

State Wildlife Grant Program
FY 2014

Notice of Availability of Grants and Request for Applications

Program Overview Information

Federal Agency Name:

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

Announcement Type:

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

Funding Opportunity Title: State Wildlife Grant Program

Funding Opportunity Number: F14AS00125

Catalog of Federal Domestic Assistance (CFDA) Number: 15.634

Dates: Complete grant application packages are due to your Regional Wildlife and Sport Fish Restoration (WSFR) Offices (see table on pages 5 and 6) no later than August 31, 2015.

Additional information:

The FY 2014 apportionment includes \$1,145,716 in reverted FY 2008 and later State Wildlife Grant Program funds and \$999,710 in unobligated balances from 2007 and prior year grant closures. Total funds available for the States and territories in the FY 2014 apportionment are \$47,877,597.

Additional information about the State Wildlife Grant Program is on the web at <http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG.htm>.

I. Funding Opportunity Description

The State Wildlife Grant Program provides States, the District of Columbia, Commonwealths, and territories (State(s)) Federal grant funds for the development and implementation of programs for the benefit of wildlife and their habitat, including species that are not hunted or fished. Activities include both planning and implementation. Planning activities must contribute directly to the development or modification of the State's Comprehensive Wildlife Conservation Plan (Wildlife Action Plan) that was to be submitted by October 1, 2005 and must be approved by the Director of the U.S. Fish and Wildlife

Service. Implementation activities are activities that a State intends to carry out to execute their Wildlife Action Plan. Priority for use of these funds should be placed on those species with the greatest conservation need and taking into consideration the relative level of funding available for the conservation of those species. Ineligible activities include wildlife education and law enforcement activities, unless the law enforcement or education component is a minor or incidental activity which is considered critical to the success of a project which directly contributes to the conservation of wildlife species of greatest conservation need and their habitats, and is consistent with the development or implementation of the State's Wildlife Action Plan.

II. Award Information:

The final State Wildlife Grant apportionments can be found on the web at: http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG_Funding.htm.

III. Eligibility Information

A. Eligible Applicants:

Participation is limited to agencies with lead management responsibility for fish and wildlife resources in each of the 50 States, the District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of American Samoa, Guam, and the U.S. Virgin Islands. Applicants must have a Comprehensive Wildlife Conservation Strategy (also known as a State Wildlife Action Plan) that has been approved by the Director of the U.S. Fish and Wildlife Service.

B. Formula and Matching Requirements:

After the deduction of administrative expenses the funds will be apportioned using the following formula: the District of Columbia and the Commonwealth of Puerto Rico will each receive a sum equal to not more than one-half of 1 percent; the territories of American Samoa, Guam, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands will each receive a sum equal to not more than one-fourth of 1 percent. The remaining must be apportioned in the following manner: one-third of which is based on the ratio to which the land area of such State bears to the total land area of all such States; and two-thirds of which is based on the ratio to which the population of such State bears to the total population of all such States. No State must be apportioned a sum which is less than 1 percent of the amount available for apportionment for any fiscal year or more than 5 percent of the apportionment.

For the States, the District of Columbia, and the Commonwealth of Puerto Rico, the Federal share of planning grants shall not exceed 75 percent of

the total cost, and the Federal share of implementation grants shall not exceed 65 percent of the total cost. According to 48 U.S.C. 1469(a), the Regional Director must waive the first \$200,000 of match requirement for each project from the Commonwealth of the Northern Mariana Islands and the territories of Guam, the U.S. Virgin Islands, and American Samoa.

1. **Definition of Planning Grants:** For the purposes of this program, three types of activities qualify as planning actions and are eligible for the planning match (75% Federal/25% State). These include:
 - a) Efforts to update, modify, or revise a State's Wildlife Action Plan. This category of planning activity includes the writing, printing, production, and distribution of either the complete Strategy or portions of the Strategy such as online documents, excerpts, or summary publications;
 - b) Efforts to collect public opinion information or input, via surveys, polling, public meetings, focus groups, or other methodologies, that will be used to guide State efforts to update, modify, or revise its Strategy; and
 - c) Processes, such as coordination meetings that build or strengthen collaboration between the State and partners (Federal, State, Tribal, industry, private, and others) as they work to update, modify, or revise their Wildlife Action Plan.
2. **Definition of Implementation Grants:** All other activities eligible for funding under the State Wildlife Grants program, such as species monitoring, habitat evaluations, evaluating the effectiveness of conservation actions, program administration, and developing and maintaining systems to record, store, or disseminate information will be considered to be implementation efforts and will receive a maximum reimbursement of 65 percent of total project costs when described in an approved grant document.
3. An individual grant proposal may contain both planning and implementation activities. In these cases, the State, within its grant proposal, must estimate the proportion of time and/or costs allocated to planning activities and implementation activities. In order to be eligible for the appropriate reimbursement percentage, the State must utilize a cost accounting system that is capable of accounting for costs incurred for each type of activity (i.e., planning versus implementation) separately.

C. Other

Apportioned funds, if any, will be available for obligation until September 30, 2014. Remaining funds shall be reapportioned, together with funds appropriated in 2015.

IV. Application and Submission Instructions

A. A complete grant application package includes 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:
 - 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 the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA); and
 - f. Project location – Maps or other geographic aids may be attached. Please include GPS Coordinates in degrees, minutes, seconds, if available.
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).
5. Optional Supplemental Forms can include:
 - a. SF 424A Budget Information – Non-Construction Projects; or
 - b. SF 424C Budget Information – Construction Projects.

B. Submission Dates and Times:

Grant application packages are due to your Regional Wildlife and Sport Fish Restoration (WSFR) Offices (see table on pages 5 and 6) no later than August 31, 2015.

C. 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 use the CFDA number (15.634) to search for the funding opportunity.
 - 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/applicants/get_registered.jsp;
 - ii. Applicants must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader at http://www07.grants.gov/resources/download_software.jsp#ado_be811.
 - 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 appropriate U.S. Fish and Wildlife Service Regional 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

D. Intergovernmental Review

The State Wildlife Grant Program is not subject to EO 12372
"Intergovernmental Review of Federal Programs."

E. Funding Restrictions

- A. State must have submitted a Wildlife Action Plan by October 1, 2005 and it has to have been approved by the Director of the U.S. Fish and Wildlife Service.
- B. When submitting a State Wildlife Grant application, a State must clearly indicate how the proposed grant objectives address one or more of the conservation needs identified within its Wildlife Action Plan.
- C. Per House Report 109-080, written to accompany HR 2361 for FY06 appropriations, "Funds made available under this account should be added to revenues from existing State sources and not serve as a substitute for revenues from such sources."

- D. Under certain conditions, State Wildlife Grant money may be used to fund education and law enforcement activities. In order for an education or law enforcement objective to be eligible for State Wildlife Grant funding, these activities must constitute a minor portion of a grant's project, must be critical to the project's success, and must specifically address a threat or issue identified within the State's Wildlife Action Plan. "Minor" is considered no more than 10 percent of a project's cost.
- E. State Wildlife Grant money may not be used to fund projects that will specifically initiate, encourage, or enhance wildlife-associated recreation.
- F. State Wildlife Grant money may not be used to pay for the establishment, publication and dissemination of regulations that a State issues pertaining to the protection and utilization of fish and wildlife resources. This includes laws, orders, seasonal regulations, bag limits, creel limits, license fees, etc. This does not prohibit the scientific collection of information needed to support management recommendations
- G. State Wildlife Grant money may be used to address nuisance wildlife or situations involving damage caused by wildlife only if their emphasis is the conservation of Species of Greatest Conservation Need (SGCN) and/or their habitats as indicated within a State's Wildlife Action Plan.
- H. State Wildlife Grant money may be used to conduct environmental reviews, habitat evaluations, permit reviews related to Section 404 of the Clean Water Act, and similar functions necessary to protect wildlife habitat if the emphasis is the conservation of SGCN and their habitats as indicated within a State's Strategy.
- I. Only expenses incurred and budgeted during the grant period are reimbursable; the grant period begins with the effective date established at the time the grant is approved and defined in the WSFR Toolkit. However, a State may request reimbursement for pre-award costs for certain necessary expenses detailed in the grant. Pre-award costs are those incurred prior to the effective date of the award where such costs are necessary to comply with the proposed delivery schedule or period of performance. Such costs are allowable only if the grant is awarded and only to the extent that they would have been allowable if incurred after the date of the award and only with the written approval of the awarding agency (OMB Circular A-87, 2 CFR 225).
- J. Congress intends the Strategies to be adaptive to new information or circumstances. As such, State Wildlife Grant funds may be used to respond to emerging or crisis situations that are not represented within a Strategy. However, within the grant application or amendment, the State must fully describe the emerging or crisis situation and indicate if funds must be reallocated from efforts already underway, identify the species or habitats that will benefit from the proposed action, and commit to monitoring the effectiveness of the proposed conservation action so future management activities can be appropriately adapted.

Finally, the State must commit to incorporating this new priority within the next version of its Strategy, if it remains an emerging or critical issue. Grant applications or amendments that include issues not identified within a Strategy must be reviewed by the Assistant Regional Director (ARD) for Migratory Birds and State Programs or an official in a similar position associated with WSFR for approval. If the ARD or official finds that the project is not eligible, the decision may be appealed to the Regional Director.

- k. State Wildlife Grant monies may not be used for mitigating fish or wildlife habitat losses, where the obligation to mitigate is incurred by another Federal agency, State agency, or private entity. Nor may the value of property purchased with State Wildlife Grant monies be used for similar purposes.

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 1-866-706-5711 or on-line at <http://fedgov.dnb.com/webform>.
3. States need an active registration in the have a current registration in the System for Award Management (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 corresponds with changes that may have been made to DUNS and IRS information. 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.

4. States must complete and submit an Automated Standard Application for Payments (ASAP) system Participation Form. You can find the form at www.fws.gov. 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/TermsandConditions.html>.

C. 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](#); 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.
- C. Electronic submission of performance information may be required, as detailed in the terms and conditions of the award.

VI. Agency Contacts:

The U.S. Fish and Wildlife Service administers the State Wildlife Grant Program. Additional program information can be found by contacting your Regional U.S. Fish and Wildlife Service Office (see the list under "Applications by Mail Instructions") 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

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 State Wildlife Grant Program 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. [Expires 9-30-2015]