

**U.S. Fish and Wildlife Service
New York Field Office**

Upper Delaware River Wetland Restoration

Ecological Services, Natural Resource Damage Assessment and Restoration Program
Catalog of Federal Domestic Assistance (CFDA) Number 15.658 658 Natural Resource Damage
Assessment, Restoration and Implementation

Notice of Funding Availability and Application Instructions

I. Description of Funding Opportunity

In May 1996, the United States Department of the Interior (DOI), acting through the United States Fish and Wildlife Service (Service), the sole Trustee, settled a natural resource damage claim with the Responsible Parties (RPs) for the Cortese Landfill Superfund Site (Site) located in Narrowsburg, Town of Tusten, Sullivan County, New York.

The Final Restoration Plan (FRP) was prepared by the Service pursuant to its authority and responsibilities as a natural resource Trustee under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. § 9601, et seq., the Federal Water Pollution Control Act, 33 U.S.C. § 1251, et seq. (also known as the Clean Water Act [CWA]), and other applicable Federal laws, including Subpart G of the National Oil and Hazardous Substances Contingency Plan, at 40 C.F.R. §§ 300.600 through 300.615, and DOI's CERCLA natural resource damage assessment regulations at 43 C.F.R. Part 11 (NRDA regulations) which provide guidance for this restoration planning process under the CERCLA.

The Service sought monetary settlement with the RPs as compensation for the injuries to natural resources due to release of environmental contaminants from the Site. The Service is required to use settlement funds to compensate for those injuries by restoring natural resources, supporting habitat, and/or services provided by the injured resources. The CERCLA, which designates natural resource trustees, required that before settlement monies can be used for such activities, the Service must develop and adopt a Restoration Plan, and that in doing so, there must be adequate public notice and opportunity for hearing and consideration of all public comment.

Accordingly, the Service published and distributed a Draft Restoration Plan and sought public comment on it. The Service published a Notice of Availability of a Draft Plan for the Site in the Federal Register Vol. 71 No. 117, June 19, 2006, and the Scranton Times-Tribune Newspaper. Comments received on the Draft Plan have been considered and a response has been incorporated into the FRP.

Based on an evaluation and comparison of project alternatives, the Service selected Alternative 1, the Upper Delaware Habitat Restoration Project, as the Preferred Project. Alternative 1 entails restoration of 30 acres of wet meadow/shallow emergent wetland habitat within the Upper Delaware River watershed. Among the potential projects evaluated, the Upper Delaware Habitat Restoration Project was the only project to provide an in-kind habitat restoration. The other project alternatives would provide less productive enhancements or out-of-kind restorations. As stated, the Service gives higher priority to in-kind restoration projects above in-kind enhancement or protection projects and/or out-of-kind projects. Projects entailing out-of-kind

restoration are given less priority than those entailing in-kind restoration due to the ecological uncertainties associated with replacing one habitat or resource type with a different type. Additionally, the Preferred Project would provide restored acres at the lowest cost and result in high quality habitat that will be actively managed for a minimum period of 15 years and protected to meet restoration goals.

II. Award Information

This Cooperative Agreement (Agreement) describes work to be performed for the Service in restoration of 30 acres of wet meadow/shallow emergent wetland habitat within the Upper Delaware River watershed. The overall scope and objective of this Agreement is for the Cooperator to restore/create and monitor 30 acres of wetland habitat. The project includes habitat parcel evaluation and selection, restoration design, restoration implementation and oversight, and monitoring and management. Wetland restoration options may include, but are not limited to, plugging drainage ditches, constructing low-level berms, creating shallow excavated areas, and installing water control structures. The 30 acres are to be restored to wet meadow/shallow emergent wetlands that will be managed in accordance with a site management and monitoring plan for a minimum of 15 years. Once the habitat has been restored, the Cooperator will conduct site visits over a 5 year time span under a restoration management and monitoring plan to document project success, revise management recommendations, and verify landowner's participation in the habitat restoration landowner agreement.

Task 1 – Habitat Parcel Evaluation and Selection

A minimum of 30 acres of land will be identified for wetland restoration which will then subsequently be implemented over a 1 to 2 year period. The Cooperator will work with the Service and other conservation entities in site identification and in coordination with other habitat projects. Preference should be given to sites where landowners will agree to maintain the restored wetland beyond 15 years either independently or with assistance from other restoration programs. In the interest of creating varied habitat, warm season grasses may be planted as buffer zones along the margins of restored wetlands.

Task 2 – Submission of Landowner Agreements

The Cooperator will obtain landowner agreements authorizing the wetland restoration and commit to a period of performance of generally 15 years, during which time the landowner agrees not to jeopardize the integrity of the restoration site(s). The landowner agreements will be submitted to the Service prior to restoration implementation.

Task 3 – Development of a Wetland Restoration Management and Monitoring Plan

Once wetland restoration site location has been finalized, the Cooperator will develop a restoration management and monitoring plan. The restoration management and monitoring plan will identify the site(s) on a map and include a schedule and protocols for 1) site survey and restoration design (including restoration techniques to be implemented), 2) any planting methodology (native species to be planted, planting techniques, timing of planting), 3) restoration implementation (including timing of implementation), 4) post-restoration activities such as the schedule, duration, frequency, and water level management activities, and 5) post-restoration management and monitoring including the methods and timing of monitoring. The wetland restoration monitoring time period will span five years after implementation of wetland

restoration, with monitoring at one, two, and five years post wetland habitat restoration implementation. Site visits will be conducted at least once a year at one, two, and five years post wetland habitat restoration implementation to document project success, revise management recommendations, and verify landowner's participation in the habitat restoration landowner agreement. The restoration management and monitoring plan will include performance standards that should be achieved and measures that will be taken should performance standards not be achieved. The restoration management and monitoring plan must be submitted to the Service and approved prior to the implementation of the restoration project(s).

Task 4 – Wetland Restoration Implementation

Wetland restoration will be implemented over a 1 to 2 year period on a minimum of 30 acres of land, in accordance with the restoration management and monitoring plan. Any wetland restoration implementation deviations from the restoration management and monitoring plan will be discussed with the Service and will include an amendment to the restoration management and monitoring plan.

Task 5 – Submission of Annual Reports

The Cooperator will submit annual reports to the Service that include documentation of the work accomplished and annual monitoring activities. Photographs should be enclosed of major project activities. Submission dates of annual reports will be determined by the Service and the Cooperator, generally after the growing season, once project planning commences.

Task 6 – Submission of Final Report

Upon project completion with the fifth year of wetland restoration monitoring, a draft final report will be submitted to the Service for approval that documents the entire project implementation and monitoring time period and the overall success of the project. After approval of the draft final report, the final report must be submitted to the Service and approved prior to release of remaining Agreement funds.

The period of performance shall be the date of award through December 31, 2022.

II. Schedule and Deliverables

Item	Description	Qty	Due Date
0001	Coordinate and consult with the Service, as needed, in accordance with Task 1 of the Agreement.	As needed throughout length of Task 1	90 days from effective date of Task Order

0002	Submission of signed Landowner Agreements in accordance with Task 2 of the Agreement.	Electronic copies	30 days from item 0001
0003	Development of Draft Wetland Restoration Management and Monitoring Plan in accordance with Task 3 of the Agreement.	Electronic copies	60 days from Item 0002
0004	Finalization of Wetland Restoration Management Plan in accordance with Task 3 of the Agreement.	Electronic copies	30 days from receipt of comments related to Item 0003
0005	Implement wetland habitat restoration in accordance with Task 4 of the Agreement.	As defined in the Management and Monitoring Plan	First habitat restoration/construction season after completion of Item 0004
0006	Submit Year 1 annual report in accordance with Task 5 of the Agreement.	Electronic copies	After first habitat restoration/construction season related to Item 0005
0007	Submit Year 2 annual report in accordance with Task 5 of the Agreement.	As defined in the Management and Monitoring Plan	After second growing season related to Item 0005
0008	Submit subsequent annual reports (Task 5 of the Agreement) with management and monitoring data, in accordance with in Task 3 of the Agreement.	Electronic copies	At one and two years after completion of habitat restoration implementation related to Item 0005
0009	Development of draft Final Report in accordance with Task 6 of the Agreement, including the 5 th year of management and monitoring data, in accordance with in Task 3 of the Agreement.	Electronic copies	Subsequent to the 5 th growing season after completion of habitat restoration implementation
0010	Submit Final Report in accordance with Task 6 of the Agreement	Electronic copies	30 days from receipt of comments related to Item 0009

III. Basic Eligibility Requirements

Eligible Applicants:

All potential applicants are eligible.

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 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:

Cost sharing, matching, or cost participation is not required.

IV. Application Requirements

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

- A. A proposal must not exceed 10 pages in length, including a cover page, project summary, project narrative, tables, figures, an itemized budget, and any supplemental information on PI qualifications, as outlined below in Section IV B, Project Summary and C, Project Narrative. The page limit does not include SF-424 or other required forms. The cover page should be one page containing the project title, PI(s) and respective affiliations/contact information, the total amount of the request and the total amount of the project (if different), the timeline of the project, and a statement affirming that all PIs and key collaborators are aware of the project and agree to the terms of the proposal.

Proposals must be accompanied by all required forms (SF – 424, SF – 424A, SF-424B – see <http://www.grants.gov>). 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. 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).
- 2. 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. 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.***

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 online 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 cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions
- 2 CFR Part 225, Cost Principles for States and Local Governments
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

Links to the full text of these Federal cost principles are available on the Internet at <http://www.fws.gov/grants/>.

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. Detail all costs associated with Tasks 1 through 6 of this Agreement.

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 all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
- No indirect cost rate - Charges all costs directly	Indirect Cost Statement: Our organization does not have an indirect cost rate and will charge all costs directly.	None.
- Is not an individual - Has an indirect cost rate - Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period	Indirect Cost Statement: We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.	Copy of approved NICRA.
- Is not an individual - Has an indirect cost rate - Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period - May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the	Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: "We submitted a new NICRA proposal to our cognizant agency on [insert date]." OR "In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made". We understand that: Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA.	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.

event an award is made	• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	
• Is not an individual • Has an indirect cost rate • Has never established a NICRA in the past • Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made	Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that: • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless	None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.

	specifically authorized by legislation.	
• Is not an individual, state, local or Federally-recognized Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made	Indirect Cost Statement: We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this 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 a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.	None.

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:

For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your 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. Statements Regarding A-133 Single Audit Reporting:** Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 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 an A-133 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 "**A-133 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 Non-Construction Programs (SF 424B)** if the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. 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.

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**
- ☐ **A-133 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 OMB Circular A-133 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: open period begins on entry date and ends September 1, 2014.

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.

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 email, or electronically through Grants.gov

To submit an application by e-mail:

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

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

To submit an application through Grants.gov:

Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

VI. APPLICATION REVIEW

Criteria: To be considered for funding, applications must submit a detailed proposal that will address each Task and Item described in this Agreement and provide descriptive overviews of the personnel involved in the wet meadow/shallow emergent wetland restoration within the Upper Delaware River watershed. The descriptive overview should include their education, experience, and other skills that make them qualified to conduct the wet meadow/shallow emergent wetland restoration. Proposals exceeding \$100,000.00 will not be considered.

Review and Selection Process:

All application packages will be reviewed by a team of biologists at the FWS Field Office level.

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.

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

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

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

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.

VIII. Agency Contacts

Please contact Service Biologist Amy Roe technical questions regarding this announcement.

Amy Roe
U.S. Fish & Wildlife Service
New York Field Office (Region 5)
3817 Luker Rd.
Cortland, NY 13045
Phone: (607) 753-9334
Email: amy_roe@fws.gov

IX. Paperwork Reduction Act Statement: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Availability is required to receive funding. A Federal agency 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. OMB has approved this collection and assigned OMB Control No. 1018-0123, which expires on 09/30/2014. The public reporting burden for this collection of information is estimated to average 22 per application and 40 per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mailstop 222, Arlington, VA 22203.