



National Coastal Wetlands Conservation Grant Program

Fiscal Year 2022

Notice of Funding Opportunity

Washington State Department of Ecology
Olympia, Washington

March 2021, Publication 21-06-006

Publication Information

This document is available on the [Department of Ecology's website](https://apps.ecology.wa.gov/publications/summarypages/2106006.html).
<https://apps.ecology.wa.gov/publications/summarypages/2106006.html>



This document contains federal guidelines for the National Coastal Wetlands Conservation Grant Program funding opportunity. Ecology uses this document as the federal funding guidelines for any subrecipients that we have for National Coastal Wetlands Conservation grant funds. (U.S. Fish and Wildlife Service, Funding Opportunity Number F22AS00007).

Contact Information

Shorelands and Environmental Assistance Program

Heather Kapust
P.O. Box 47600
Olympia, WA 98504-7600
heather.kapust@ecy.wa.gov
360-407-0239

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6600 or visit [Ecology's accessibility web page](https://ecology.wa.gov/accessibility) (<https://ecology.wa.gov/accessibility>). For Washington Relay Service or TTY call 711 or 877-833-6341.

U.S. Fish and Wildlife Service

FWS - Wildlife and Sport Fish Restoration

<https://www.fws.gov/coastal/CoastalGrants/>

National Coastal Wetlands Conservation Grant Program
Fiscal Year: 2022
F22AS00007

Due Date for Applications: 06/25/2021

PAPERWORK REDUCTION ACT STATEMENT:

OMB Control Number: 1018-0100, Expiration Date: 7/31/2021

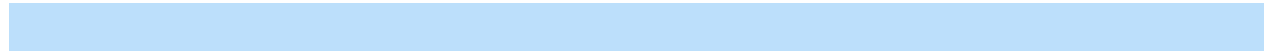
We are collecting this information in accordance with the authorizing legislation identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

Table of Contents

A. Program Description	2
A1. Authority	2
A2. Background, Purpose and Program Requirements	2
B. Federal Award Information	3
B1. Total Funding	3
B2. Expected Award Amount	4
B3. Expected Award Funding and Anticipated Dates	4
B4. Number of Awards	4
B5. Type of Award	4
C. Eligibility Information	4
C1. Eligible Applicants	4
C2. Cost Sharing or Matching	5
C3. Other	5
D. Application and Submission Information	6
D1. Address to Request Application Package	6
D2. Content and Form of Application Submission	7
D3. Unique Entity Identifier and System for Award Management (SAM)	13
D4. Submission Dates and Times	14
D5. Intergovernmental Review	14
D6. Funding Restrictions	14
D7. Other Submission Requirements	17
E. Application Review Information	18
E1. Criteria	18
E2. Review and Selection Process	20
E3. CFR – Regulatory Information	20
E4. Anticipated Announcement and Federal Award Dates	21
F. Federal Award Administration Information	21
F1. Federal Award Notices	21
F2. Administrative and National Policy Requirements	21
F3. Reporting	22
G. Federal Awarding Agency Contact(s)	25
G1. Program Technical Contact	25
G2. Program Administration	25

G3. Application System Technical Support.....27

H. Other Information28



The Coastal Wetlands Planning, Protection, and Restoration Act (Title III, Section 301, Public Law 101-646, 16 U.S.C. 3951-3956) established the National Coastal Wetlands Conservation Grant Program. The Fixing America's Surface Transportation Act (P.L. 114-94) authorizes funding for the NCWCG Program through Fiscal Year 2021.

15.614



The Coastal Wetlands Planning, Protection, and Restoration Act (Title III, Section 301, Public Law 101-646, 16 U.S.C. 3951-3956) (Act) established the National Coastal Wetlands Conservation Grant (NCWCG) Program to acquire, restore, and enhance wetlands in coastal areas through competitive matching grants to eligible State, Commonwealth, and Territory (State) agencies. The Program is funded by revenues collected from excise taxes on sport fishing equipment, electric motors and sonar, import duties on fishing tackle, yachts and pleasure craft, and a portion of gasoline tax attributable to motorboats and small engines. Revenues are deposited into and appropriated from the Sport Fish Restoration and Boating Trust Fund. The primary goal of the NCWCG Program is the long-term conservation of coastal wetland ecosystems. The Fixing America's Surface Transportation Act (P.L. 114-94) authorizes funding for the NCWCG Program through Fiscal Year 2021.

Coastal wetlands are valued because they protect against flooding, help maintain water quality, and provide habitat for fish and wildlife. Coastal environments are also important economically, generating billions of dollars annually through recreational and commercial fishing, boating, and tourism. The NCWCG Program is co-administered by the Service's Coastal Program and by the Division of Wildlife and Sport Fish Restoration (WSFR). The mission of the Coastal Program is to achieve voluntary habitat conservation by providing technical and financial assistance, in collaboration with partners, for the benefit of Federal trust species. WSFR's mission is to work through partnerships to conserve and manage fish and wildlife and their habitats for the use and enjoyment of current and future generations. WSFR's vision is of healthy, diverse, and accessible fish and wildlife populations that offer recreation, economic activity, and other societal benefits, in addition to sustainable ecological functions. WSFR's guiding principle is that society benefits from conservation-based management of fish and wildlife and their habitats and opportunities to use and enjoy them. The NCWCG Program aligns with the Coastal Program's mission and with WSFR's mission, vision, and guiding principle.

The Final Rule establishing the requirements for participation in the NCWCG Program was published in the Federal Register on July 30, 2002 ([67 Federal Register \(FR\) 49264](#)). The Program regulations are in [Title 50 of the Code of Federal Regulations \(CFR\), Part 84](#). Additional information about the NCWCG Program is available [here](#).

The NCWCG Program provides eligible State agencies with grants for projects that protect and restore valuable coastal wetland resources. Projects can include:

1. Acquisition of a real property interest (e.g., conservation easement or fee title) in coastal lands or waters (coastal wetlands ecosystems) from willing sellers or partners for long-term conservation;
2. Restoration, enhancement, or management of coastal wetlands ecosystems; or
3. A combination of acquisition, restoration, enhancement, and management.

All projects must ensure long-term conservation (at least 20 years) of coastal wetland resources. We score and rank applications based on criteria published in [50 CFR 84.32](#). See Section E. Application Review Information of this announcement for a summary of the ranking criteria.

Projects to create wetlands where wetlands did not previously exist are ineligible for NCWCG Program funding ([50 CFR 84.20\(b\)\(3\)](#)). For each project site, we require evidence verifying the current or historic presence of a wetland. This may include information from the Service's [National Wetlands Inventory](#), earlier Geographic Information System data, or historic information.

Projects to acquire and/or restore upper portions of watersheds where benefits to the coastal wetlands ecosystem are not significant and direct are also ineligible for NCWCG Program funding ([50 CFR 84.20\(b\)\(8\)](#)). A proposal must include sufficient information demonstrating that targeted lands or waters meet the definition of a coastal wetland ecosystem ([50 CFR 84.11](#)).

Wildlife TRACS (Tracking and Reporting Actions for the Conservation of Species) is the tracking and reporting system used by WSFR to capture information about conservation and related actions funded by its grant programs. TRACS serves as the electronic repository system for all performance, accomplishment, and real property reporting related to those Federal awards. TRACS highlights program accountability by documenting program accomplishments and results. As outlined in this announcement, grant and project statement information and performance reporting data must be entered into TRACS as authorized under [2 CFR 200.102\(c\)](#), [200.202](#), [200.301](#), and [200.329](#).

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$ 18,000,000

B2. Expected Award Amount

Maximum Award

\$ 1,000,000

Minimum Award

\$ 50,000

B3. Expected Award Funding and Anticipated Dates

Expected Award Funding

\$ 18,000,000

Expected Award Date

February 25, 2022

B4. Number of Awards

Expected Number of Awards

28

B5. Type of Award

Funding Instrument Type

G - Grant

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants

00 – State governments

Additional Information on Eligibility

Participation is limited to State agencies or entities designated as eligible by the Governor of a coastal State. The eligible agency is usually a State natural resource or fish and wildlife agency. If you are uncertain of your eligibility, please contact your Regional WSFR Office (see Section G. Federal Awarding Agency Contacts). Eligible coastal States are States bordering the Great Lakes (Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin); States bordering the Atlantic, Gulf (except Louisiana), and Pacific coasts. Louisiana is not an eligible coastal State for this Program as provided in the Coastal Wetlands Planning, Protection, and Restoration Act (16 U.S.C. 3955 (b)(1)). Here is the complete list of eligible States: Alabama, Alaska, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Oregon, Rhode Island, South Carolina, Texas, Virginia, Washington, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement

Yes

Percentage of Cost Sharing / Matching Requirement

25

If you have established a fund that is used for acquiring coastal wetlands, other natural areas, or open space, you may receive up to 75 percent of total project costs through the NCWCG Program up to the maximum award of \$1,000,000. To be reimbursed up to 75 percent of total project costs, you must provide either a description of the State trust fund (in sufficient detail for us to make an eligibility determination), or a statement that eligibility has been previously approved and there has been no change in the fund. If you have not established such a fund or do not include information on the State trust fund in your application, you may receive up to 50 percent of total project costs through the NCWCG Program.

In accordance with [48 U.S.C. 1469\(a\), Amendment of Subsection \(d\)](#), the Regional Director shall waive the first \$200,000 of match required as per this announcement in any grant to the Commonwealth of the Northern Mariana Islands and the Territories of American Samoa, Guam, or the U.S. Virgin Islands.

The maximum Federal participation rates of 50 and 75 percent are based on total project costs, i.e., the amount requested from the NCWCG Program plus the amount of eligible non-Federal cost share that you identify in your project budget. Other funds that are related to the project or are part of a larger project but are not designated as cost share in your project budget are not included in total project costs when calculating the maximum Federal participation rate. Cost share requirements are detailed in [50 CFR 84.46](#).

C3. Other

You may meet your minimum required cost share or match through contributions from one or more third party entities. A third party is any individual or organization other than the State applicant, such as a partner or subrecipient. In order for match to be allowable, it must meet all the criteria listed in [2 CFR 200.306\(b\)](#). As the primary State grant recipient, you are responsible for the full amount of the non-Federal match proposed, including any amount provided by one or more third parties, as listed on the Standard Form 424, Application for Federal Assistance (SF-424).

You may attribute some or all of your allowable indirect costs as voluntary committed cost-share/match; however, you may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award.

To receive points under ranking Criterion 11 ([50 CFR 84.32 \(a\)\(11\)](#)), at least some of the non-Federal match must be provided in cash. Direct costs identified in the SF-424 are only considered to meet the definition of cash match if they are provided in the form of U.S. currency.

Some examples include a cash contribution for the purchase of real property, a direct payment to a contractor, or funds that the State grant recipient allocates for employee salaries and benefits to complete project objectives.

Note: If you propose to use the value of donated land as all or a portion of the non-Federal cost share, you should explain in the Project Narrative why the land is necessary to accomplish the project objectives. You should include information on all the parcels proposed for acquisition or restoration with NCWCG Program funds and all the match parcels in adequate detail for each ranking criterion so reviewers can make accurate and informed scoring decisions on both the subject and match parcel(s).

You must document all third-party matching funds with a signed letter of financial commitment from an authorized representative of the match provider. The letter must detail the amount of matching funds or value of donated land and/or services. When assigning a value to volunteer services, you must explain in your Project Narrative or Budget Narrative why the volunteer activity is necessary and reasonable, and reference the compensation rate(s) for an equivalent State position or justify typical costs in the marketplace for similar work in your area. Please note that any contributions from Federal sources are not eligible for use as non-Federal match unless authorized by Federal statute (such as the Department of Defense Readiness and Environmental Protection Integration Program or REPI funds). You are responsible for ensuring availability of the full amount of the non-Federal match that you indicate on the SF-424.

Foreign Entities or Projects:

This program does not provide funding to foreign entities or for projects conducted outside the United States.

Excluded Parties: FWS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Bureau cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

D. Application and Submission Information

D1. Address to Request Application Package

You may access the application package in GrantSolutions or Grants.gov. If you have access to GrantSolutions, we recommend you apply there. To access the application package in GrantSolutions, [Log in](#) and search using Funding Opportunity Number F22AS00007, then follow the instructions to complete and submit your application. To access the application package in [Grants.gov](#), use the “Search Grants” tab, and enter Funding Opportunity Number F22AS00007 or CFDA number 15.614. Downloading and saving the Application Package to your computer

makes the required government-wide standard forms fillable and printable. Submit required documents downloaded via Grants.gov in Grants.gov.

If you need a copy in another format, contact:

Paul Van Ryzin

U.S. Fish and Wildlife Service

Wildlife and Sport Fish Restoration Program

5275 Leesburg Pike, MS: WSFR

Fall Church, VA 22041

703-358-1849

Paul_VanRyzin@fws.gov

Program Website Link

<https://www.fws.gov/coastal/CoastalGrants/>

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

SF-424, Budget Information Form

Your application must include the appropriate SF-424 Budget Information form, or you may include the same or more detailed information in another budget format. Use the SF-424C for construction and/or real property acquisition projects and the SF-424A for all other projects. These forms are available with this announcement in GrantSolutions and Grants.gov.

If a copy is not already on file with your Regional WSFR Office, your application must also include the appropriate signed and dated Assurances form. Use the Assurances for Construction Programs form (SF-424D) for construction and real property acquisition projects and the Assurances for Non-Construction Programs form (SF-424B) for all other projects. These forms are available with this announcement in GrantSolutions and Grants.gov.

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. You may also include goals, objectives, specific project activities, or anticipated outputs and outcomes in this summary.

Project Narrative

The Service has implemented an electronic performance reporting system called TRACS (<https://tracs.fws.gov>) in order to document recipient performance and for reporting on national program accomplishments that deliver meaningful results consistent with the NCWCG Program's authorizing legislation. You are required to enter grant and Project Narrative information in TRACS. We encourage you to enter grant and Project Narrative information in TRACS prior to applying in GrantSolutions. TRACS data entry will facilitate development of a complete Project Narrative. Once entered, TRACS will generate a Project Narrative that you may use as part of your application in GrantSolutions. If you decline to enter grant and Project Narrative information in TRACS prior to applying in GrantSolutions, you will be required to enter this information within 60 calendar days of the latter: (a) period of performance start date; or (b) the date the award was approved. If you need assistance, please contact your WSFR Regional Office (see Section G. Federal Awarding Agency Contacts).

Submit a Project Narrative of no more than seven pages addressing the elements listed below (see also [50 CFR 84.22\(c\)](#)). You may combine your responses as necessary; separate headings or sections for responses to each element are not required. Only your responses to the following requirements in this Project Narrative subsection are included within the page limit, unless otherwise indicated. Your Project Narrative must be formatted to fit on an 8.5" x 11" document, with 1" margins at the top, bottom, and sides and page numbers at the bottom of the page (starting with the Project Narrative). Font size should be no less than 12 point.

Need: The need for the proposed project(s) within the purpose of the NCWCG Program.

Objectives: The Service created Standard Objectives to standardize performance reporting and document national accomplishments that deliver results consistent with the NCWCG Program's authorizing legislation. To avoid delay, your project narrative must only use one or more of the Standard Objectives listed in the [TRACS Performance Matrix](#). We encourage you to work with your WSFR Regional Office if you have questions about the use of TRACS Standard Objectives in your Project Narrative. Please refer to the Service's WSFR Training Portal site for [example project statements](#) that utilize TRACS Standard Objectives.

Expected Results: Expected results or benefits from accomplishing the objectives.

Approach: Clearly describe the approach or activities to be used in meeting the objectives, including specific procedures, methods, schedules, key personnel, and cooperators. Please include (if applicable):

- a. Any organization that will act as a subrecipient and their role(s) in meeting the project objectives; for any key personnel, briefly describe the education, experience and skills that make them qualified to carry out the proposed project (do not include resumes or curriculum vitae);
- b. What organization will hold title to the real property being acquired or restored?
- c. What type of ownership interest is involved (e.g., fee-simple, easement, combination, etc., and the related acres)?
- d. What organization (or individual) will manage the real property interest?
- e. How will long-term management (20 years or longer) of acquired or restored areas be accomplished (e.g., through long-term support provided by an endowment)?

- f. What will be involved in the restoration? Why did you choose that approach? How likely is the proposed restoration technique to succeed? How much maintenance is involved, who will conduct it, and who will support it? Please provide examples of your success in implementing the proposed restoration approach in similar nearby ecosystems, if available.
- g. Is the project ready to implement? For example, in the case of acquisitions, have the landowners supplied willing seller letters? For restoration projects, are the landowners willing to allow and maintain the proposed restoration, and have required permits been obtained or initiated? Are restoration designs completed or underway? Attach any relevant documents that address these elements. Copies of seller letters, permits and designs may be provided separately from the Project Narrative and are not included in the page limit.
- h. If your objectives include management of lands for recreational as well as conservation purposes, you must demonstrate that any anticipated recreational activities will not degrade habitat values of targeted lands.

Project Location: Maps or other geographic aids may be attached. Please include GPS Coordinates in degrees, minutes, and seconds, if available. Provide support for the eligibility of your project by demonstrating that targeted lands or waters meet the definition of a coastal wetland ecosystem ([50 CFR 84.11](#)). Reference to a coastal Hydrologic Unit Code (HUC) alone does not establish eligibility. As applicable, provide: maps and diagrams of your project site(s) in relation to National Wetland Inventory or other wetland delineations, land cover, coastal landscape features such as tidal influence, and/or locations of other restored or managed areas in the vicinity of your project. Maps and other diagrams may be provided separately from the Project Narrative and are not included in the page limit.

Timeline: Describe significant milestones within the performance period of your project in detail, including dates you expect to begin and complete all compliance-related activities. Describe any accomplishments to date.

Compliance: For projects conducted in the United States, provide a summary of anticipated Federal compliance requirements. Be sure to address all applicable compliance requirements including those involving the National Environmental Policy Act (NEPA), the Endangered Species Act (ESA), Section 106 of the National Historic Preservation Act (NHPA), and all other requirements in applicable Federal laws, regulations, and policies. Describe any compliance activities for your proposed project that have already been completed or are currently underway.

State Trust Fund: Include either a description of the State trust fund that supports or justifies your request for a 75 percent Federal share in sufficient detail for us to make an eligibility determination, or a statement that eligibility has been previously approved by us and no change has occurred in the fund. If you do not support or justify your request in your Project Narrative, we may determine that you are ineligible for a 75 percent Federal share.

Relationship to Other Projects and/or Other Federal Grants: If applicable, list other current, interrelated coastal acquisition, restoration, enhancement and conservation actions, the agencies involved, the relationship to the proposed project, and how the application fits into comprehensive natural resource plans for the area. If applicable, identify any relationship

between this project and other work funded by State or Federal grants that is planned, anticipated, or underway. Please note that you must also provide an Overlap or Duplication of Effort Narrative whether or not you describe other current, interrelated conservation actions in your Project Narrative. The Overlap or Duplication of Effort Statement is not included within the seven-page limit for your Project Narrative and should be included in your application separately. For more information, see below in this Section under the heading “Required Overlap or Duplication of Effort Statement.”

Public Involvement and Interagency Coordination: Provide a description of public involvement or interagency coordination on coastal wetlands conservation projects that has occurred or is planned that relates to the application. Please specify the organizations or agencies involved and dates of involvement.

Applicants seeking approval to acquire real property under an award must complete and submit the SF-429, “Real Property Status Report (Cover Page)” and the SF-429-B, “Real Property Status Report Attachment B (Request to Acquire, Improve, or Furnish)”. These forms are required if the real property is acquired with Federal funds, with recipient cost share or matching funds, or as an in-kind contribution under the award. These forms may be found on <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

Real property interests include, but are not limited to, fee simple, fee with exceptions to title, easements, water rights, mineral rights, and leaseholds regardless of their status as real or personal property under State law. You must use these forms to request approval of real property and leaseholds that:

- a. Will be purchased for a financially assisted project with Federal funds or non-Federal cost-sharing or matching funds;
- b. Were acquired previously by the recipient or subrecipient for another purpose, but will be or have already been committed to the financially assisted project; or
- c. Will be (or have already been) accepted by the recipient or subrecipient as an in-kind contribution from a non-Federal third party for the financially assisted project.

Budget Narrative

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See [2 CFR 200.407](#) “Prior written approval (prior approval)” for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, include the source, the amount, and the valuation methodology used to determine the total value. See 2 CFR 200.306 “Cost sharing or matching” for more information.

If applicable, include information on:

1. Program Income, if any – Include the source, estimated amount, and the requested method of crediting the program income (e.g. deductive, additive, cost share).

2. Allocation of Costs – Identify the method used for allocating costs in multipurpose projects and facilities.
3. Equipment, including any tangible personal property (includes information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by you or your subrecipient(s) for financial statement purposes, or \$5,000 (see [2 CFR 200.33](#)). You and your subrecipients must follow the requirements at [2 CFR 200](#) when acquiring equipment under an award, with emphasis on [200.313](#), [200.317](#) through [200.326](#), and [200.439](#).
4. Useful Life – Propose a useful life for each capital improvement that costs at least \$25,000 to build, acquire, or install, and reference the method used to determine the useful life of a capital improvement with a value greater than \$100,000 (see [2 CFR 200.13](#)).
5. Contingency Costs: Contingency costs estimated using broadly-accepted cost estimating methodologies are permissible but must be separately identified in your budget; they must comply with Federal Cost Principles, they must be necessary and reasonable for proper and efficient accomplishment of project or program objectives, and they must be verifiable from your financial records ([2 CFR 200.433](#)). Explain how any contingency costs were calculated and why they are necessary to improve the precision of your budget estimates.

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#),

applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) Applicability.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) Notification.

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.

(c) Restrictions on lobbying. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(e) *Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may 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).

Single Audit Reporting Statement

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 the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the [SF-LLL, "Disclosure of Lobbying Activities"](#) form if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel".

If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with “We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing.”

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as individual (i.e., unrelated to any business or nonprofit organization you may own or operate) or any entity with an exception approved by the funding bureau or office in accordance with bureau or office policy. All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. We may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **There is no cost to register with Dun & Bradstreet or SAM.gov.** There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free.**

Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov “Obtain a DUNS Number” webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the “Organizational DUNS” field on the SF-424, Application for Federal Assistance form.

Register with the System for Award Management (SAM)

Register on the SAM.gov website. “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM page also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity’s DUNS or IRS information.

D4. Submission Dates and Times

Due Date for Applications

06/25/2021

Application Due Date Explanation

Grant application packages must be submitted in GrantSolutions.gov or Grants.gov no later than Friday, June 25, 2021, at 11:59 p.m. EDT. We recommend that you submit your application early enough to address any unforeseen technical complications. All letters of financial commitment are due with the application by the deadline. To ensure submission of your application by the deadline, we recommend you submit a copy of your entire application in PDF format to your Regional WSFR point of contact identified in Section G, Federal Awarding Agency Contacts. We will not consider applications or letters received after the deadline.

D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the [OMB Office of Federal Financial Management website](#) and view the “State Point of Contact (SPOC) List” to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental Review of Federal Programs.” States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state’s prior review requirements for Federal assistance applications.

D6. Funding Restrictions

Eligible Activities

1. Acquisition of a real property interest in coastal lands or waters (coastal wetlands ecosystems) from willing sellers or partners, provided that the terms and conditions will ensure the real property will be managed for long-term conservation; and
2. The restoration, enhancement, or management of coastal wetlands ecosystems, provided that restoration, enhancement, or management will be administered for long-term conservation.

Ineligible Activities

1. Projects that primarily benefit navigation, irrigation, flood control, or mariculture;
2. Acquisition, restoration, enhancement or management of lands to mitigate habitat losses;
3. Creation of wetlands where wetlands did not previously exist;
4. Enforcement of fish and wildlife laws and regulations, except when necessary for the accomplishment of approved project purposes;
5. Research;
6. Planning as a primary project focus;

7. Operations and maintenance, including long-term invasive species management;
8. Acquisition and/or restoration of upper portions of watersheds where benefits to the coastal wetlands ecosystem are not significant and direct; and
9. Projects providing less than 20 years of conservation benefits.

Note: These lists not comprehensive. If you have questions about the eligibility of specific activities, contact your Regional WSFR Office (see Section G, Federal Awarding Agency Contacts).

Pre-Award Costs: If you incur costs before the effective date of the grant, they can only be reimbursed if included in your application and approved for funding by your Regional WSFR Office. Pre-award costs may include costs necessary for preparing the grant proposal, such as feasibility surveys, engineering design, biological reconnaissance, appraisals, or preparation of grant documents such as environmental assessments for compliance with the National Environmental Policy Act or other Federal laws or regulations (See [50 CFR 84.47\(c\)](#)). See also [2 CFR 200.458](#). Pre-award costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. If you are unsure whether specific pre-award costs may be reimbursable, please contact your Regional WSFR Office.

Indirect Costs: Individuals

Individuals applying for and receiving 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, you must not include any indirect costs in your proposed budget. Individuals are not required to submit any of the following statements regarding indirect costs.

Indirect Costs: Organizations

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the [IBC Email Submission Form](#). See the [IBC Website](#) for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

Required Indirect Cost Statement to be submitted with Application

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- 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. Attached is a copy of our most recently approved rate agreement/certification.
- 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 have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: “Attached is a copy of our most recently approved but expired rate agreement. 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.” or “Attached is a copy of our current negotiated indirect cost rate agreement.”]
- 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]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award 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 indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in [§2 CFR 200.68](#)]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization’s indirect rate; must be 10% or higher]. However, if we receive an award 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 minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in [2 CFR §200.68](#). We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.
- 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 per [2 CFR §1402.414](#). If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against 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 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand 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.

- A [insert your organization type] that will charge all costs directly.

D7. Other Submission Requirements

If you have access to GrantSolutions, we recommend you apply there. [Log in](#) and search for the funding opportunity by CFDA number or grant program, then follow the instructions to complete and submit your application. To access the application package in [Grants.gov](#), use the “Search Grants” tab, and enter Funding Opportunity Number F22AS00007 or CFDA number 15.614. Downloading and saving the application package to your computer makes the required government-wide forms fillable and printable. Submit application packages downloaded via Grants.gov in Grants.gov.

You will receive automatic confirmation of your application in GrantSolutions or Grants.gov. We also receive system notifications that verifies that you have submitted your application by the deadline. Applications received after the deadline will be rejected, unless you can demonstrate that a technical problem with GrantSolutions or Grants.gov resulted in late or incomplete submission of your application.

Although it is not a requirement, we encourage you to submit a single PDF copy of your entire application to your Regional WSFR Office in case you encounter difficulties in GrantSolutions or Grants.gov. We encourage you to communicate with your Regional WSFR Office at least six weeks in advance of the deadline if you are requesting a pre-deadline review of your application; however, we cannot guarantee pre-deadline application review due to limited staff availability.

Please review this announcement carefully before you apply for a NCWCG Program grant. WSFR is required to annually update information in this announcement, including program requirements and/or application instructions. Use the following list of required elements to make sure your application is complete and your project is eligible for funding.

- SF-424, Application for Federal Assistance
- Assurances: SF-424B or SF-424D form (only if a current copy is not on file in your Regional WSFR Office and you have not submitted the SF-424B via SAM.gov)
- Project Summary

- Project Narrative (7 page limit)
- A complete SF-424A, SF-424C, or equivalent budget information in another format
- Budget Narrative
- If applicable, a completed Request to Acquire, Improve, or Furnish form (SF-429B)
- Any required letter(s) of commitment identifying specific financial or other commitments that are signed by an authorized entity with budgetary authority
- Indirect Cost Statement and if applicable, a copy of your current NICRA (only if a current copy is not on file in your Regional WSFR Office)
- Statements on applicability of and compliance with Single Audit Report requirements
- If applicable, a completed SF-LLL Disclosure of Lobbying Activities form
- If applicable, a Conflict of Interest Disclosure
- Statement regarding Overlap/Duplication

E. Application Review Information

E1. Criteria

Criterion 1: Wetlands conservation

Maximum Points: 7

How will the project reverse coastal wetland loss or habitat degradation in decreasing or stable coastal wetland types? Reference project location information provided in your Project Narrative. Include a citation for your wetland type determinations and reference any maps, diagrams, or other information demonstrating that targeted lands or waters meet the definition of a coastal wetland ecosystem ([50 CFR 84.11](#)).

Criterion 2: Maritime forests on coastal barriers

Maximum Points: 7

How will the project significantly benefit maritime forests on coastal barriers?

Criterion 3: Long-term conservation

Maximum Points: 7

How will the project ensure long-term conservation of coastal wetland functions? The project must provide at least 20 years of conservation benefits to be eligible. Reference any published data, modelling, design features, and/or similar information supporting the expected longevity of natural resource benefits resulting from project activities.

Criterion 4: Coastal watershed management

Maximum Points: 3

How will the completed project help accomplish the natural resources goals and objectives of one or more formal, ongoing coastal watershed management plan or effort?

Criterion 5: Conservation of threatened and endangered species

Maximum Points: 5

How will the project benefit any federally-listed endangered or threatened species, species proposed for Federal listing, recently delisted species or designated or proposed critical habitat in coastal wetlands? Describe any expected benefits to your State-listed species.

Criterion 6: Benefits to fish **Maximum Points: 5**
How will the project provide, restore, or enhance important fisheries habitat?

Criterion 7: Benefits to coastal-dependent or migratory birds **Maximum Points: 5**

How will the project provide, restore, or enhance important habitat for coastal-dependent or migratory birds?

Criterion 8: Prevent or reduce contamination **Maximum Points: 5**
How will the project prevent or reduce input of contaminants, or remove existing contaminants from the coastal wetlands and associated coastal waters?

Criterion 9: Catalyst for future conservation **Maximum Points: 4**
How will the project leverage other ongoing coastal wetlands conservation efforts in an area or provide additional impetus for conservation?

Criterion 10: Partners in conservation **Maximum Points: 4**
Will the project receive financial support, including in-kind match, from private, local or other Federal partners?

Criterion 11: Federal share reduced **Maximum Points: 5**
Does the application add to the non-Federal share of the project by contributing additional cash? See [50 CFR 84.32 \(a\)\(11\)](#).

Criterion 12: Education/outreach program or wildlife-oriented recreation **Maximum Points: 3**
Does the proposed project include a site-specific, substantive outreach/education program? Does it provide recreational opportunities that are consistent with the conservation goals of the site?

Criterion 13: Other factors **Maximum Points: 4**
Please summarize how any other factors not covered in the previous criteria make your proposed project or site particularly unique and valuable. Other factors may include but are not limited to the following examples (see [50 CFR 84.32\(a\)\(13\)](#)). You must provide evidence supporting the expected benefits.

- a. Projects providing significant benefits to rare or threatened habitat types, biodiverse habitats, rare and declining species, and/or the local community;
- b. Projects that are particularly cost-effective;
- c. Projects that assist in the prevention or control of invasive species;
- d. Projects that provide important cultural or historical resource benefits;
- e. Projects designed to significantly advance climate change adaptation;
- f. Projects that help build the capacity of underserved insular jurisdictions to conserve coastal wetlands ecosystems, including Guam, the Commonwealth of the Northern Mariana Islands, American Samoa, Puerto Rico, and the U.S. Virgin Islands.

E2. Review and Selection Process

Prior to award, the program will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the program may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Bureau may choose not to fund the selected project.

The program may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Bureau is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR 200.205. Programs document applicant risk evaluations using the Bureau's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.207 should be applied to the award.

You may revise and resubmit applications until the application deadline of Friday, June 25, 2021, at 11:59 p.m. EDT. We then conduct an initial review of applications to verify eligibility. We may identify errors or other deficiencies in your application. During this period, we may contact you to clarify information or address any minor errors or omissions. After this review, a panel of Service program specialist recommend a ranked project list to the Assistant Directors for Refuges and WSFR, who recommend a final list of projects to the Service Director. 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 program manager identified in Section G. Federal Awarding Agency Contacts. The Service Director makes the final selections for funding.

E3. CFR – Regulatory Information

See the [Service's General Award Terms and Conditions](#) for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

E4. Anticipated Announcement and Federal Award Dates

We expect to announce awards by February 2022.

F. Federal Award Administration Information

F1. Federal Award Notices

If your project is selected for funding, the Regional WSRF Office will notify you of the award and the process needed to receive a grant, including satisfactory completion of compliance requirements. We encourage you to submit all required documentation to the Regional WSRF Office within six months of receipt of the pre-award notification. When compliance requirements are met, your Regional WSRF Office will send you a notice of award detailing the terms and conditions of the award. Notices of award are typically sent to you by e-mail. If e-mail notification is unsuccessful, the document(s) will be sent by courier mail (e.g., FedEx, DHL or UPS). You are not required to sign/return the notice of award. 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 approved by us. The notice of award will include specific instructions on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. We may also publish one or more media releases and post information about projects selected for funding on our websites. These releases may be made in coordination with the DOI and may be made nationally and/or regionally.

F2. Administrative and National Policy Requirements

See the [“DOI Standard Terms and Conditions”](#) for the administrative and national policy requirements applicable to DOI awards.

Data Availability

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

- (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.
- (b) The Federal Government has the right to:
 - (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
 - (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

See the [Service’s General Award Terms and Conditions](#) for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any

other program- or project-specific special terms and conditions to recipients in their notices of award.

F3. Reporting

Financial Reports

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

Effective November 12, 2020, the 2 CFR 200 regulations now allow recipients 120 calendar days after the end date of the period of performance to liquidate all financial obligations incurred under the Federal award and submit all financial, performance, and other reports as required by the award terms and conditions (see [2 CFR 200.344 Closeout](#)). Previously, recipients were allowed 90 calendar days after the period of performance end date to submit all final reports.

Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** performance reports on the frequency established in the Notice of Award.

Effective November 12, 2020, the 2 CFR 200 regulations now allow recipients 120 calendar days after the end date of the period of performance to liquidate all financial obligations incurred under the Federal award and submit all financial, performance, and other reports as required by the award terms and conditions (see [2 CFR 200.344 Closeout](#)). Previously, recipients were allowed 90 calendar days after the period of performance end date to submit all final reports.

You must submit all performance reports in TRACS and GrantSolutions as described in the terms and conditions specified in the notice of award. You should complete your performance reports in TRACS first. Once completed, TRACS will generate a performance report that you can upload in GrantSolutions. Your performance report information must provide quantitative outputs for the approved Standard Objectives, and narrative responses to the following questions:

1. What progress has been made towards completing the objectives(s) of the project?
2. Please describe and justify any changes in the implementation of your objective(s) or approach(es).
3. If applicable, please share if your project resulted in any unexpected benefits, promising practices, new understandings, cost efficiencies, management recommendations, or lessons learned.

4. For survey projects only: If applicable, does this project continue work from a previous award? If so, how do the current results compare to prior results? (Recipients may elect to add attachments such as tables, figures, or graphs to provide further detail when answering this question).
5. If applicable, identify and attach selected publications, photographs, screenshots of websites, or other documentation (including articles in popular literature, scientific literature, or other public information products) that have resulted from this project that highlight the accomplishments of the project.
6. Is this a project you wish to highlight for communication purposes?
7. For CMS States only: If the grant is a CMS, has the agency submitted an updated report every 3 years detailing the CMS components: (a) inventory and scanning; (b) strategic plan; (c) operational plan; and (d) evaluation and control have been reviewed and summaries included which provide detailed review results and recommendations?

Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any 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. The recipient should also notify the Service in writing of any 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.

Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

Real property interests may include, but are not limited to, fee simple, fee with exceptions to title, easements, water rights, and mineral rights. Leaseholds acquired by a recipient or subrecipient must also be reported regardless of their status as real or personal property under State law. The real property and leaseholds to be reported are those that required a Notice of Federal Participation to be recorded in the public recorder's office of the local jurisdiction. They include real property and leaseholds that were:

- (a) Purchased for a financially assisted project with Federal funds or non-Federal cost-sharing or matching funds;
- (b) Acquired previously by the recipient or subrecipient for another purpose, but committed to the financially assisted project as an in-kind contribution; or
- (c) Accepted by the recipient or subrecipient as an in-kind contribution from a non-Federal third party for the financially assisted project.

If your award includes real property/facility acquisition or construction, you are responsible for entering information in the TRACS inventory modules to create real property/facility record(s). We will use these real property/facility records to ensure your periodic compliance requirement to submit reports on the status of real property acquired or constructed under a Federal award as outlined in the notice of award is met. The Director, Office of Grants Management, has approved the Service's use of TRACS as an alternate equivalent format for the collection of data needed for the OMB approved form, *Real Property Status Report SF 429-A* (2 CFR 1402.329(d)(4)). If the real property will be held for less than 15 years, reports must be submitted annually. If the real property will be held for 15 years or more, the first report will be due within a year of the end of the period of performance, and subsequent reporting on a schedule determined by us. Reports for real property held for 15 years or more will be due at least once every five years, but could be required more often.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and 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 the 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 receive a Federal award including the terms and conditions 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.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the

Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First Name:

Paul

Last Name:

Van Ryzin

Address:

U.S. Fish and Wildlife Service, Falls Church, Virginia

Telephone:

703-358-1849

Email:

Paul_VanRyzin@fws.gov

or

Chris Darnell

U.S. Fish and Wildlife Service

The National Refuge System - Division of Natural Resources and Conservation Planning

5275 Leesburg Pike, MS: NWRS

Falls Church, VA 22041

703-358-2236

Chris_Darnell@fws.gov

G2. Program Administration

For **program administration assistance**, contact:

First Name:

Paul

Last Name:

Van Ryzin

Address:

U.S. Fish and Wildlife Service, Falls Church, Virginia

Telephone:

703-358-1849

Email:

Paul_VanRyzin@fws.gov

For assistance with applications, compliance, and Regional grant administration, contact:

Chris Swenson

USFWS-WSFR

911 NE 11th Avenue

Portland, OR 97232-4181

503-231-6758

Chris_Swenson@fws.gov

Territories/Commonwealths: American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and Hawaii

Heidi Nelson

USFWS-WSFR

911 NE 11th Avenue

Portland, OR 97232-4181

503-231-2096

Heidi_Nelson@fws.gov

States: Oregon, and Washington

Kelly Oliver-Amy

USFWS-WSFR

P.O. Box 1306

500 Gold Avenue, SW, Room #8514

Albuquerque, NM 87103

505-248-7457

Kelly_Oliver-Amy@fws.gov

State: Texas

Casey Nelson

USFWS-WSFR

5600 American Blvd. West, Suite 990

Bloomington, MN 55437-1458

612-713-5143

Casey_Nelson@fws.gov

States: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

James Duffy

USFWS-WSFR

1875 Century Boulevard, Suite 240

Atlanta, GA 30345-3319

404-679-4169

James_Duffy@fws.gov

States: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina

Commonwealths/Territories: the Commonwealth of Puerto Rico, and the U.S. Virgin Islands

Bill Perry
USFWS-WSFR
300 Westgate Center Drive
Hadley, MA 01035-9589
413-253-8302
Bill_Perry@fws.gov
States: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey,
New York, Pennsylvania, Rhode Island, and Virginia

Kyle James
USFWS-WSFR
1011 East Tudor Road, MS 261
Anchorage, AK 99503
907-786-3696
Kyle_James@fws.gov
State: Alaska

Becky Miller
USFWS-WSFR
2800 Cottage Way Room W-1729
Sacramento, CA 95825
916-978-6185
Becky_Miller@fws.gov
State: California

G3. Application System Technical Support

For **Grants.gov** technical registration and submission, downloading forms and application packages, contact:

Name:
Grants.gov Customer Support
Telephone:
1-800-518-4726
Email:
Support@grants.gov

For **GrantSolutions** technical registration and submissions, downloading forms and application packages, contact:

Name:
GrantSolutions Customer Support
Telephone:

1-866-577-0771

Email:

Help@grantsolutions.gov

H. Other Information

Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the Service program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

PAPERWORK REDUCTION ACT STATEMENT:

OMB Control Number: 1018-0100, Expiration Date: 7/31/2021

We are collecting this information in accordance with the authorizing legislation identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.