U.S. Fish and Wildlife Service
Financial Assistance Business Process
Notice of Funding Opportunity Template

Point of Contact
Send any questions about this document by email to the Chief, Branch of Financial Assistance Policy and Oversight (FAPO), Wildlife and Sport Fish Restoration Program (WSFR), Division of Administration and Information Management (AIM). See the FAPO About/Contact Us Intranet page at https://inside.fws.gov/index.cfm/go/post/FAPO-About for contact information.

Document Change Log
FAPO will update this template over time to incorporate changes resulting from any new government-wide regulations, Department of the Interior or Service policy, or new/changed Financial and Business Management System (FBMS) functionality. We will post revised versions of this document on the Intranet at https://inside.fws.gov/go/post/FAPO-NewAwards and will log updates made to this document in the following table:

Date Changed	Description of Change Made
2-20-2015	Incorporated requirements under new 2 CFR 200, including: • Changed Notice of Funding Availability to Notice of Funding Opportunity (see 200.203); • Updated reference to applicable Federal cost principles; • Removed references to A-133 and replaced with 2 CFR 200-Subpart F. Changed single audit threshold from $500K to $750K (see 200.501); and • Inserted mandatory disclosure requirements as a new reporting requirement (see 200.113).
2-20-2015	Incorporated requirements under recently issued Department policies, including: • DIG 2011-03, Amendment 1, "Financial Assistance Monitoring Protocol" (see also "Service Recipient Risk Assessment Guidance"); • DOI-AAAP-0008, "Conflict of Interest and Mandatory Disclosures for Financial Assistance"; and • DOI-AAAP-0009, "Financial Assistance Application and Merit Review Process".
2-20-2015	Other revisions made: • Section III, inserted new template text related to projects conducted outside the U.S.; • Section III.C., incorporated new requirement to extend active SAM Exclusions search to key project person(s); • Section III.D., inserted clarifying text related to applicant/recipient use of indirect cost as cost-share/matching; • Section IV.C., yellow highlighted items 4 and 5; • Section IV.E., inserted previously omitted text requiring a Federally-

Date Changed	Description of Change Made
	funded equipment list and replaced previous indirect cost rate statements table with simplified statements to be submitted by applicants; and • Added note above Section IX to instruct programs to remove the section for single source awards.

Instructions

Use the Notice of Funding Opportunity Template as a starting point for developing the full text of a program- or award-specific Notice of Funding Opportunity (NOFO). Programs that already have a NOFO in place must compare that document to this template at least annually to make sure it contains all required elements and content. For more information, see the **Issuing a New Financial Assistance Award Guidance** document posted on the Intranet at https://inside.fws.gov/go/post/FAPO-NewAwards.

The NOFO Template begins on page 3 of this document. Do not include this Instructions cover page on your customized NOFO. The table below provides editing instructions for generating the full text of a NOFO:

Text Characteristic	Represents
Times New Roman text with gray highlighting	Instructions for completing required elements that must be replaced with program-specific text
Times New Roman text with yellow highlighting	Sample content that programs may use, revise, or remove, as appropriate
Arial text with blue highlighting	Notes and additional instructions that must be removed
Times New Roman text, not highlighted	Required text that must not be removed

U.S. Fish and Wildlife Service
Medicine Lake National Wildlife Refuge

Catalog of Federal Domestic Assistance (CFDA) Number: 15.655

Notice of Funding Opportunity

I. Description of Funding Opportunity

Conduct bathymetric mapping and sediment coring, descriptions and lead 210 (210Pb) dating for accretion rate calculations to quantify sedimentation accumulation within Medicine Lake of Medicine Lake National Wildlife Refuge to inform management on impact of historic water management practices and direct future water management in the face of changing land uses.

II. Award Information

Notice of intent to award a co-operative agreement to the University of Minnesota (U of MN) in accordance with 516 FW 6, Issuing Discretionary Grant and Cooperative Agreement Awards without Competition. From 505 DM 2 (4) "[u]nique Qualifications: The applicant is uniquely qualified to perform the activity based on a variety of demonstrable factors such as location; property ownership; voluntary support capacity; cost-sharing ability, if applicable; technical expertise; or other such unique qualifications," The Uof MN LacCore lab specialized in the collection of sediment coring and sediment descriptions within larger bodies of water. In addition, the U of MN has been working the USFWS to develop the proposal for funding to quantify the sediment accumulation within Medicine Lake of Medicine Lake National Wildlife Refuge and calculate sediment accretion rates to inform management on future water management options from the USFWS Natural Resource Program Center.

The U.S. Fish and Wildlife Service (Service) will be substantially involved in the project under this funding opportunity. In particular, the Service will be responsible for the following: the USFWS Region 6 Water Resource will complete bathymetric mapping of Medicine Lake to determine current lake profiles and complete a function assessment of Medicine Lake. In addition, Medicine Lake NWR staff will assist U of MN staff in collection of sediment cores. Once U of MN provide USFWS staff with sediment loading data and accretion rates, both entities will develop water management options to be considered by Refuge Managers.

III. Basic Eligibility Requirements

Eligible Applicants:

This is a notice of intent to award a co-operative agreement to the University of Minnesota (U of MN) in accordance with 516 FW 6, Issuing Discretionary Grant and Cooperative Agreement Awards without Competition. From 505 DM 2 (4) "[u]nique Qualifications: The applicant is uniquely qualified to perform the activity based on a variety of demonstrable factors such as location; property ownership; voluntary support capacity; cost-sharing ability, if applicable; technical expertise; or other such unique qualifications,"

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

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:

Applicants may attribute some or all of their allowable indirect costs as 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; 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

Estimate sediment accretion rates and total sediment deposition in Medicine Lake based off of surface water source. During the summer of 2016, 25 sediment cores will be collected from Medicine Lake. The lake will be broken into 4 zones, based off of known surface and ground water influences. Sediment cores will be distributed within each zone, although sampling intensity will vary between zones depending on the likelihood of sediment loading from each respective water influence. In other words, because of the unnatural hydrological influence of Big Muddy Creek and it's high sediment content, a sampling emphasis will be placed on the area encompassing the west half of Medicine Lake where both the Diversion Canal confluences with Medicine Lake and Dam #4, Medicine Lake's only outlet, are located.

C. Project Narrative

1. **Statement of Need:** Medicine Lake has been impounded for 80 years, but we know little about how our historic management has impacted the aquatic resources and our ability to manage in a manner that is the most productive to waterfowl and other migratory birds. We can only accomplish proper management through a science-based, long-term water management plan. To do that, we first need to ask, when did sedimentation occur, and which water inputs have contributed the most to sediment loading? Answering these questions will inform managers on the potential impacts of maintaining historic management moving forward, given historic and current land uses, in addition to understanding the current state of sediment loading within Medicine Lake.

2. **Project Goals and Objectives:**
    1. Determine the extent of sediment loading with Medicine Lake
    2. Determine accretion rates by surface water source.
    3. Develop future water management options for Refuge Managers

3. **Project Activities, Methods and Timetable:** Medicine Lake has been impounded for 80 years, but we know little about how our historic management has impacted the aquatic resources and our ability to manage in a manner that is the most productive to waterfowl and other migratory birds. We can only accomplish proper management through a science-based, long-term water management plan. To do that, we first need to ask, when did sedimentation occur, and which water inputs have contributed the most to sediment loading? Answering these questions will inform managers on the potential impacts of maintaining historic management moving forward, given historic and current land uses, in addition to understanding the current state of sediment loading within Medicine Lake.

   In order to answer these questions we propose to complete sediment coring and dating within Medicine Lake. During the summer of 2016, 25 sediment cores will be collected from Medicine Lake. The lake will be broken into 4 zones, based off of known surface and ground water influences. Sediment cores will be distributed within each zone, although sampling intensity will vary between zones depending on the likelihood of sediment loading from each respective water influence. In other words, because of the

unnatural hydrological influence of Big Muddy Creek and it's high sediment content, a sampling emphasis will be placed on the area encompassing the west half of Medicine Lake where both the Diversion Canal confluences with Medicine Lake and Dam #4, Medicine Lake's only outlet, are located.

To better understand the chronological influence of sediment loading within Medicine Lake, we propose to use lead-210 (^{210}Pb) activity within 5 core samples spread out across all 4 zones to determine sediment accretion rates like those described by Preston et al. (2013).

The next question we need to answer is what is the current functional capability of Medicine Lake? Knowing our management capabilities will allow us to better evaluate our management options moving forward. During the summer of 2016, we propose to complete a bathymetric map of Medicine Lake, in cooperation with Region 6 Water Resources. This will inform management on our water management capabilities by allowing managers to visualize and communicate the consequences/benefits of different management actions. Currently, Region 6 Water Resources possesses the equipment and staff to complete the bathymetric mapping. Bathymetric mapping equipment and personnel time will be provided, in-kind, from Water Resources, while housing would be provided by Medicine Lake NWR. The current funding request would be only to cover the per diem costs to complete the mapping work.

The results from this project will allow managers to understand the status of the sediment loading, sediment accretion rates and the functional capability of Medicine Lake. Logically, we can then determine what our management options are, which will then allow us to develop achievable management objectives. The issues addressed by this project are not unique to Medicine Lake NWR. During the 1930's the USFWS impounded many systems in a similar manner. The lessons learned here can be used as a model for other refuges to evaluate their management of their aquatic resources.

4. **Stakeholder Coordination/Involvement:** University of Minnesota staff have worked closely with USFWS personnel in the development of the proposal, including specific sampling design used in the proposal to receive funding from the USFWS NRPC program.

5. **Project Monitoring and Evaluation:** During the summer of 2016, 25 sediment cores will be collected from Medicine Lake. The lake will be broken into 4 zones, based off of known surface and ground water influences. Sediment cores will be distributed within each zone, although sampling intensity will vary between zones depending on the likelihood of sediment loading from each respective water influence.

   To better understand the chronological influence of sediment loading within Medicine Lake, we propose to use lead-210 (^{210}Pb) activity within 5 core samples spread out across all 4 zones to determine sediment accretion rates like those described by Preston et al. (2013).

During the summer of 2016, we propose to complete a bathymetric map of Medicine Lake, in cooperation with Region 6 Water Resources. This will inform management on our water management capabilities by allowing managers to visualize and communicate the consequences/benefits of different management actions.

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.

   The LacCore lab of the U of MN specializes in sediment coring and descriptions in lakes. They possess the staff, equipment and expertise to complete the project objectives within budget. In addition, they assisted USFWS in the development of the proposal for funding.

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**

Brown, C.J.D. Fishes of Montana. 1971. Ed. D. Warren. Big Sky Books, Bozeman, MT, USA.

Gleason, R.A., N.H. Euliss, D.E. Hubbard, and W.G. Duffy. 2003. Effects of sediment load on emergence of aquatic invertebrates and plants from wetland soil egg and seed banks. Wetlands 23:26-34.

Preston, T.M., R.S. Sojda and R.A. Gleason. 2013. Sediment accretion rates and sediment composition in Prairie Pothole wetlands under varying land use practices, Montana, United States. Journal of Soil and water Conservation. 68 v.3:199-211.

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.

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@nbc.gov
Internet address: http://www.aqd.nbc.gov/Services/ICS.aspx

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 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.

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.

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.

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

V. Submission Instructions
SUBMISSION DEADLINE: See Grants.gov Posting

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.

VI. Application Review
Criteria: This award is a Single source and was reviewed by the Program to ensure compliance with DOI policy.

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: 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).

VIII. Agency Contacts

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