

Federal Financial Assistance Application Submission Instructions

The instructions provided below should only be used for submitting federal assistance applications for FY17 State/Interstate ANS Management Plan (SIANSMP) Grant Program Funds.

This Program has a two stage application process (see Section V of the NOFO for more details).

- Stage One is the “Preliminary National Review” and is managed by the Service Headquarters office.
- Stage Two is the “Regional Office Review and Grant Processing” and is managed by the Service Regional Offices.

FORMS AND DOCUMENTS

Stage One Application Requirements: Preliminary National Review

Eligible entities must submit a preproposal that contains:

1. **Grants.gov Funding Opportunity Number;**
2. **Program narrative** that outlines the ANS Management Plan activities to be conducted with the requested funding, including:
 - a. Narrative description of each activity pertaining to zebra and/or quagga mussels or other aquatic invasive species and the funding requested;
 - b. A linkage of each activity to its designated action within the SIANSMP implementation table;
 - c. A prioritization of all the proposed activities; and
 - d. A timeline for the performance of each activity in the preproposal.
3. **A Budget in tabular form** (MS Word or Excel Spreadsheet is acceptable; SF 424A Budget Information for Nonconstruction Programs can also be used but is not necessary at Stage One): Budget must show individual entries for each proposed activity as well as Federal and nonfederal cost share (25 percent) and that administrative costs will not exceed 5 percent of the total budget (See Section III (B)(4) of the NOFO).
4. **Budget narrative:** Brief narrative describing how the budget numbers were derived.

Preproposals must be submitted in Microsoft Word or other Microsoft Word compatible format and should be approximately three pages in length. Preproposals must be submitted directly to the Grant Program Manager (see application submission below). Do NOT submit preproposals through Grants.gov. See Section V of the NOFO for full application submission instructions.

Stage Two Application Requirements: Regional Office Review and Grant Processing

The Service’s Headquarters AIS office will notify applicants in writing, via a funding announcement letter, when they are approved to move to Stage Two and submit a complete application.

All applicants must submit the documents detailed in Section IV of the NOFO. The Service’s Regional AIS Coordinators, along with the Regional Contracting staff, will assist applicants with the remaining part of the grant process before any funding can be awarded (see Section VIII of the NOFO for Regional contact information). Please note that the grant process procedures may vary depending on the Service Region managing your award. Your grant Notice of Award will identify the award number, the performance period (start and end dates), and describe the project activities and budget approved under the award. It will also define the general Terms and Conditions and performance reporting requirements of the award.

- All application packages should include, at a minimum, the lasted version appropriate federal forms: SF424, 424A and 424B for nonconstruction projects.

- Be sure to include the following Catalogue of Federal Domestic Assistance (CFDA) information on the SF424 form: 1) CFDA Number: 15.608 and 2) CFDA title: Fish and Wildlife Management Assistance.
- A list of the any other federal forms and additional application materials can be found in the Notice of Funding Opportunity (NOFO) F17AS00128, titled “2017 State/Interstate Aquatic Nuisance Species Management Plan Grant Program.”

APPLICATION SUBMISSION

Stage One: Preliminary National Review

Preproposals must be sent by email to this Program’s Grant Manager in the Service’s Headquarters Aquatic Invasive Species (AIS) office:

Donald R. MacLean
U.S. Fish and Wildlife Service
Division of Fish and Aquatic Conservation
Branch of Aquatic Invasive Species
USFWS HQ MS: FAC
5275 Leesburg Pike
Falls Church, VA 22041 3803
Phone: (703) 358 2108 Fax: (703) 358 2487
Email: don_maclean@fws.gov

Stage Two: Regional Office Review and Grant Processing

The Service’s Headquarters AIS office will notify applicants in writing when they are approved to submit a complete application. Do NOT submit complete application documents until you have received approval from the Service to do so. Each State will work with the appropriate Regional AIS Coordinator listed below for Stage Two:

U.S. Fish and Wildlife Regional Aquatic Invasive Species Coordinators

Region 1: Pacific Region (HI, ID, OR, WA, Pacific Islands)

Linda Beck
U.S. Fish and Wildlife Service
911 NE 11th Ave.
Portland, OR 97232
Phone: (503) 736 4722
Cell: (503) 539 9577 Fax: (503) 231 2062
Email: linda_beck@fws.gov

Region 2: Southwest Region (AZ, NM, TX, OK)

Barak Shemai
Aquatic Invasive Species Coordinator
U.S. Fish and Wildlife Service
P.O. Box 1306
Albuquerque, NM 87103 1306
Cell: (505) 366 9565
Email: barak_shemai@fws.gov

Region 3: Great Lakes Big Rivers Region (IA, IN, IL, OH, MI, MN, MO, WI)

Amy McGovern
U.S. Fish & Wildlife Service
Email: amy_mcgovern@fws.gov
Location until early March, 2017:
Liaison to the Great Lakes Nat'l Prog. Office
U.S. EPA
77 W. Jackson Blvd., G 17J
Chicago, IL 60604
(312) 886 1474
Cell: (312) 718 7239
FAX: (312) 697 2601

Region 4: Southeast Region (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, Puerto Rico and the Virgin Islands)

Cindy A. Williams
Regional Fisheries Program Supervisor
US Fish & Wildlife Service
Fish & Wildlife Conservation Offices, Fish Technology & Fish Health
1875 Century Blvd, 4th Floor
Atlanta, GA 30345
(404) 679 4148 FAX: (404) 679 4141
Email: cynthia_williams@fws.gov

Region 5: Northeast Region (CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV)

Sandra Keppner
U.S. Fish & Wildlife Service
Lower Great Lakes Fish & Wildlife Conservation Office
1101 Casey Road
Basom, NY 14013
Work: (585) 948 5445 (x 7039)
Email: sandra_keppner@fws.gov

Region 6: Mountain Prairie Region (CO, KS, MT, ND, NE, SD, UT, WY)

Joanne Grady
U.S. Fish & Wildlife Service
P.O. Box 25486 DFC
Denver, CO 80228
Work: (303) 236 4519
Email: joanne_grady@fws.gov

Region 7: Alaska Region

Aaron Martin
U.S. Fish and Wildlife Service
Alaska Regional Office
1011 East Tudor Road
Anchorage, AK 99503
(907) 786 3510 FAX: (907) 786 3848
Email: aaron_e_martin@fws.gov

Region 8: Pacific Southwest Region (CA and NV)

Ronald Smith
U. S. Fish and Wildlife Service
Pacific Southwest Region
850 S. Guild Ave., Suite 105
Lodi, CA 95240
Work: (209) 334 2968 (x 321)
Email: ronald_smith@fws.gov