U.S. Fish and Wildlife Service
Region 6 Migratory Birds, Bird Habitat Conservation

Bird Habitat Conservation
Catalog of Federal Domestic Assistance (CFDA) Number: 15.655

Notice of Funding Opportunity

I. Description of Funding Opportunity

A skilled staff is needed to conduct targeted surveys for Pinyon Jays, locate nesting colonies, and assess habitat structure and condition. This research is critical to inform various aspects of pinyon-juniper habitat management which is vital to maintaining robust populations of species protected by the Migratory Bird Treaty Act.

This award is being awarded through the Migratory Bird, Monitoring, Assessment, and Conservation program in accordance with 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; Migratory Bird Treaty Act, 16 U.S.C. 709a. Experienced staff able to complete the duties described herein and in the Project Summary is necessary to ensure rigorous study design, efficient implementation, and health and safety of the Pinyon Jays. This project is critical to the FWS' understanding of population status and habitat requirements for Pinyon Jays, which are on the FWS' Birds of Conservation Concern list. The management responsibility for these birds is delegated to the Fish and Wildlife Service by the Secretary of the Interior.

II. Award Information

This is a notice of intent to award a single source cooperative agreement to the Utah Division of Wildlife Resources in accordance with Department of Interior Policy 505 DM2, Section 2 (4) "Unique Qualifications", which allows for award without competition to an applicant. This recipient and project meet this criterion due to the fact that UDWR is highly-experienced with research on forest birds, especially in FWS Region 6 and across Utah, and can effectively and efficiently survey pinyon-juniper habitat for Pinyon Jays.

Total anticipated amount of the award: $99,000
Award ceiling amount: $49,000
Award floor amount: $25,000

This project should be considered a Cooperative Agreement with substantial involvement by the FWS Project Officer and other Migratory Bird Program staff. The Project Officer will work closely with UDWR and serve as an integral partner with UDWR.

The U.S. Fish and Wildlife Service (Service) will be substantially involved in projects under this funding opportunity. In particular, the Service will be responsible for the following:

- UDWR staff will serve as the Principal Investigator (PI) unless otherwise noted
- Recruit qualified seasonal field technicians to conduct the field research in collaboration with UDWR permanent staff

- Provide annual reports to the FWS Project Officer

The FWS, in collaboration with UDWR, will cooperatively:

- develop work plans for each aspect and year of the project
- identify locations for work to occur
- assist with UDWR staff in implementation
- assist with publishing results

III. Basic Eligibility Requirements

Eligible Applicants:

This is a Notice of Intent to award a Single Source Cooperative agreement to Utah Division of Wildlife Resources.

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 match 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. Because these are discretionary funds for a single source award, UDWR must use the Standard Form (SF- 424, Application for Federal Assistance form (http://apply07.grants.gov/apply/FormLinks?family=15). 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
Title: Assessment of population status and habitat requirements of Pinyon Jays in Utah.
Geographic Location: Utah
Need: Pinyon Jay is a species of high conservation concern identified by the Service in the Birds of Conservation Concern (BCC) list and is a national and state conservation priority. The species is experiencing significant and rapid population declines with range wide annual declines of 3.7% from 1967-2015 and an overall population loss of about 83.5% from 1967-2015, according to the USGS-lead Breeding Bird Survey. The species has been unstudied across most of its range with only limited information on where the species occurs and little to no information on habitat requirements. Habitat use varies throughout the annual cycle and changes with bird resource needs, i.e. nesting, foraging, caching food, roosting, among others. There are no known studies of Pinyon Jays in Utah, which supports approximately 20% of all Pinyon Jays. There is also extensive habitat management underway across Utah that directly impacts habitat preferred by Pinyon Jays for nesting and foraging. An assessment of the status of Pinyon Jays across Utah will provide significant information on not only where the species occurs, but ideally provide information on habitat occupancy and habitat requirements. Through surveys, ideally nesting colonies are located, which will be noted for future monitoring and habitat surveys after nesting is completed. Through locating breeding birds, an assessment of habitat requirements can be conducted via surveys and allow for research to monitor jay flocks as they move around their home ranges (7,400-14,800 acres) throughout the annual cycle. Location and habitat information will also be used to develop and refine models to predict jay occurrence and inform ongoing and future management of pinyon–juniper habitat.

C. Project Narrative

1. **Statement of Need:** The Service needs information on Pinyon Jays; however with little known about the species range wide, and essentially nothing known about the species in

Utah, initial surveys are required to establish baseline information for more detailed surveys and assessments of the life history of the species. The species is experiencing significant and rapid population declines with range wide annual declines of 3.7% and an overall population loss of about 83.5% from 1967-2015. Pinyon Jays prefer pinyon-juniper woodlands throughout its range and primarily use this habitat throughout the annual cycle. Significant acreages (>100,000 acres per year) of pinyon-juniper habitat is being manipulated and/or removed from across the jays' range in major efforts to manage for other target species using management objectives with little to no consideration for species in greater decline and conservation concern than the species that the habitat is being managed for. In order to understand why the species is declining, inform and guide future management to reduce and or reverse observed population declines while working in concert with other management objectives, and prevent additional federal protection, research is needed to understand the species and its habitat requirements.

Researchers in Nevada and New Mexico have been studying Pinyon Jays for nearly 15 years, but these studies are the only significant and/or long-term studies of the species range wide. These researchers have provided significant experience and knowledge to inform how to develop and conduct a survey project for Pinyon Jays in Utah. This information is critical to ensuring success in this project.

2. **Project Goals and Objectives:** The long-term goals of the project are to understand habitat requirements for Pinyon Jay. Our projects objectives are to: 1) identify locations of Pinyon Jays during the breeding season, 2) assess behavior and identify nesting colonies, 3) assess habitat use and requirements for the species, and 4) develop/refine management guidelines for pinyon-juniper woodlands with broad implications across the Southern Rockies-Colorado Plateau region of FWS' Region 6. This agreement will provide funding to conduct jay surveys across much of Utah.

3. **Project Activities, Methods and Timetable:** The primary activities under this agreement are to survey for Pinyon Jays, locate nesting colonies, and assess habitat structure in home ranges of the jay in the Southern Rockies-Colorado Plateau of Region 6, in Utah. The Service is initiating a study to identify where Pinyon Jay flocks occur in Utah, in order to quantify habitat preferences of the species and provide science-based guidance to managers. Field methodology involves visiting locations where it's likely we may be able to find Pinyon Jays. The species is very cryptic during the nesting season, so multiple visits to potential sites may be required to locate birds, if they are present. Subsequent surveys will be required to follow birds and locate nesting colonies and roost sites, among other habitats used by the species for different activities. Research will begin in spring 2019 with surveys being conducted from March-June with anticipated completion of the project in fall 2021. Region 6 Project Officer will be heavily involved with the project as well, from the logistics planning to implementation, and subsequent publication of results.

4. **Stakeholder Coordination/Involvement:** We will be coordinating with all appropriate Utah Division of Wildlife Resources employees. We will also be coordinating with other federal entities (e.g. Bureau of Land Management, U.S. Forest Service) and private

landowners in the development of this project. UDWR and the Service will continue to coordinate closely as we plan out logistics, seek permission for access to potential study sites, and implement work. Close coordination with our state, federal, and private partners is key to the success of this project.

5. **Project Monitoring and Evaluation:** Given the collaborative nature of this project, and the critical timing windows for conducting bird surveys, the Service will be in constant communication with UDWR. The Region 6 Project Officer and other Service personnel will be thoroughly involved in the implementation of this project, so we will be monitoring the achievement of the project's goals/objectives firsthand. Timing and communication is critical throughout this entire process, so we will monitor progress continually throughout the agreement period. We will require interim financial and interim progress reports annually, although we will be in constant communication with UDWR throughout each year. Throughout the field season, we will be assessing success or failure in locating Pinyon Jays and ways to increase efficiency in the survey protocol. We will also communicate with researchers in New Mexico and Nevada seeking advice and input on our survey efforts and results in order to be more efficient and effective in the field.

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.

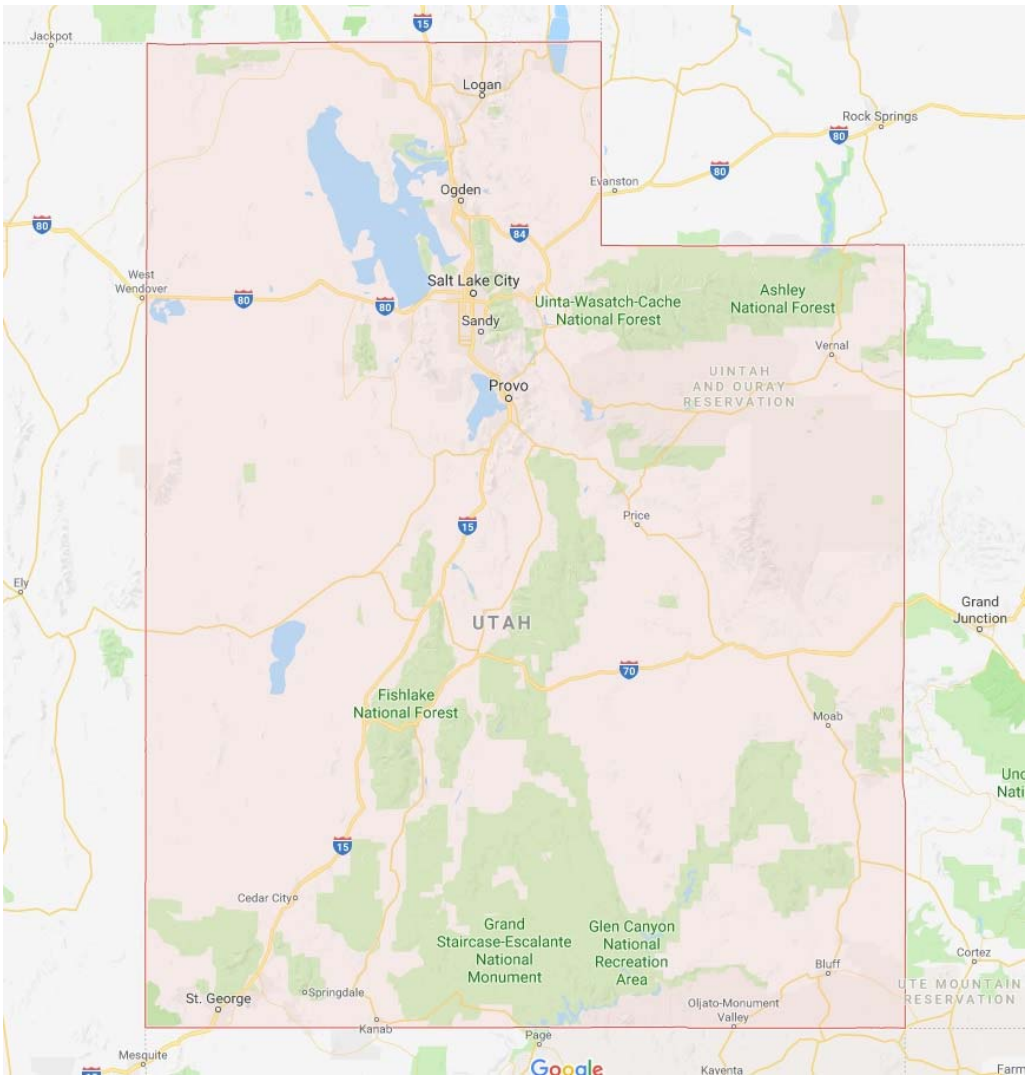
   Scott Gibson is an experienced avian ecologist with the Utah Division of Wildlife Resources. Scott specializes in bird surveys and habitat assessment and has spent 10 years in Utah conducting bird surveys in remote locations across the state. He has also supervised many field crews and seasonal technicians in conducting bird surveys in Utah.

   UDWR and FWS staff members have jointly developed survey protocol to locate and monitor Pinyon Jays. UDWR will be responsible for all field activities outlined in this agreement, with significant oversight and involvement from the Project Officer and Service personnel. Scott Somershoe, Land Bird Coordinator, Region 6, Migratory Bird Program, Bird Habitat Conservation; scott_somershoe@fws.gov, (303-236-4201) will be the Project Officer and will have significant involvement with this project.

7. **Sustainability:** This project will not extend past the fall of 2021. The Region 6 Project Officer will act on the results achieved. We do not anticipate future activities to be funded that adhere to the goals and objectives listed under this agreement.

8. **Literature Cited:** n/a

9. **Map of Project Area:** Work under this agreement will occur in FWS Region 6, specifically, Utah.



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:

2. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [16%]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.

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. 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

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

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

V. Submission Instructions
SUBMISSION DEADLINE: June 29, 2018

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.

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. Completed applications may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity. Please select **ONE** of the submission options:

To submit an application by mail:
Number all pages of your printed application. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete application to the Service program point of contact identified in the Grants.gov funding opportunity.

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 the standard forms downloaded from Grants.gov are 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.

To submit an application by e-mail:
Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to the Service program point of contact identified in the Grants.gov funding opportunity.

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 the standard forms downloaded from Grants.gov are 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.

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, UDWR must submit a proposal by the Submission Deadline. The proposal must include all items required in the Application Checklist.

This award will be reviewed and evaluated by the Project Officer for this award. As this will be a single source award, no selection process is involved.

Review and Selection Process:
This award will be reviewed and evaluated by the Project Officer for this award. As this will be a single source award, no selection process is involved.

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.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

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.

Special Award Terms and Conditions: None

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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