OMB Control No. 1018-0109
Exp.: 11/30/2018

U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program

State Wildlife Grants Program
Catalog of Federal Domestic Assistance (CFDA) Number: 15.634

Paperwork Reduction Act Statement. We are collecting this information in accordance with Consolidated and Further Continuing Appropriations Act, 2015 (P. Law 113-235) and subsequent Appropriation Acts that include funding for the State Wildlife Grants program. Your response is required to obtain or retain a benefit. We will use the information you provide to evaluate you application for potential award of Federal funding through this program and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We estimate that it will take you about 37 hours to complete an initial application, 3 hours to revise the terms of an award, and 8 hours to prepare and submit performance reports, including time to maintain records, and gather information. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

Notice of Funding Opportunity and Application Instructions

Federal Agency Name:

Department of the Interior
U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program

Announcement Type:

Announcement of availability of grants for fiscal year (FY) 2016 and application instructions.

Funding Opportunity Title: State Wildlife Grants Program

Funding Opportunity Number: F16AS00053

Catalog of Federal Domestic Assistance (CFDA) Number: 15.634

Dates: Complete grant application packages are due to your Regional Wildlife and Sport Fish Restoration (WSFR) Office (see table on pages 10 and 11) no later than August 31, 2017.

I. Description of Funding Opportunity

The State Wildlife Grants Program provides States, the District of Columbia, Commonwealths, and territories (States) Federal grant funds for the development and implementation of programs for the benefit of wildlife and their habitats, including species that are not hunted or fished. Eligible activities include both planning and implementation. Planning activities must contribute directly to the development or modification of the State's current Wildlife Action Plan (Plan) approved by the Director of the U.S. Fish and Wildlife Service (Service). Implementation

activities are activities that a State intends to carry out to execute their Plan. Priority for use of these funds should be placed on those species of greatest conservation need and take into consideration the relative level of funding available for the conservation of those species. Ineligible activities include wildlife education and law enforcement activities, unless the law enforcement or education component is a minor or incidental activity which is considered critical to the success of a project. Additional information about the State Wildlife Grants Program is on the web at http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG.htm. If you do not have access to the Internet and would like to receive information by mail, contact the Service point of contact identified in the Agency Contacts section below.

II. Award Information

A. Apportionment Formula:

The State Wildlife Grants Program is funded through annual appropriations of Congress which may vary from year to year. After the deduction of administrative expenses the funds are apportioned using the following formula: the District of Columbia and the Commonwealth of Puerto Rico will each receive a sum equal to not more than one-half of 1 percent; the territories of American Samoa, Guam, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands will each receive a sum equal to not more than one-fourth of 1 percent. The remaining must be apportioned in the following manner, one-third of which is based on the ratio to which the land area of such State bears to the total land area of all such States, and two-thirds of which is based on the ratio to which the population of such State bears to the total population of all such States. No State must be apportioned a sum which is less than one percent of the amount available for apportionment for any fiscal year or more than five percent of the apportionment. The final State Wildlife Grant apportionments to States can be found on the web at:http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG_Funding.htm.

B. Funding Restrictions:

A. A State must have a current Wildlife Action Plan that is approved by the Director of the U.S. Fish and Wildlife Service or a revised Plan that has been submitted to a Regional Review Team for review.

B. When submitting a State Wildlife Grants application, a State must clearly indicate how the proposed grant objectives address one or more of the conservation needs identified within its Wildlife Action Plan.

C. Per House Report 109-080, written to accompany HR 2361 for FY 2006 appropriations, "Funds made available under this account should be added to revenues from existing State sources and not serve as a substitute for revenues from such sources."

D. Under certain conditions, State Wildlife Grants Program funds may be used for education and law enforcement activities. In order for education or law enforcement actions to be eligible, they must constitute a minor portion of a project, must be critical to the project's success, and must specifically address a threat or issue identified within the State's Plan. "Minor" is considered no more than 10 percent of a project's total cost.

E. State Wildlife Grants Program funds may not be used for projects that will specifically initiate, encourage, or enhance wildlife-associated recreation.

F. State Wildlife Grants Program funds may not be used to pay for the establishment, publication and dissemination of regulations that a State issues pertaining to the protection and utilization of fish and wildlife resources. This includes laws, orders, seasonal regulations, bag limits, creel limits, license fees, etc. This does not prohibit the scientific collection of information needed to support management recommendations.

G. State Wildlife Grants Program funds may be used to address nuisance wildlife or situations involving damage caused by wildlife only if their emphasis is the conservation of Species of Greatest Conservation Need (SGCN) and/or their habitats as indicated within a State's Plan.

H. State Wildlife Grants Program funds may be used to conduct environmental reviews, habitat evaluations, permit reviews related to Section 404 of the Clean Water Act, and similar functions necessary to protect wildlife habitat if the emphasis is the conservation of SGCN and their habitats as indicated within a State's Plan.

I. Generally, only expenses incurred and budgeted during the period of performance are reimbursable; the period of performance begins with the effective date established at the time the grant is approved. However, a State may request reimbursement for pre-award costs for certain necessary expenses detailed in the grant. Pre-award costs are those incurred prior to the approval of the grant where such costs are necessary to comply with the proposed period of performance. Such costs are allowable only if the grant is awarded and only to the extent that they would have been allowable if incurred after the date of the award and only with the written approval of the awarding agency (2 CFR 200.458).

J. Congress intends the Plans to be adaptive to new information or circumstances. As such, State Wildlife Grants Program funds may be used to respond to emerging or crisis situations that are not represented within a Plan. However, within the grant application or amendment, the State must fully describe the emerging crisis situation and indicate if funds must be reallocated from efforts already underway, identify the species or habitats that will benefit from the proposed action, and commit to monitoring the effectiveness of the proposed conservation action so future management activities can be appropriately adapted. Finally, the State must commit to incorporating this new priority within the next version of its Plan, if it remains an emerging or critical issue. Grant applications or amendments that include issues not identified within a Plan must be reviewed by the Assistant Regional Director (ARD) for Migratory Birds and State Programs or an official in a similar position associated with WSFR for approval. If the ARD or official finds that the project is not eligible, the decision may be appealed to the Regional Director.

K. State Wildlife Grants Program funds may not be used for mitigating fish or wildlife habitat losses, where the obligation to mitigate is incurred by another Federal agency, State agency, or private entity; nor may the value of property purchased with State Wildlife Grants Program funds be used for similar purposes.

III. Basic Eligibility Requirements

Eligible Applicants: Eligibility is limited to agencies with lead management responsibility for fish and wildlife resources in each of the 50 States, the District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of American Samoa, Guam,

and the U.S. Virgin Islands. Applicants must have a Plan that has been approved by the Director of the U.S. Fish and Wildlife Service, or a revised Plan that has been submitted to a Regional Review Team for review.

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). 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 online at http://fedgov.dnb.com/webform. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM:

Register in SAM online at http://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.

C. Excluded Entities:

Applicant entities 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.

D. Cost Sharing or Matching:

For the States, the District of Columbia, and the Commonwealth of Puerto Rico, the Federal share of planning grants shall not exceed 75 percent of the total project cost, and the Federal share of implementation grants shall not exceed 65 percent of the total project cost. In accordance with 48 U.S.C. 1469(a), the Regional Director will waive the first $200,000 of match requirement for each project from the Commonwealth of the Northern Mariana Islands and the territories of Guam, the U.S. Virgin Islands, and American Samoa.

1. **Planning Grants**: For the purposes of this program, three types of activities qualify as planning actions and are eligible for the planning match ratio (75% Federal/25% State). These include:

a) Efforts to update, modify, or revise a State's Plan. This category of planning activity includes the writing, printing, production, and distribution of either the complete Plan or portions of the Plan such as online documents, excerpts, or summary publications;

b) Efforts to collect public opinion information or input, via surveys, polling, public meetings, focus groups, or other methodologies, that will be used to guide State efforts to update, modify, or revise its Plan; and

c) Processes, such as coordination meetings that build or strengthen collaboration between the State and partners (Federal, State, Tribal, industry, private, and others) as they work to update, modify, or revise their Plan.

2. **Implementation Grants:** All other activities eligible for funding under the State Wildlife Grants Program, such as species monitoring, habitat evaluations, conducting and evaluating the effectiveness of conservation actions, program administration, and developing and maintaining systems to record, store, or disseminate information will be considered to be implementation efforts and will receive a maximum reimbursement of 65 percent of total project costs when described in an approved grant document.

3. **Combination Grants**: An individual grant proposal may contain both planning and implementation activities. In these cases, the State, within its grant proposal, must estimate the proportion of costs allocated to planning activities and implementation activities. In order to be eligible for the appropriate reimbursement percentage, the State must utilize a cost accounting system that is capable of accounting for costs incurred for each type of activity (i.e., planning versus implementation) separately.

E. Period of Availability:

Apportioned funds, if any, are available for obligation until September 30, 2017. Remaining funds shall be reapportioned, together with funds appropriated in 2018.

IV. Application Requirements

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

A. Standard Form (SF) 424. A completed, signed and dated Application for Federal Assistance form must be submitted. 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 Narrative:

a. The need for the proposed project(s) within the purpose of the Program;
b. Discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period. Objectives reference specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives should be specific,

measurable, attainable within the period of performance, realistic, and time-bound (SMART).

c. Expected results or benefits from accomplishing the objectives;
d. The approach or activities to be used in meeting the objectives, including specific procedures, methods, schedules, key personnel, and cooperators.
e. For projects conducted in the United States, a description of the activity in sufficient detail so WSFR staff are able to evaluate compliance with the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA);
f. Project location – Maps or other geographic aids may be attached. Please include GPS Coordinates in degrees, minutes, and seconds, if available.

C. Budget Information:

Complete the Budget Information for Non-Construction Programs (SF 424A) form, Budget Information for Construction Programs (SF 424C) form, or submit the equivalent or greater level of information in another format. You may 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 https://fawiki.fws.gov/display/WTK/Forms**.** 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 2 CRF 200.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, 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.

D. 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 baseline 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. Also include:

a. Estimated costs to attain the objectives – The various activities or components of each project should be broken down by cost and by cooperator;
b. In-Kind Match – Include the source, the amount, and the valuation methodology used to arrive at the total; and
c. Program Income, if any – Include the source, amount, and the requested method of crediting the program income (i.e. deductive or additive).

d. If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.
e. When applicable, for any organization charging indirectly, a copy of a current Negotiated Indirect Cost Rate Agreement.

Required Indirect Cost Statement: All applicants must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

We are:

1. A state government entity receiving more than $35 million in direct Federal funding 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.* Or,
2. A state 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 U.S. state government entity 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.
4. A U.S. state government entity that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. 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 minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
5. A U.S. state government entity that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate (includes accepting the 10% *de minimus* rate, when eligible) are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* 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 under the award unallowable.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.

- Recipients must have prior written approval from the USFWS 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.

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 http://www.fws.gov/grants/.

Negotiating an Indirect Cost Rate with the Department of the Interior:
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
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

E. Statements Regarding Single Audit Reporting:
Following 2 CFR 200, Subpart F, all U.S. States 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. States must provide a statement regarding whether 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 (http://harvester.census.gov/sac/). Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements.**"

F. Assurances:
Include the appropriate signed and dated Assurances form available online at https://fawiki.fws.gov/display/WTK/Forms. 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. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

G. 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 project AND the project budget exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

H. Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

- ☐ **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory
- ☐ **Project narrative**
- ☐ **Budget Information or SF 424 budget form**: A complete SF 424-A, SF 424-C, or equivalent budget information.
- ☐ **Budget justification**
- ☐ **Federally-funded equipment list**: If Federally-funded equipment will be used for the project, a list of that equipment.
- ☐ **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **Indirect Cost Statement**

- ☐ **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 (2CFR 200.501)
- ☐ **SF-424 Assurances form:** Signed and dated SF 424-B or SF 424-D Assurances form.
- ☐ **SF-LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ **Conflict of Interest statement,** when applicable.

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

V. Submission Instructions

SUBMISSION DEADLINE: Grant application packages are due to your Regional Wildlife and Sport Fish Restoration (WSFR) Office (see table on pages 10 and 11) no later than close of business on August 31, 2017.

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (EO) 12372 "Intergovernmental review of Federal Programs." EO 12372 was issued to foster 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 EO 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. If applying through Grants.gov, you may also submit a single document (PDF) containing the entire proposal to your Regional WSFR office (see pages 10 and 11).

1. Electronic Submission Instructions:
   a. Go to www.grants.gov
   b. Click the "Apply for Grants" tab and use the CFDA number (15.634) to search for the funding opportunity.
   c. The following are items that need to be done before a grant application package can be submitted electronically through Grants.gov:
      i. Applicants must register as an Authorized Organization Representative (AOR) and have a user ID and password. The applicant can register on the web at http://www.grants.gov/applicants/get_registered.jsp;

ii. Applicants must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader at http://get.adobe.com/reader/.

d. Standard forms such as SF 424, SF 424A, SF 424B, SF 424 C, and SF 424D are fillable forms on Grants.gov. The project narrative and budget narrative must be attachments in one of the following formats: MS Word, Adobe PDF, or MS Excel.

e. All forms and attachments mentioned above must be submitted with the grant application package.

f. **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.

2. Mail or Email Submission Instructions:
   a. Applicants can obtain forms, in PDF fillable/printable formats, from the WSFR Toolkit at http://fawiki.fws.gov/display/WTK/Toolkit+Homepage.
   b. 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.
   c. The completed grant application package must be mailed or emailed to the appropriate U.S. Fish and Wildlife Service Regional Office:

States, Commonwealths, the District of Columbia, and territories by U.S. Fish and Wildlife Service Region	**Regional Contact Information**
American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Oregon, and Washington	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program Eastside Federal Complex 911 NE 11th Avenue Portland, OR 97232-4181 503-231-6128 r1fa_grants@fws.gov
Arizona, New Mexico, Oklahoma, and Texas	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program P.O. Box 1306 500 Gold Avenue, SW Albuquerque, NM 87103 505-248-7450 fw2fa@fws.gov
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 5600 American Blvd. West, Suite 990 Bloomington, MN 55437-1458 612-713-5130 R3fedaid@fws.gov

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and U.S. Virgin Islands	U.S. Fish and Wildlife Service Division of Federal Assistance 1875 Century Boulevard, Suite 240 Atlanta, GA 30345 404-679-4159 fws-r4federalassistance@fws.gov
Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 300 Westgate Center Drive Hadley, MA 01035 413-253-8508 fw5fareports@fws.gov
Colorado, Kansas, Nebraska, Montana, North Dakota, South Dakota, Utah, and Wyoming	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 134 Union Blvd., P.O. Box 25486 Denver, Colorado 80225 303-236-5420 fw6_fagrants@fws.gov
Alaska	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 1011 East Tudor Road MS-261 Anchorage, AK 99503 907-786-3631 AK_FA@fws.gov
California and Nevada	U.S. Fish and Wildlife Service Wildlife and Sport Fish Restoration Program 2800 Cottage Way, W-1729 Sacramento, CA 95825 916-414-6525 R8fa_grants@fws.gov

VI. Award Administration

A. Award Notices: The U.S. Fish and Wildlife Service Regional Director or his/her designee approves or disapproves grant proposals. Regional Offices are responsible for notification of grant approval to the applicant. Following review, applicants may be asked 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.

B. Administrative and National Policy Requirements:

a. Compliance with environmental laws such as the ESA, NEPA, and NHPA must be satisfied before the U.S. Fish and Wildlife Service can approve a grant proposal.
b. In accepting Federal funds, applicants must comply with Title 2 of the Code of Federal Regulations, Part 200.
c. All organizations must obtain a DUNS number, a unique identifying number, before applying for Federal funds. Only private individual landowners are exempted. Organizations can receive a DUNS number at no cost by calling the DUNS number request line at 1-866-706-5711 or online at http://fedgov.dnb.com/webform.
d. States must have a current registration in the System for Award Management (SAM). Register in SAM online at http://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 corresponds with changes that may have been made to DUNS and IRS information. Applicant entities 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.
e. States must complete and submit an Automated Standard Application for Payments (ASAP) system Participation Form. If you have an existing account with another Federal agency, please indicate your ASAP ID on the form. For further instructions visit the FA Wiki.
f. 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. Awards 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 Federal regulations applicable to Service awards are available on the Internet at http://www.fws.gov/grants/. 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.

C. 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.

D. Recipient Reporting Requirements: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. 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.

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.

Financial and performance reporting requirements and retention and access requirements are specified in 2 CFR Part 200 (Subpart D) and in the Interim Guidance for Financial Status and Performance Reporting, dated May 15, 2009. Electronic submission of performance information using the Wildlife TRACS system may be required, as detailed in the terms and conditions of this award.

Recipient Reporting Requirements:
Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. 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.

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. 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 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VII. Agency Contacts:

The U.S. Fish and Wildlife Service administers the State Wildlife Grants Program. Additional program information can be found by contacting your Regional U.S. Fish and Wildlife Service Office (see the list under "Applications by Mail Instructions") or go to http://wsfrprograms.fws.gov/Subpages/ContactUs/ContactUs.htm.