U.S. Fish and Wildlife Service
Region 6 Migratory Birds
Migratory Bird Joint Ventures

Catalog of Federal Domestic Assistance (CFDA) Number: 15.637

Notice of Funding Opportunity

I. Description of Funding Opportunity

The tasks to be performed under this agreement include, in part, outreach to farming and ranching groups in the Dakotas; human dimensions and survey work to support Prairie Pothole Joint Venture (PPJV) goals and objectives as identified in the 2017 PPJV Implementation Plan and 2013 PPJV Strategic Communications Plan; and communications activities in support of aforementioned Plans. The legislation that provides authority for joint venture activities such as those with Delta will accomplish include: Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a-754; Fish and Wildlife Coordination Act of 1958, 16 U.S.C.661-667(e); Fish and Wildlife Conservation Act, 16 U.S.C, 2901-2911; and Migratory Bird Treaty Act, (16U.S.C. 709a).

II. Award Information

This is a Notice of Intent to award a Single Source Cooperative agreement to Delta Waterfowl Foundation (Delta). This project should be considered a Cooperative Agreement with substantial involvement by the FWS Project Officer. The U.S. Fish and Wildlife Service (Service) Project Officer will be substantially involved in project(s) under this funding opportunity. In particular, the Service Project Officer will be responsible for the following: participate and collaborate jointly with personnel from Delta Waterfowl to develop work plans for projects; develop strategic direction on where to focus efforts; conduct partner meetings/workshops; select projects; and review and approve stages of work. Consequently, the Project Officer will serve as an integral partner with Delta Waterfowl Foundation via this Cooperative Agreement.

This Single Source Award is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 B, [1: Unsolicited Proposal and 4: Unique Qualifications], which allows for award without competition to an applicant. Delta Waterfowl Foundation is a long-standing active member of the Prairie Pothole Joint Venture Management Board and Technical Committee and their U.S. headquarters is located in Bismarck, ND – within the heart of the PPJV. The PPJV has had a Cooperative Agreement with Delta during the past 5 years to conduct work regarding human dimensions (landowner attitudes in ND). Consequently, Delta staff have a unique knowledge and understanding of the prairie landscape and issues impacting it, as well as the needs of the PPJV. Further, Delta Waterfowl served on the PPJV Communication team that oversaw development of our Strategic Communications Plan and are active leaders in the Prairie communications campaign. Their unique experience and knowledge perfectly positions them to help lead communications efforts, Human Dimensions efforts, and outreach to farming and ranching groups, which are all critical components of the 2017 PPJV Implementation Plan. Given their unique qualifications and their proposal to further expand their efforts to help meet the goals of the PPJV, and the proposed efforts are not the subject of a current award the recipient and project clearly meet the criteria of a sole source agreement. The primary goal of the PPJV and FWS working in the Prairie Pothole states is to protect and restore wetlands and grasslands. Between 80-90% of the prairie pothole region is privately owned, so without inclusion and/or buy-in from private landowners the goals of both the PPJV and FWS within the Prairies will never be realized. Given Delta's experience and standing in the prairies, this agreement will foster new understanding and opportunities for habitat conservation.

Estimated Total Program Funding: $175,000
Expected Number of Awards: 5
Award Ceiling: $40,000
Award Floor: $15,000

III. Basic Eligibility Requirements

Eligible Applicants:

This is a Notice of Intent to award a Single Source Cooperative Agreement to Delta Waterfowl Foundation a 501(c)(3).

Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

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 at http://fedgov.dnb.com/webform. For technical difficulties, contact Dun & Bradstreet by email at: govt@dnb.com, or by calling the Government Customer Resource Center at voice phone: 866-705-5711 or TTY line: 877-807-1679 (hearing impaired customers only). 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 at 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.

Note: The official U.S. government website address for SAM is www.sam.gov. There is NO COST to register in or access SAM.gov. There are third-party vendors who charge a fee in exchange for registering entities in SAM; please be aware that you can register to do business with the U.S. government FOR FREE directly in SAM at www.sam.gov.

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. The Service conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award.

D. Cost Sharing or Matching:

Cost sharing or matching is not 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. The funds used for this single source award are considered discretionary. Delta Waterfowl Foundation must use the SF 424, Application for Federal Assistance form http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. 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 purpose of this agreement is to address actions identified in the 2017 PPJV Implementation Plan and the 2013 PPJV Strategic Communications Plan. Namely, those actions will include outreach to farming and ranching groups; conducting/participating in Human Dimensions and associated activities/research to support PPJV Communications and Conservation objectives; and participating/conducting a variety of Communication activities.

C. Project Narrative

1. **Statement of Need:** Eighty-five percent of the land in the Prairie Pothole Region is privately owned, making landowners key players in wildlife habitat conservation in the region. Thankfully, there are some private landowners in the PPJV who implement conservation actions, whether perpetual conservation easements, habitat restoration, or specific management practices to benefit both their operations and improve wildlife habitat. These landowners recognize conservation programs on private lands can improve the soil, water, and wildlife resources while adding value to their operations. Nevertheless, we need to reach a broader landowner base, understand land-use decisions, and more effectively communicate.

The PPJV, partners, and Service have implemented a number of activities to improve understanding of human decisions (i.e. PPJV provided funding to landowner attitude research project led by Delta); expand communication messaging regarding the value of, and changes on, the prairie landscape (i.e. Prairie Campaign); and the PPJV, along with a landowner led group, hosted several field tours with landowners and decision makers. All of these efforts have been invaluable, yet through adaptation and learning, we recognize we must expand similar efforts to expect greater impact, and the proposed project is an effort in that direction.

However, even though the programs and opportunities listed above show the promise of conservation progress, there is still much to be learned and implemented if we are to truly impact long-term conservation. Long-term impact must start with awareness, and awareness begins with exposure to the problems and threats that continue to impact the future of the landscapes in the PPJV area. With that said, we need to continue past successful efforts, yet we must also take new and different approaches in our efforts and this includes working with Delta as they seek to expand efforts along the "human spectrum."

2. **Project Goals and Objectives:** The long-term, overarching goals of this agreement are to gain a greater understanding of landowner perspectives such that optimal conservation programs that appeal to landowners can be designed and successfully implemented; target outreach using acquired knowledge to specific landowners appropriate for the particular conservation program; and actively work with others to further the implementation of elements in the 2017 PPJV Implementation Plan (e.g. hunter recruitment and retention) and Prairie Campaign goals and objectives. For instance, Delta runs a program called "First Hunt" where in 2015 they held 126 events that included a total of 5,666 participants new to waterfowl hunting, so continuation of this and similar efforts will help address hunter recruitment goals in the PPJV Plan. In addition, assistance by Delta in the finalization of the 2017 PPJV Implementation Plan will be crucial. The specific efforts listed in Item 3 below, will occur throughout the life of the agreement. Information will be collected, synthesized and used to help develop new approaches to conservation in the PPJV. With that said, this agreement (project) is primarily a "people focused" effort, so it's difficult – if not impossible – to assign accomplishment numbers (that actually have real meaning) to most of the activities. Further, additional sources of funding will need to be raised to complete projects, so funds provided in this agreement will help Delta pursue partners, and serve as seed funding for PPJV specific activities.

3. **Project Activities, Methods and Timetable:** The primary activities under the agreement include:

Conduct Human Dimensions & Survey Work to Support PPJV Conservation Objectives - Delta Waterfowl will continue to engage in a variety of survey and human dimensions efforts with the goal of understanding the decision making of private landowners within the PPJV program area. Private landowners (primarily farmers and ranchers) control an enormous amount of the land mass within the administrative area of the PPJV, so understanding perspectives of private landowners as well as eliciting feedback on optimal program design and delivery can significantly augment conservation design and delivery in the program area. This will be an ongoing process of working with partners to further current activities, while also developing appropriate/needed projects.

Outreach to Farming and Ranching Groups - Delta Waterfowl has prioritized outreach to the farming and ranching groups as a core organizational objective understanding that relationships with these groups, and their constituents, is central in the ability to deliver conservation outcomes on private lands. To date, these efforts have informed the design of new innovative conservation programing such as the "Working Wetlands" program in ND. This program demonstrates how this type of engagement can provide significant outcomes. Delta believes these relationships can yield additional insights into designing conservation programing from the vantage point of producers as well as creating new synergies to deliver certain elements of the PPJV's implementation plan particularly those that relate to USDA programs to conserve and enhance wetlands and grasslands. Accordingly, Delta will continue to pursue similar opportunities.

Communications Work - As the PPJV continues to emphasize communications as a central feature of partnership's work, additional partner contributions are necessary to ensure this work meets its desired outcomes. Delta Waterfowl has been a consistent and engaged partner in the communications work of the PPJV to date via work on the PPJV Communications Working group, a partner in the Prairies Campaign, and a contributor and partner in the recent North Dakota Media Tour. Delta Waterfowl will continue to play a key and central role in implementing the communications priorities of the PPJV in the next five years as identified in the 2017 PPJV Implementation Plan and 2013 Strategic Communications Plan.

4. **Stakeholder Coordination/Involvement:** Delta Waterfowl Foundation is a long-standing member of the Prairie Pothole Joint Venture Management Board. The Board consists of 18 members representing Federal, state, and non-governmental organizations. Delta continues to work closely with a number of Board members and other organizations to further the aforementioned activities.

5. **Project Monitoring and Evaluation:** This is a collaborative project(s) with substantial involvement and consistent communication between the USFWS-PPJV and Delta Waterfowl Foundation. As a result, monitoring and evaluation will be addressed in at least a minimum of monthly phone calls. If at any time an "agreed upon task" is at risk of not being completed – for whatever reason – communications will occur between the Project Officers on this agreement. Further, upon completion of any event/project, the respective parties will hold a conference call to evaluate the successes, failures, and areas for improvement. With that said, we will require the recipient to submit financial and progress reports.

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.

A. The US. Fish and Wildlife Service and PPJV Coordinator will:

1. Provide technical and strategic assistance in the development and implementation of activities in fulfillment of this Agreement.

2. Provide leadership and direction specific to the PPJV Implementation and Communication Plans, including participation in meetings/ discussions/committees needed to successfully implement the actions set-forth in this Agreement.

3. Help develop work plans for projects; assist in development of strategic direction on where to focus efforts; develop partnership opportunities to help target communication or conservation actions.

B. The Recipient will:

1. Take the lead in further developing, or partnering with, human dimension projects.

2. Organize, conduct, or participate in outreach activities to farming and ranching groups.

3. Continue to actively serve on various Communications Teams focused on the PPJV or prairies. Seek new opportunities to share information about prairie conservation and issues impacting the PPJV landscape.

Delta Waterfowl Foundation (i.e. "The Recipient") is a non-profit organization who through research, communication and program support seeks to ensure the future of waterfowl populations and waterfowl hunting. Delta is a unique entity located in and working within the Prairie Pothole Region.

<u>Contacts</u>

FWS/PPJV
Casey Stemler (Chief Migratory Birds and PPJV Coordinator)
303-236-4412
casey_stemler@fws.gov

Delta Waterfowl Foundation
John Devney
701-222-8857
jdevney@deltawaterfowl.org

7. **Sustainability:** A large part of this project is to better understand what drives landowner decisions. Gathering and understanding this information should provide for more effective communication and acceptable conservation programs. Consequently, theoretically the sustainability of this effort should last well beyond the agreement.

8. **Literature Cited: N/A**

9. **Map of Project Area:** Efforts will occur in ND and SD, however it is not a physical project that can be identified on a map (the project involves Human Dimension, Outreach, and Communications activities)

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://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. 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/.

Note on Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program on the budget form *separately* from any other requested/secured Federal sources of funding. 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: Recipients that do not have an approved indirect cost rate cannot charge indirect costs to their Federal award. 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]. [Insert either: "A copy of our most recently approved but expired rate agreement is attached. 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." *or* "A copy of our current, approved rate agreement(s) 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 and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. 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 indirect cost rate of [insert rate; must be lower than 10%] of [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 220.68]. We understand that we must notify the Service in writing immediately if we establish an approved rate with our cognizant agency at any point during the award period.
6. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. 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 minimis* indirect cost rate of 10% of modified total direct costs as defined in 2 CFR 200.68. We understand that we must notify the Service in writing immediately if we do establish an approved rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and such changes are subject to review, negotiation, and prior approval by the Service.

7. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. 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. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
8. 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 a flat *de minimis* 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.
- Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct project costs paid by any other Federal funding source or non-Federal partner.
- 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 https://www.fws.gov/grants/atc.html.

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
650 Capitol Mall, Suite 7-400
Sacramento, CA 95814
Phone: 916-930-3803
Email: Through https://www.doi.gov/ibc/contactus/ibcfeedback web form
Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

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 (https://harvester.census.gov/facweb/) 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 at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. The form includes a statement that some of the assurances may not be applicable to your organization and/or your project or program. Signing this form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization.

Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

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 proposal AND the Federal share exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form available at http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

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 narrative**
- ☐ **Timetable**

- ☐ **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.
- ☐ **Conflict of Interest statement,** when applicable.

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

V. Submission Instructions
SUBMISSION DEADLINE: April 19, 2017

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable.

To submit an application through Grants.gov:
Go to the Grants.gov Apply for Grants page (http://www.grants.gov/web/grants/applicants/apply-for-grants.html) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

VI. Application Review Information

Criteria: To be considered for funding, applications must have a focus on waterfowl conservation in the U.S. prairies and furthering the waterfowling tradition. They must have skill and direct experience in facilitating human dimensions work in the prairies; outreach to farmers and ranchers in the prairies; and communication experience on behalf of the prairie and PPJV. This is a Sole Source Award.

Review and Selection Process:

This Single Source package will be reviewed by the Prairie Pothole Joint Venture Coordinator who has over 11 years of experience working on issues within the Prairie Pothole Region and with partners therein. He has no conflict of interest with Delta Waterfowl Foundation as he is not a member of the organization nor does he have a financial interest therein. He will use the specific criteria above to base his decision. Due diligence has been conducted on Delta Waterfowl Foundation to understand any risks (financial or otherwise) this organization may pose. They do not currently present risk, and we do not anticipate that will change into the future. The application package will be reviewed to ensure the required documents are properly completed, goals and objectives of the agreement are articulated and understood, and costs are reasonable to accomplish work. To summarize, the reviewer will follow the "Basic Review Standards" found in part "D" of DOI-AAAP-9.

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.

Prior to award, the Service reviews the selected applicant's statement regarding potential overlap or duplication in terms of activities, funding, or time commitment of key personnel and makes a determination regarding Service funding. Depending on the circumstances, modification of the application, other pending applications, or an active award may be necessary, or the Service might choose to not fund the proposed project.

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. For a copy of the Service's risk assessment form, go to https://www.fws.gov/grants/atc.html.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS; https://www.fapiis.gov/fapiis/index.action) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

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 Service's Standard Award Terms and Conditions are available on the Internet at https://www.fws.gov/grants/atc.html. 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:
Final Reports: Recipients are required to submit final financial and performance reports no later than 90 calendar days after the award period of performance end date or termination date, whichever comes first. For awards lasting 12 months or less, the final reports will be the only financial and performance reports required, except in unusual circumstances or if waived.

Interim Reports: For awards that last longer than 12 months, recipients are required to submit interim financial and performance reports no less frequently than annually and no more frequently than quarterly, except in unusual circumstances or if waived. Requiring a higher frequency of reporting than annual reporting will be based on the Service's assessment of higher or other unusual circumstance. Quarterly and semiannual interim reports are due within 30 calendar days of the reporting period end date. Annual interim reports are due within 90 calendar days of the reporting period end date.

Recipients must use the Standard Form 425, Federal Financial Report for financial reporting, available on the Internet at http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1.

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: The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. 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 also 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to awards with a total Federal share of more than $500,000, except those to individuals and foreign public entities.

VIII. Agency Contacts

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