

Arctic Goose Joint Venture Request for Proposals 2018

KEY DATE: Proposal deadline is 11:59 pm (ET) July 26, 2018

OVERVIEW INFORMATION

Federal Agency Name: U.S. Fish and Wildlife Service, Headquarters

Opportunity Title: Arctic Goose Joint Venture Request for Proposals 2018

Opportunity Number: FWS-DMBM-AGJV-2018

CFDA Number: 15.637, Migratory Bird Joint Ventures

Announcement Type: This is an annual request for proposals from the Arctic Goose Joint Venture

FULL TEXT OF ANNOUNCEMENT

I. Description of Funding Opportunity

Program Description

The Arctic Goose Joint Venture (AGJV) is a partnership-based program under the North American Waterfowl Management Plan (NAWMP) that provides and improves scientific information to support and promote effective management, monitoring, and conservation of northern-nesting geese. The U.S. Fish and Wildlife Service (USFWS, or Service), a partner in the AGJV, administers financial assistance awards (grants and cooperative agreements), purchase orders, and contracts on a competitive basis for projects and studies that advance the general scientific community's understanding of goose ecology and management and is seeking proposals from interested parties.

The USFWS is authorized to support Migratory Bird Joint Ventures through the 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. 661–667e); Fish and Wildlife Conservation Act (16 U.S.C. 2901–2911); Migratory Bird Treaty Act (16 U.S.C. 709a); and Endangered Species Act of 1973, as amended (16 U.S.C. 1531–43).

Department of Interior Priorities

Financial assistance awards through the AGJV directly support Department of Interior (DOI) priorities:

1. *Creating a conservation stewardship legacy second only to Teddy Roosevelt:* The NAWMP is an international accord signed by the U.S. and Canada in 1986 and by Mexico in 1994. The NAWMP, and the AGJV formed under its directive, have helped to sustain abundant waterfowl

populations across North America. Through innovative partnerships combining sound-science, boots-on-the-ground conservation and management delivery, and public and policy engagement, the NAWMP has world-wide recognition as a model to effectively achieve continental-scale wildlife conservation.

2. *Utilizing our natural resources:* The goal of the AGJV is to foster greater research and monitoring of northern-nesting geese for the purpose of improving and refining management of populations defined from a breeding ground perspective. The strategy of the AGJV is to achieve this goal by planning, facilitating, communicating, and coordinating activities directed at improving the information base for northern-nesting geese. Improved information allows for effective management and sustainable utilization of this valuable resource. AGJV supported projects inform management practices which help to improve traditional outdoor activities, such as hunting, indigenous subsistence harvesting, and bird watching, and reduce goose impacts on private agricultural lands, Arctic and subarctic ecosystems, and other landscapes.

3. *Restoring trust in local communities:* The AGJV is a self-directed partnership involving Federal, State, and non-government conservation groups. The AGJV supports research, monitoring, and management at local, regional, and continental scales, which benefit birds, other wildlife, and people in a variety of communities. AGJV projects involve students and individuals throughout all areas of North America and provide unique opportunities to strengthen partnerships and promote mutual interests with indigenous communities throughout Alaska and the Canadian Arctic. The AGJV helps to support sustainable goose populations, which sustain a wide variety of outdoor recreational activities that generate significant economic stimulus in many rural and indigenous communities.

4. *Generating additional revenues to support DOI & National Interests:* The DOI does not fund the entire scope of AGJV projects. The broad-based partnership of the AGJV allows for a very cost effective approach to support research and monitoring activities necessary for the DOI and USFWS. Over its nearly thirty year history, the AGJV has leveraged additional funding support from 88 organizations and an additional 8 dollars for every dollar of federally appropriated funds.

AGJV Research Priorities

The AGJV Strategic Plan (available at <http://www.agjv.ca>) identifies priority research focus areas and current information needs for all AGJV goose populations. Research priorities and goose populations for this funding opportunity were identified by the AGJV Technical Committee and Management Board. Primary consideration will be given to proposals addressing the following research focus areas and goose populations:

1) Development and Improvement of Population Monitoring

The development and improvement of techniques to obtain accurate indices and long-term trends of population abundance, habitat conditions, productivity, and other demographic parameters remain a priority for nearly all AGJV goose populations. The AGJV seeks research that

evaluates or improves current monitoring and assessment methods, particularly those used to derive management indices or assess population status. Projects that evaluate Lincoln estimates are a top priority.

- Brant (Black, Western High Arctic, Atlantic)
- Cackling goose (Midcontinent)
- Canada goose (Atlantic)
- Ross's goose
- Snow goose (Wrangel Island, Western Arctic, Midcontinent)
- White-fronted goose (Midcontinent)

2) Evaluation and Improvement of Harvest Estimates

Harvest data are used to monitor and assess goose populations and hunting regulations, and, in conjunction with band-recovery data, estimate population size using Lincoln estimates. The AGJV seeks research that evaluates current harvest surveys and estimation procedures for potential sources of bias or develops new methodologies to derive harvest estimates. Projects that evaluate or develop methods to differentiate the harvests of Cackling goose versus Canada goose and Ross's goose versus snow goose are a top priority.

- Cackling goose; Canada goose
- Ross's goose; Snow goose

3) Population Status, Population Dynamics, and Ecology of Brant and Emperor Geese

Brant and emperor geese are maritime species that make little use of agricultural land or other human modified habitats compared to other Arctic-nesting geese. These species have specialized habitat requirements, more limited growth capacity, and greater vulnerability to changes and impacts to marine coastal environments. The AGJV seeks research that improves monitoring and assessment techniques of brant and emperor geese and enhances the understanding of the population dynamics and ecology of these maritime geese throughout their annual cycle.

- Brant (Black, Western High Arctic, Atlantic)
- Emperor goose

II. Award Information

The AGJV expects to have up to \$220,000 USD available to support projects. Multiple awards may be issued in the form of Cooperative Agreements, Grants, or Intra-agency Agreements. Individual awards may range from \$5,000 to \$90,000 USD. The AGJV encourages modest funding requests. To be competitive for funding, proposals should provide at least a 1:1 match for AGJV funds, preferably from nonfederal sources. The AGJV is providing one-time funding to projects. Funding will be provided at the beginning of the project, with no commitment to provide future, additional funding.

Multi-year projects will need to demonstrate that the project components identified in the proposal for AGJV funds can either 1) be completed within the period of performance of these funds (i.e., within 3 years from when the purchase order is signed [likely fall/winter 2018/19]) or 2) that additional partner funding will allow for the completion of project components that span multiple years. Multi-year projects have special reporting requirements that must be addressed in both the proposal and in annual summary reports. In the proposal, results that will be attained annually and at the conclusion of the project need to be clearly defined (e.g., sample sizes, progress of analyses, reports and publications).

If AGJV funding is requested as part of a large, multi-faceted study or program with multiple, diverse research objectives and projects, the proposal and budget should focus on the specific project(s) that seek AGJV funding. General proposals including non-AGJV research priorities may not be considered. The specific project(s) and outcomes from the use of AGJV funding need to be clearly identifiable.

USFWS agency personnel have different responsibilities for Cooperative Agreements versus Grants (additional information available at <https://www.fws.gov/grants/index.html>). If a Cooperative Agreement award is made, then substantial involvement on the part of the USFWS is required for the successful completion of the activities to be funded. USFWS substantial involvement would need to be determined before the official award is executed.

III. Basic Eligibility Requirements

Eligible Applicants

All potential applicants are eligible. Applications are encouraged from nonprofit organizations, public and private educational organizations, federal, state, provincial, local, and tribal governments and organizations, foreign governments, and individual companies.

U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

Applicants must ensure that activities occurring outside the U.S. 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 USFWS 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 U.S. 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

To be competitive for funding, proposals should provide at least a 1:1 match for AGJV funds. The match contribution may include cash or in-kind costs directly associated with the proposed work. Proposals with less than a 1:1 match will be considered, but will be ranked lower than comparable projects with a full match. Additionally, proposals using a match contribution which has its origin from other U.S. Government Federal funds will be ranked lower than proposals citing a match funded through non-U.S. Government Federal funds.

IV. Application Requirements

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

A. Application for Federal Assistance Form – Standard Form (SF) 424

Individuals applying on their own (unrelated to any business or non-profit organization s/he may own or operate in his/her own name) must use the SF 424, Application for Federal Assistance- Individual Form (<http://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>). All other applicants 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 & C. Project Proposal with AGJV Budget Form

The AGJV will receive proposals in three categories:

1. Informational - those requesting only technical review, advice on operations, or coordination with other related projects, and for inclusion in AGJV compendia
2. Endorsement - those that are seeking endorsement as an AGJV project, but not specifically requesting AGJV funds
3. Endorsement and Funding - those partially-funded or unfunded projects seeking endorsement by the AGJV and seeking AGJV funds (or seeking AGJV assistance in locating financial cooperators)

Project proposals should follow the format described below and be no more than 10 pages in length.

1. Cover Page: Project Title, Principal Investigator name(s) and affiliation, proposal category (i.e., Informational, Request for Endorsement Only [no funding], Request for Funding and Endorsement), key words, proposal date. Indicate the amount of funding requested.
2. Problem/Issue Statement: What is the problem or issue addressed by the proposed work, in relation to the AGJV research priorities? (see above and AGJV Strategic Plan at <http://www.agjv.ca>).
3. AGJV Goose Population(s) Targeted: The proposal must address one or more AGJV goose populations (see above and AGJV Strategic Plan at <http://www.agjv.ca>).

4. Justification: Explain why the study is needed and cite literature as appropriate. What is the pertinence of the proposal range-wide? What new information will be generated? How will your work contribute to the overall management or conservation of the population(s)? Maximum 1 page.
5. Objectives or Hypotheses: The proposal should have specific and concise objectives or hypotheses to be tested.
 - a. If AGJV funding is requested for only a specific component of a larger study or program, describe how that specific element(s) relates to the larger effort, but do not write a proposal that encompasses the objectives and budget of a much larger program. The proposal and budget should focus on the project component(s) that seek AGJV funding.
6. Study Area: If appropriate, provide a description of the proposed study area boundaries, proposed camp locations, and staging locations.
7. Experimental Design: Planned methods including statistical treatments. This section is critical to determining scientific soundness. Describe all principal field and laboratory methods, specify sample sizes, and provide power analyses if applicable. Also note whether your agency or organization requires that your project be reviewed by your respective Animal Care and Use Committee (ACUC).
8. Anticipated Output: List products or data sets expected to be generated.
9. Management Implications: What is the significance of the work to management of the populations concerned? Be as specific as possible.
10. Literature Cited: As appropriate.
11. Personnel: Briefly describe the role and background of each staff position in the study (<1 paragraph) and include a list of recent publications of the principal investigator(s). Maximum 2 page.
12. Logistical Requirements: If applicable, state needs for camp facilities, aircraft support, or other special resources, including dates needed (for assessment of potential cooperative efforts and shared support).
13. Timing: Beginning, milestone, and completion dates of project activities.

14. Budget: Use the budget format provided below. Include personnel, travel, equipment/capital, contractual, and indirect costs, total annual costs, and total project costs (for multi-year projects). List all funds currently secured for the project, funds applied for, and cooperators. Proposals submitted for endorsement only need to only provide the total anticipated costs by funding source, not a detailed breakdown.

The AGJV will not consider a proposed project that is partially funded and not likely to achieve project objectives, or engage in negotiating a reduced or increased funding request. The evaluation team will scrutinize budgets in detail and will recommend either funding the request as submitted or not funding the project. Therefore, give a complete and accurate assessment of the costs directly related to the proposed project.

15. Matching funds: Match requirements are a minimum of 1:1 and need to be identified in the proposal. Include matching contributions ONLY if there is a high likelihood you will indeed receive them. If part of a larger study, include ONLY the costs directly relevant to the study element being considered for AGJV funding. Acceptable matching contributions include real purchases as well as in-kind costs (e.g., full time agency staff or tenured professor's salaries, student or technician salaries covered by other sources) provided they are reasonable and commensurate with the particular study element. For example, if the proposal is to add or augment an element to an existing study, you may pro-rate a portion of the total costs for, say, maintaining a field camp. Requests for salaries of principal investigators, students or technicians are acceptable provided they are reasonable and commensurate with the person's involvement in the particular study element. Indicate the actual time the person will spend on the project (e.g., 4 weeks @ \$800/wk).
16. Letters of commitment: Attach any letters of commitment from funding cooperators, endorsements, or other documentation in support of the proposal.

Note: The entire proposal should be submitted as one file in MS Word Format, not multiple files. The budget table should be incorporated into the proposal document, not submitted as a separate attachment.

Annual summary reports and contribution and expenditure reports are required annually for all projects endorsed by the AGJV. A form with the required information will be made available from the AGJV Coordinator. The Coordinator will distribute the form prior to the annual fall AGJV meeting.

ANNUAL BUDGET (U.S. Dollars)		Other (Non-AGJV) Funding Sources (Indicate in-kind contributions in italics) (*Add as many columns as needed)					
<i>Expense category with examples</i> (*add or delete rows/items as needed)	AGJV						TOTAL
<i>Status of funding</i> (i.e., secured, highly probable, requested)	Requested						
<i>Personnel</i>							
PI salary (name: xx weeks @ \$xxx/wk)							
Field staff (xx weeks @ \$xxx/wk)							
<i>Travel/accommodations</i>							
Commercial travel							
Chartered aircraft (xx hrs @ \$/hr)							
Lodging (xx days @ \$/day)							
Freight							
<i>Materials/equipment</i>							
Transmitters and telemetry equipment							
Surgical supplies							
Camping gear							
Fuel							
Food							
Boats/motors							
Capture gear							

Contractual							
Veterinary services							
ARGOS data acquisition and processing							
Vehicle/vessel charter							
Laboratory analyses							
Indirect Cost/Overhead charge							
Is this indirect cost required by your agency/organization? Indicate yes or no; if yes, provide justification.							
TOTALS by funding source							
RATIO of matching contributions to requested AGJV funds =							
RATIO of <u>non-US-Federal</u> matching contributions to requested AGJV funds =							

FOR MULTI-YEAR PROJECTS (this should include in-kind costs noted in above table)				
Funding source	2018	2019	2020	TOTAL
AGJV				
Other				
Other				
Other				
Other				
Annual totals				

D. Budget Form – SF 424A

In addition to the AGJV Budget Form (above), complete the Budget Information for Non-Construction Programs (SF 424A). The SF 424A budget form is available 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

If applicable:

1. If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.
2. Indirect costs may be requested only if they are beyond the control of the applicant; for example, mandatory agency overhead charges (indicate as "YES" in AGJV Budget Form and provide justification as described below in "Required Indirect Cost Statement").

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 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 (NICRA) 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.

G. Assurances – SF 424B

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 Non-Construction Programs (SF 424B). 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. Applicants must notify the Service in writing in their application if any key project personnel, including subrecipient and contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the application. Upon receipt of such a notice, the Service program, 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 disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

J. Required Overlap/Duplication Statement

Applicants must provide a statement that addresses if there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application. Applicants must also state if the proposal submitted for consideration under this program is/is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non-Federal). If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (entity name and program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be

duplicative of the funding requested from the Service, applicants must notify the Service point of contact for this funding opportunity immediately.

Application Checklist

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

- ☐ **IV-A. SF 424, Application for Federal Assistance**
- ☐ **IV-B & C. Project Proposal with AGJV Budget Form**
- ☐ **IV-D. SF 424A, Budget Form**
- ☐ **IV-G. SF 424B, Assurances Form**

AND IF APPLICABLE:

- ☐ **III. 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.
- ☐ **IV-E. Budget Justification**
- ☐ **IV-E. Federally-funded equipment list**
- ☐ **IV-E. Indirect cost statement**
- ☐ **IV-E. NICRA:** A copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **IV-F. 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.
- ☐ **IV-H. SF LLL form:** Disclosure of Lobbying Activities form.
- ☐ **IV-I. Conflict of Interest disclosure**
- ☐ **IV-J. Overlap/Duplication statement**

V. Submission Instructions

Submission Deadline

Proposals must be submitted to the contacts below by 11:59 pm (ET) July 26, 2018.

To Submit an Application

The recommended proposal submission process is via email to the contacts below. Applicants should send application via email with an automatic notification of delivery receipt to confirm that they are received. We recognize that some applicants may not have access to email and in those cases we will accept proposals by fax or mail. Should you wish to submit a proposal via fax or mail, you must call the contacts below to inform them that you have submitted a proposal by fax or mail. Proposals submitted after the specified deadline will not be considered for

evaluation. It is the responsibility of the recipient to ensure receipt of their proposal by the deadline. The Service bears no responsibility for misplaced or mishandled proposals when the recipient did not alert the contact to the incoming proposal and method of transmission prior to the submission deadline.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms must be signed by your organization's authorized official. The Signature and Date fields on some standard forms downloaded from Grants.gov may be pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

Intergovernmental Review

Before submitting an application, U.S. state and local government applicants should visit the following website (https://obamawhitehouse.archives.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.

Submit proposal applications to both contacts below (email preferred):

Joshua Dooley
U.S. Fish and Wildlife Service
Division of Migratory Bird Management
1211 SE Cardinal Court, Suite 100
Vancouver, WA 98683-9684
Phone: 360-604-2564
Fax: 360-604-2505
Email: joshua_dooley@fws.gov

Deanna Dixon
Canadian Wildlife Service
9250 – 49 Street NW
Edmonton, Alberta T6B 1K5

Canada

Phone: 780-951-8652

Email: deanna.dixon@canada.ca

VI. Application Review Information

Criteria

It is important for applicants to review the evaluation criteria that will be used to score proposals received as well as the reasons for rejection or low scores (see below). Additionally, projects with proven methodology and a high likelihood of success will likely score higher than projects with untested methodology and high risk factors (e.g., unsecured funding, unproven technology, dependent on certain weather conditions, etc.).

Evaluation Worksheet for AGJV Proposals		
Proposal #:		
Proposal Title:		
CRITICAL CRITERIA Does the study address a population identified in the AGJV Strategic Plan? If not, the proposal will not be considered further. Scoring Criteria: Range of 1 to 10 where 1 = weak - meets very few criteria in Evaluation Category; 5 = average - meets most criteria in Evaluation Category, but exceptional in few of them; 10 = strong - meets all criteria at consistently high level		
EVALUATION CATEGORY	Score for Category (1 - 10)	Relative Weight of Category
Management/Conservation Considerations		4
Does this proposal address an AGJV focal area identified in the current Strategic Plan? How well is it addressed?		
Does this proposal address priority Information Needs identified in the current Strategic Plan Matrix for AGJV populations? How well is it addressed?		
Does the proposal address a population whose abundance is currently inconsistent with its objective, as defined in the NAWMP?		
Does this study provide new insight for management?		
Will the results be applicable to a single or several species? Is the knowledge relevant locally or range-wide? Studies of broad applicability will tend to be rated more highly than those of local interest.		

For multi-year studies, is the need for multiple years well-justified, and is the project of such high priority that it warrants committing funds into the future?		
NOTE: Failure to achieve 5/10 means that the proposal does not continue in the ranking process and may be a candidate for resubmission with revisions		
Methodology and Approach		3
Are objectives clear?		
Are the objectives realistically achievable?		
Is the general approach appropriate and presented / justified logically?		
Are the methods appropriate?		
Are sample sizes adequate?		
Is the schedule realistic?		
Is the study being conducted in an appropriate location?		
Is the proposal adequately researched and is relevant literature cited?		
NOTE: Failure to achieve 5/10 means that the proposal does not continue in the ranking process and may be a candidate for resubmission with revisions		
Funding Considerations		1.5
Is the study cost efficient and realistic (i.e., is logistical infrastructure in place that will make efficient use of AGJV contributions?)		
Is there a substantial match of funding (not <i>in-kind</i>) contributions? (i.e., are we maximizing the use of AGJV funds?)		
Are the requested budgetary items appropriate? (This refers to consideration of all the things listed in the budget. For example, the reviewer could consider things like "why are they requesting salary for 12 months of a grad student, when the project will only occupy half of her time?")		
What proportion of matching funds are secured?"		
Other Considerations		1.5
Does the study significantly complement other ongoing studies (i.e., is there an added value to the study?)		
Does the study involve multiple partners (providing <i>in-kind</i> contributions)?		
Will this study bring on new partners to the AGJV?		
Is this a one-time opportunity (i.e., a unique chance to leverage		

AGJV funds)?		
Do Principal Investigators have a proven track record of successful investigations (e.g., will results be communicated effectively and in a timely manner?)?		
Is the proposal complete and does it conform to the required format (e.g., maximum length)?		
	OVERALL SCORE	

Review and Selection Process

Proposals will be given full review, evaluated, and scored by the AGJV Technical Committee. Evaluation scores will be used as a primary basis for ranking proposals, along with considerations for the most efficient use of AGJV funds. The AGJV Technical Committee will make an endorsement recommendation and priority funding designation, if required, to the AGJV Management Board. The AGJV Management Board will make final funding decisions.

VII. Award Administration

Award Notices

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.

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 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.

VIII. Agency Contact

Contact the following individual for questions about the application process:

Joshua Dooley
U.S. Fish and Wildlife Service
Division of Migratory Bird Management
1211 SE Cardinal Court, Suite 100
Vancouver, WA 98683-9684
Phone: 360-604-2564
Fax: 360-604-2505
Email: joshua_dooley@fws.gov