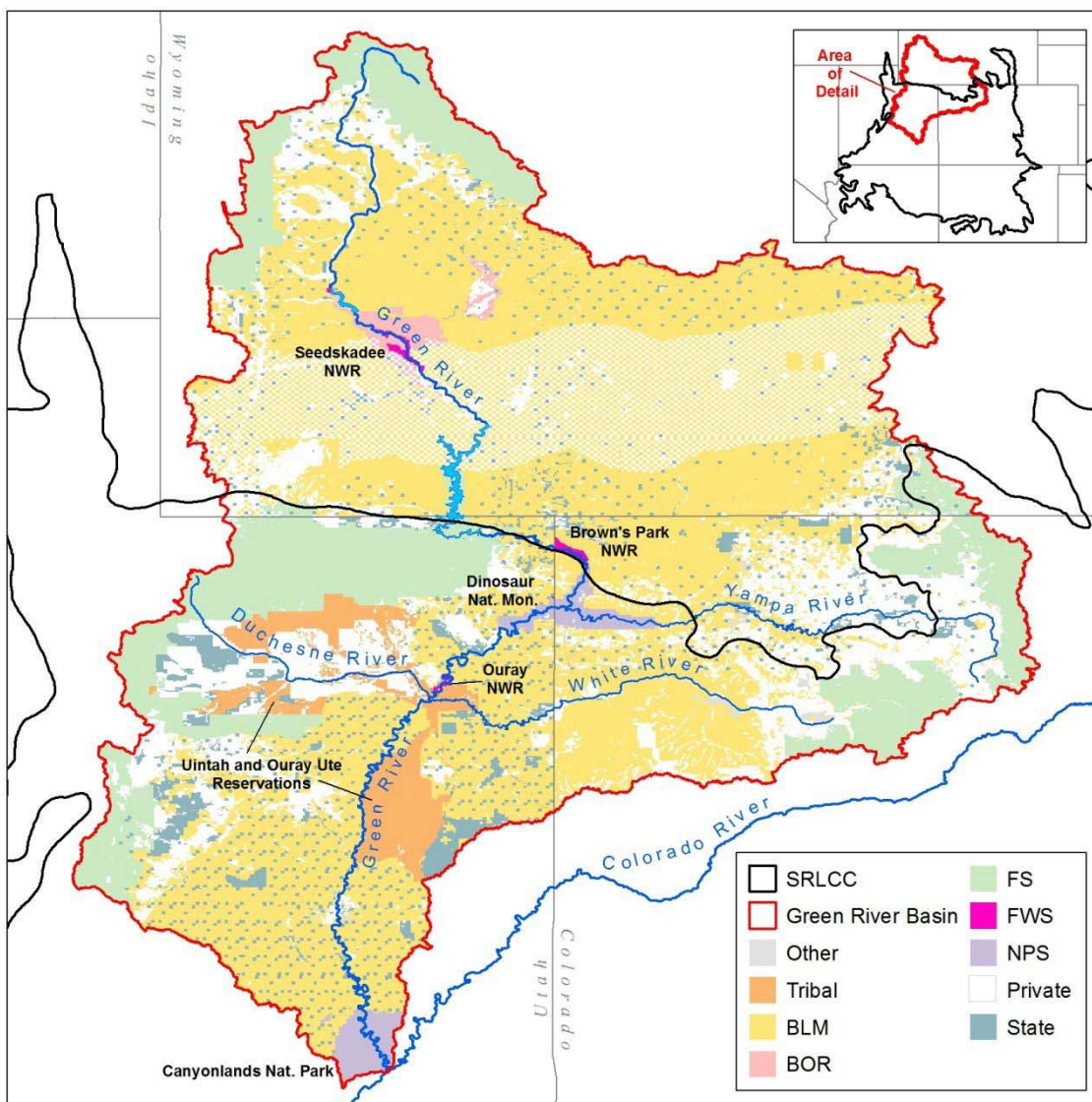
- 7. Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

N/A

8. Literature Cited

N/A

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



D. Budget Form

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

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example,

enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

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

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

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

“We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost

rate of 10% of modified total direct costs as defined in [Title 2 of the Code of Federal Regulations Part 200, section 200.68](#). We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. A Non-government Organization that is submitting this proposal for consideration under the Colorado Plateau Cooperative Ecosystems Study Unit which has a Department of the Interior-approved indirect cost rate cap of 17.5%. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

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

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

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

Indirect Cost Services

Acquisition Services Directorate, Interior Business Center

U.S. Department of the Interior

2180 Harvard Street, Suite 430

Sacramento, CA 95815

Phone: 916-566-7111

Email: ics@nbc.gov

Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

- F. Single Audit Reporting Statements:** As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**".
- G. Assurances:** Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF 424B)** for construction and land acquisition projects. Use the **Assurances for Construction Programs (SF 424D)** for all other types of projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.
- H. Certification and Disclosure of Lobbying Activities:** Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee

of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

- I. Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

- ☐ **Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424-Individual form.
- ☐ **Project summary**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications**
- ☐ **Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.
- ☐ **SF 424 budget form:** A complete SF 424A or SF 424C Budget Information form.
- ☐ **Budget justification**

- ☐ **Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment.
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.

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

V. Submission Instructions

SUBMISSION DEADLINE: N/A

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.

VI. Application Review

Criteria: To be considered for funding, applications must **N/A**

Review and Selection Process:

A project Oversight Team (OT) has been formed who vetted the awardee and the awardee's drafted scope of work. The OT is comprised of representatives from: Colorado Parks and Wildlife, Utah Division of Wildlife Resources, Wyoming Game and Fish Department, Bureau of Land Management, Fish and Wildlife Service, Bureau of Reclamation, and USGS. During the Merit Review the OT considered past performance of awardee on similar projects; staff qualifications and experience; cost; and awardee's past work with stakeholders in the project area, LCCs, and other members of the Colorado Plateau CESU.

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

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is

used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service's risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

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

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

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

Recipient Reporting Requirements:

Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required

and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

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

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

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

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests.

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

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

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