

**U.S. Fish and Wildlife Service
Division of Budget and Technical Support
Branch of Geospatial Mapping and Technical Support
National Wetland Inventory, Status and Trend Program**

Catalog of Federal Domestic Assistance (CFDA) Number: 15.665

Notice of Funding Opportunity

I. Description of Funding Opportunity

The purpose of this Cooperative agreement is to assist the US Fish and Wildlife Service (FWS) in conducting National Wetland Inventory (NWI) mapping of Coastal Barriers Resources Act System units in Georgia. The NWI data will also assist the Coastal Barrier Resource Act program in updating the CBRS Units in this area. **The Emergency Wetlands Resources Act of 1986 is the authorizing legislation for the FWS NWI program, CFDA #15.665.**

The mission of the FWS is to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The importance of wetlands as fish and wildlife habitat has always been the primary focus of the Service's wetland activities. Wetlands are transitional from truly aquatic habitats to upland and as a result, wetland abundance, type, and quality are directly reflected in the health and abundance of many fish and wildlife species.

The NWI is a publically available resource that provides detailed information on the abundance, characteristics, and distribution of wetlands. NWI data are used by natural resource managers, within the FWS and throughout the Nation, to promote the understanding, conservation and restoration of wetlands and the wildlife dependent on this resource. The FWS is also the principal Federal agency tasked with providing information to Congress and the public on the status and trends of our Nation's wetlands.

The FWS is required to meet national standards in delivering data according to standard NWI mapping methods. Standards that we follow include those described in: Classification of Wetlands and Deepwater Habitats of the U.S. (Cowardin et al., 1979, revised 2013); Federal Wetlands Mapping Standard (2009); and Technical Procedures for Conducting Status and Trends (S&T) of the Nation's Wetlands (revised March 2009). Additional standards that may be required include Riparian and Hydrologic/Geomorphic Mapping Attributes (References will be provided by the FWS).

The Recipient will conduct research using all current and available ancillary datasets, and then perform heads-up digitizing and quality control necessary to create digital National Wetlands Inventory data for approximately 26 1:24,000 USGS quadrangles on the Georgia coast encompassing approximately 919,807 acres of area (Figure 1). Imagery used will be the most recent available imagery, which will likely be 2015, 16 or 17 NAIP and ancillary CIR imagery, topographic maps, soils maps or other information that will assist in accurate identification of

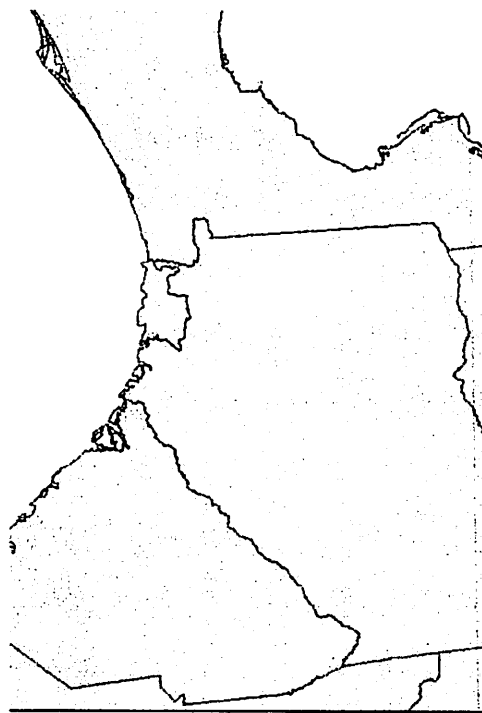


Figure 1. Approximate area for mapping (blue)

wetland habitats. Awardee will work with the Wetlands Database Administrator to acquire the project areas, current wetlands data and work with the National Quality Assurance Coordinator to formulate a quality assurance and quality control plan. The Awardee will provide digital data to the Service in the standard file geodatabase format developed and implemented by the Service after passing the data verification quality control program developed by the Service. The digital data must comply with the data quality guidelines and include a project metadata document. Field trips will also need to be conducted to verify classification of remotely sensed wetlands.

Close coordination with the Service's technical personnel at the National Standards and Support Team will be necessary to establish deliverables.

Additional information concerning this funding opportunity, including a description of the individual tasks and deliverables, is available in the attached Statement of Work.

II. Award Information

Only Cooperative Ecosystem Study Units (CESU) member institutions and their partners (e.g., Ducks Unlimited) may apply for this award. By applying, the institution agrees to accept the CESU reduced indirect rate of 17.5% of modified direct costs.

The Service's NWI Program plans to use a single source Cooperative Agreement as the assistance instrument. Through this announcement, the Program expects to award approximately \$85,000 to a single recipient, Virginia Tech University. This award will be made under the authority of 505 DM 2. The recipient meets the criteria of issuing a single source award. Virginia Tech University is uniquely qualified for this project due to their location, past and ongoing projects; and technical and scientific expertise related to wetland mapping.

The Service will be substantially involved in the project under this funding opportunity. The Service will be responsible for collaborating with Virginia Tech University to carry out the specific tasks identified in the Statement of Work, which may include, but are not limited to:

- reviewing and approving draft and final digital map products; and
- providing final Quality Assurance to ensure data meets NWI standards.

The period of performance for this project is 8/22/2017 – 09/30/2020.

The deliverables schedule is specified in the attached Statement of Work.

The type of assistance instrument that will be used to make the awards is a cooperative agreement. The NWI staff will be substantially involved in projects under this funding opportunity in order to provide Quality Assurance and statistical control over the project.

The Recipient will:

- Conduct research using all current and available ancillary datasets, and then perform heads-up digitizing and quality control necessary to create digital National Wetlands Inventory data for approximately 26 1:24,000 USGS quadrangles on the Georgia coast encompassing approximately 919,807 acres of area (Figure 1).

- Use the most recent available imagery, which will likely be 2015, 16 or 17 NAIP and ancillary CIR imagery, topographic maps, soils maps or other information that will assist in accurate identification of wetland habitats.
- Work with the Wetlands Database Administrator to acquire the project areas, current wetlands data and work with the National Quality Assurance Coordinator to formulate a quality assurance and quality control plan.
- Provide digital data to the Service in the standard file geodatabase format developed and implemented by the Service after passing the data verification quality control program developed by the Service.
- Include a metadata document showing the digital data complies with the data quality guidelines.
- Conduct field trips to verify classification of remotely sensed wetlands.
- Coordinate with the Service's technical personnel at the National Standards and Support Team will be necessary to establish deliverables.
- Provide a final report per project area and submit to the Service.

The Service will:

- Provide a copy of the Technical Procedures for mapping wetlands and related documents.
- Provide access to all relevant and available remotely sensed imagery and ancillary data.
- Provide Quality Assurance on the Recipient's work products and report errors of omission or commission to the Recipient.
- Provide oversight in support of data integrity and database management.
- Complete the final data verification.
- Collect tracking or field forms and field trip reports.

III. Basic Eligibility Requirements Eligible Applicants:

The Service intends to award this funding opportunity to Virginia Tech University.

Eligibility is limited to U.S. non-profit, non-governmental organizations with 501(c)(3) status from the Internal Revenue Service (IRS). U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS.

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.

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

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 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 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.

D. Cost Sharing or Matching:

This award has no match or cost participation (i.e., no cost sharing) requirement. Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match, however recipients may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award. Recipients may not charge to the Federal award indirect costs calculated against: 1) any portion of the recipient's direct costs that are proposed as voluntary committed cost-share/match; or 2) any portion of the direct costs charged to any other Federal or non-Federal partner.

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. 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.** Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.
- C. **Project Narrative**
1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other entity) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.
 2. **Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project’s proposed project period).
 3. **Project Activities, Methods and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.
 4. **Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or

individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities.

5. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (e.g., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.
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. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***
7. **Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.
8. **Literature Cited**
9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

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://apply07.grants.gov/apply/FormLinks?family=15>. 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/>.

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.

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. [Insert any other program-specific information for applicants to detail in their budget justifications].

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.

4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. 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
6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting 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 unallowable under the award.
- 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 Service 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 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 <http://www.fws.gov/grants/>.

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
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@ibc.doi.gov
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 (<http://harvester.census.gov/sac/>) 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 online at <http://apply07.grants.gov/apply/FormLinks?family=15>. 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.

- 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. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.
- I. Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.
- 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.
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ **Conflict of Interest statement,** when applicable.
- ☐ **Overlap/Duplication Statement**

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

V. Submission Instructions

SUBMISSION DEADLINE:

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be

followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

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.

VI. Application Review

Criteria: To be considered for funding, applications must demonstrate ability to create National NWI data that meets data quality standards.

To be considered for this funding opportunity, applicants must demonstrate their ability to perform the work detailed in the Scope of Work and provide an example and description of experience and capacity. Applicants must also provide resumes for all responsible staff that will support product development and dissemination as required in this agreement. A statement must be included of the applicant's current capacity to perform land cover analysis, including wetland, photointerpretation and related GIS analysis and list and short description of completed projects related to these competencies.

Review and Selection Process: Applications will be reviewed and evaluated by three reviewers: the project officer, an administrative officer, and an agency official proficient in administering federal financial assistance awards. Applications will be scored and selected based on the following criteria:

1. Demonstrated experience in work directly related to mapping coastal wetland resources, managing data in a file geodatabase and verification of the data.
2. References on related projects that were completed in the past five years. The references may be contacted to inquire about the applicant's quality of work, ability to meet deadlines, ability to provide timely feedback, accuracy of proposed budgets, and customer satisfaction.
3. Demonstrated qualifications of the key personnel that will be performing the work.
4. Budget that clearly explains and justifies the costs to conduct the activities and prepare the deliverables identified in the attached Statement of Work.
5. Demonstrated ability to handle multiple projects in-house under tight time constraints and within budget. Although cost will be an important factor, overall value to the

Government will be the highest priority (i.e., proven track record in producing high quality products/services within tight timeframes).

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.

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. The Service's risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

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) 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. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted

emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The 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.

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.

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

Service Administrative Officer:

Sonjia Harris
U.S. Fish & Wildlife Service Headquarters
Ecological Services, MS: ES
5275 Leesburg Pike
Falls Church, VA 22041-3803
Telephone: (703) 358-1867

Technical Representatives

Mitch Bergeson, Project Leader
U.S. Fish & Wildlife Service
National Standards and Support Team
505 SCIENCE DR STE A
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(608) 238- 9333 X:112

Service Project Officer:

Bill Kirchner, Professional Wetland Scientist
U.S. Fish & Wildlife Service Region 1
Science Applications, NWI
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Portland, Oregon 97232
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Rusty Griffin QA Coordinator
National Standards and Support Team
(608) 238 9333 X:113

STATEMENT OF WORK FOR A CONTRACTED GIS/WETLAND ECOLOGIST

Wetlands Status and Trends Change Analysis

1. **GENERAL:** The U.S. Fish and Wildlife Service (FWS) is the principal Federal agency that provides information to the public on the status (i.e., extent) and trends of the Nation's wetlands. The FWS is mandated through the Emergency Wetlands Resources Act of 1986 to provide Congress with decadal reports on the status and trends of the Nation's wetlands. The Wetlands Status and Trends (S&T) study was developed specifically for monitoring the Nation's wetland area using a single, consistent definition and study protocol, that results in a report that represents a comprehensive and scientifically sound effort to track wetland resources on a national scale. Wetlands status and trends information is widely distributed and used extensively by industry, all levels of government, university researchers, educators and the general public.

2. The Service has played a leading role in defining the biological extent of wetlands, implementing a national classification system, developing standards for mapping and monitoring wetland habitats and partnering with federal and state agencies, tribes and private organizations to track wetland changes over time. These standards include: Classification of Wetlands and Deepwater Habitats of the U.S. (Cowardin et al., 1979, FGDC 2nd Edition, 2013); Data Collection Requirements and Procedures for Mapping Wetland, Deepwater, and Related Habitats of the United States (Version 2, 2015). These standards provide the basis for the Wetlands Status and Trends study which is required to follow Technical Procedures for Conducting Status and Trends of the Nation's Wetlands (revised August 2017).

3. **SCOPE:** The contractor will identify and map wetland change using current digital imagery and ancillary datasets provided or identified by the FWS in an ESRI ArcGIS desktop environment. The contractor will follow the standards and documents mentioned above and use the custom QA/QC tools provided by the FWS. The contractor will conduct 100% internal Quality Control of all data and field verification of 15 - 30% of the study plots to ensure accurate and consistent interpretation of imagery. Field verification is to be conducted with the use of ArcGIS Collector on a mobile device with sufficient storage for photos and imagery (e.g. iPad Pro). The contractor will work closely with the FWS NWI National Standards and Support Team for training, data transfers, imagery availability, Quality Control and field verification location selection. **S&T plot locations and their content (i.e., land cover/ land use designations and change through time) are considered proprietary information and as such cannot be disclosed (i.e., no copying, sharing, or transmitting this information to anyone who is not actively producing S&T data in direct fulfillment of this agreement). A signed confidentiality agreement is required to conduct this work.**

4. **DELIVERABLES AND TIME TABLES:** The contractor will complete change analysis and quality control for each S&T plot and 15-30% field verification of plots as requested. Finished work groups will be submitted to the FWS for quality assurance and the contractor will make all corrections as identified by the FWS within 30 days of receipt. Specific task for this agreement include:

1. Change analysis and field verification for 291 Wetland Status and Trends plots. The Period of Performance for this task is August 1, 2017 to July 30, 2020.

State Group	No. of Plots	Imagery	Field Verification
WV_1	18	2018	15%
TN_1	33	2018	15%
KY_1	30	2018	15%
GA_1	210	2019	15%

2. Additional orders or modifications may be made due to imagery availability. These tasks will be added on an as needed basis and as funding allows.

5. **INSPECTION AND ACCEPTANCE:** Finished work groups will be submitted as a file geodatabase to the FWS for quality assurance and the contractor will make all corrections as identified by the FWS within 30 days

of receipt. Submitted data will pass the S&T verification tool and all identified errors fixed and/or an explanation will be provided that details the necessity of an exception to the verification tool result.

6. GOVERNMENT FURNISHED EQUIPMENT:

- a. Access to all relevant and available aerial photography, satellite imagery and ancillary data.
- b. Access to the S&T plot data.
- c. Rules and regulations regarding GFE&I shall be the same for the Recipient as for the government employee, including GSA travel regulations.

7. AVAILABILITY: Access to work locations will be coordinated locally. Weather can be an obstacle to some locations, as well as restricted access for ecological and ownership reasons.

8. TECHNICAL AND ADMINISTRATIVE COORDINATORS:

Mitch Bergeson, Project Leader, National Standards and Support Team, 608 238-9333 ext. 112
Rusty Griffin, National QAQC Coordinator, National Wetlands Inventory, 608 238-9333 ext. 113
Megan Lang, Chief Scientist, National Wetlands Inventory, 703 358-2103