

Description:

The U.S. Fish and Wildlife Service (Service) is pleased to a request for proposals for Coordinated Monitoring Network. This opportunity is open to all State and Federal agency personnel, cities, towns or county governments, as well as non-governmental organizations, and individuals.

Award Information:

We anticipate that up to \$75,000 will be available through this request for proposals for work to be conducted during 2014 and/or 2015. Additional funds will be available in subsequent years. We expect to announce awards in December 2013, and the earliest start date for funded projects is anticipated to be January 2014. Before submitting a proposal for funds, please carefully review and respond to all the information and instructions in the RFP.

Background/ 2014 Priorities:

In support of a SE Conservation Adaptation Strategy, assess the feasibility and mechanisms for broadening the Eastern Avian Knowledge Network node by integrating with other existing long-term observational datasets (e.g., bats, sea turtles, PARC, VegBank) in the southeast. Assessment involves the interests and willingness of integration among communities overseeing long-term observational data as well as the technological ease of interoperability. Willingness of the community will require engagement in discussions, and for those existing datasets and communities, initiate steps to design schema and protocols for expanding the Bird Monitoring Data Exchange and associated tools (e.g., Eastern Avian Data Center, spatial visualizations and queries) for data upload, QA/QC, access, visualization, analysis, integration, export and adaptability with other tools used for conservation science, planning, and management evaluation (e.g., Data Basin gateways, Griffin Groups, LCC Ning networks).

Spatial extent: must include 15 state Southeast Association of Fish and Wildlife Agencies region.

Timeframe: 12 months

Applicant Requirements Eligible Applicants: All potential applicants are eligible.

Federal law mandates that all organizations 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). Exemptions: 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 are exempt from registering in DUNS and SAM. Foreign entities not already registered and applying for an award for less than \$25,000 for activities to be performed outside the United States are also exempt from registering in DUNS and SAM.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based organizations 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, organizations are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. System for Award Management

SYSTEM FOR AWARD MANAGEMENT - A prospective awardee shall be registered in the System for Award Management (SAM) database prior to award, during performance and through final payment of any contract resulting from this solicitation. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.sam.gov>. Entities identified as debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding.

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>.

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, beneficiaries, and expected outcomes consistent with this funding opportunity. 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 and/or disseminating project results.

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) relevant to the proposed work.
- 2. Project Goals and Objectives:** State the long-term goal(s) of the project. Objectives are the specific steps to be taken to reach the stated goals. State the objectives of the project, which must be specific, measurable, and realistic (attainable within the project's proposed period of performance). State the anticipated outcomes and/or benefits of the project.

- 3. Project Activities, Methods and Timetable:** State the proposed project activities, and describe how they relate to the stated project objectives. The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the proposed 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 proposal narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.
- 4. Anticipated Products/Outputs:** Describe any expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail if/how products will be distributed to resource managers, researchers and other interested parties. Detail any applicability of the project methods/activities/outcomes to other projects.
- 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 Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization and all cooperating 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 individual within your organization that will oversee/manage the project activities on a day-to-day basis. This is the person commonly referred to as the Project Officer or Project Manager. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. ***Do not include Social Security numbers, the names of family members, or any other personal or sensitive information on the curricula vitae!***

7. **Sustainability:** As applicable, detail which of the proposed project activities are expected to continue beyond the life the proposed project period, and the expectation of how and at what level these future activities will be funded.

8. **Literature Cited**

9. **Map of Project Area:** Map should clearly delineate the project area.

- D. A completed **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 424C if it does include construction. The budget forms are available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.

When developing your budget, keep in mind the following:

- **Cost Principles:** Financial assistance awards and subawards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations (2 CFR Part 230), A-21, Cost Principles for Educational Institutions (2 CFR Part 220), and A-87, Cost Principles for States and Local Governments (2 CFR Part 225), as applicable to the recipient organization type. These OMB circulars are available online at <http://www.doi.gov/pam/financialassistance/resources/index.html>.
- **Federally Funded Equipment:** Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. ***Do not include this type of equipment in your budget!*** Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.
- **Indirect Costs:** An applicant without an established indirect cost rate agreement with a Federal agency may not charge indirect costs to Federal financial assistance awards and must charge all costs directly. 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 must charge all costs directly.

If indirect costs are included on proposed budget, the applicant must submit copy of their most recently submitted/approved indirect cost rate agreement. Non-profit organizations that have received, or expect to receive, the greatest amount of Federal funding in direct awards from the Department of the Interior, should go to <http://www.aqd.nbc.gov/Services/ICS.aspx> for online guidance and tools for submitting an indirect cost rate agreement proposal to the Department of the Interior. Organizations may also contact the National Business Center directly at:

Indirect Cost Services
Acquisition Services Directorate, National Business Center
U.S. Department of the Interior

2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916.566.7111 Fax: 916.566.7110
Email: ics@nbc.gov

All other types of applicants except individuals should contact the USFWS program point of contact identified in the Grants.gov funding opportunity with any questions on how to establish an indirect cost rate agreement with a Federal agency.

E. 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 your project does not involve construction. Use the **Assurances for Construction Programs (SF-424D)** if it does involve construction.

F. Disclosure of Lobbying Activities

Under Title 31 of the United States Code, Section 1352, applicants must complete and submit with their application the SF-LLL Disclosure of Lobbying Activities form (available online at <http://apply07.grants.gov/apply/forms/sample/SFLLL-V1.1.pdf>) when they have made payment or have agreed to make payment to any lobbying entity for 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 in connection with the awarding of or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, cooperative agreement, or loan. Recipients may not use funds awarded under a Federal grant or cooperative agreement to conduct such lobbying activities.

G. Statement 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), domestic entities expending \$500,000 USD or more in Federal award funds in a year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. State if your organization was/was not required to submit an A-133 Single Audit report last year (either your organization is a non-U.S. entity or a domestic entity that did not spend \$500,000 USD or more in Federal funds last year). If your organization was required to submit an A-133 Single Audit report last year, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>).

Application Checklist

- ☐ A complete, signed and dated SF 424-Application for Federal Assistance
- ☐ Project Summary and Narrative text and attachments
- ☐ A complete SF-424A or SF-424C Budget Information form
- ☐ If Federally funded equipment will be used for the project, a list of that equipment as described in section D above

- ☐ If indirect costs are included in proposed budget, a copy of the organization's current approved indirect cost rate agreement or proposal
- ☐ Signed and dated SF-424B or SF-424D Assurances form
- ☐ If applicable, completed SF-LLL form
- ☐ Statement regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting as described in section G above

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

Proposal Requirements and Format

A proposal must not exceed 5 pages in length, including cover page, executive summary, tables, figures, an itemized budget, and any supplemental information on PI qualifications, etc. The page limit does not include SF-424 or other required forms. Proposals must include the following sections: 1) Cover Page: One page containing the project title, PI(s) and respective affiliations/contact information, the total amount of the request and the total amount of the project (if different), the timeline of the project, and a statement affirming that all PIs and key collaborators are aware of the project and agree to the terms of the proposal. 2) Executive Summary: A one page summary of the proposed project that outlines objectives, demonstrates a need for the project based on past data, and describes the total budget. The summary must be suitable for public release on the USFWS website. 3) Body of the Proposal: Introduction – Brief background – the objectives and anticipated outcome, Methods – A description of project activities in support of objectives, including targeted predator species and timeline, Budget – the budget, with justification, broken down by objective, including any outside funding (matching funds are not required) 4) Qualifications: A statement detailing the qualifications of PIs and partner organizations. Proposals must be accompanied by all required forms (SF – 424, SF – 424A, SF-424B – see <http://www.grants.gov>).

V. Submission Instructions

Proposals 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 a proposal by mail:

Number all pages of your printed proposal. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete proposal to the USFWS program point of contact identified in the Grants.gov funding opportunity.

To submit a proposal 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 proposal to the USFWS program point of contact identified in the Grants.gov funding opportunity.

To submit a proposal in 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 for grant opportunities on Grants.gov. In order to apply for a grant, you/your organization must complete the Grants.gov registration process. 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 USFWS' new financial assistance management system.

Proposal Review

A panel of Service and other Federal and State Agency representatives will review the proposals and recommend proposals to the Service for funding. Project proposal ranking will be based upon how closely the project meets the criteria addressed above.

Deadline and Award Details

Closing date: December 30, 2013. Proposals must be submitted by 3:30 pm on December 30, 2013 to be considered for review.