

U.S. Fish and Wildlife Service

JV Flex Fund

Science Needs for Bird Habitat Conservation in the Upper Mississippi / Great Lakes Joint  
Venture Region 3

<https://umgljv.org/>

Fiscal Year: 2022

NOFO Number: **F22AS00315**

Due Date for Applications: **5/31/2022**

**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.

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## A. Program Description

### A1. Authority

Migratory Bird Joint Ventures 15.637 authorizing statutes related to this agreement include: Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a-754; Fish and Wildlife Coordination Act of 1958, 16 U.S.C.661-667(e); Fish and Wildlife Conservation Act, 16 U.S.C, 2901-2911; and Migratory Bird Treaty Act, (16U.S.C. 709a); Endangered Species Act of 1973, as amended (16 U.S.C. 1531-43).

#### Assistance Listing Number:

15.637

### A2. Background, Purpose and Program Requirements:

The goal of the Joint Venture (JV) is to assist partners in implementing effective science-based bird habitat conservation projects in the Upper Mississippi / Great Lakes Joint Venture (UMGLJV) region (Michigan and Wisconsin, plus portions of Indiana, Iowa, Illinois, Kansas, Missouri, Minnesota, Nebraska and Ohio).

The JV has identified priority evaluation needs to fill information gaps and test planning assumptions (<https://umgljv.org/science/>). Proposals should focus on monitoring and applied research that improves understanding of factors limiting “focal species” population abundance, such as land-use and environmental variation related to climate change. Improved understanding of the ecological services provided by bird habitats and related social concerns for targeting conservation (e.g., JV decision support tools) is highly relevant. In addition, projects to address conservation priorities in State Wildlife Action Plans (SWAPs; <https://www.fishwildlife.org/afwa-informs/state-wildlife-action-plans>) should be highlighted. Thus, proposal objectives should directly relate to information needs identified in JV Habitat Conservation Strategies and SWAPs. Please clearly identify the plan(s) and evaluation objectives you are addressing and cite the information need(s) identified by the JV and or SWAP. Applicants should also describe the entire scope of the project and explain how JV funded activities will be leveraged against other partner investments towards the success of the entire project. Proposals developed in coordination with the JV bird-group committees will be viewed favorably.

Following are themes prominent in UMGLJV planning documents, with focus on priority species (JV focal species <https://umgljv.org/planning/#focal-species>) and increasing conservation effectiveness:

- 1) Test planning assumptions, determine factors most limiting population growth during the full annual cycle, and build / refine models to more effectively target bird habitat conservation;
- 2) Improve understanding of focal species habitat selection, survival, migration and wintering chronology, and human influences on migrating and wintering populations;

- 3) Assess trends in bird densities and vital rates in breeding and nonbreeding areas to better predict carrying capacity with environmental variation (e.g., climate change); and
- 4) Improve understanding of regional human dimensions related to enjoyment of birds, bird habitats, ecological services provided by bird habitats, and how to most effectively grow public support for bird habitat conservation.

We encourage you to discuss proposal ideas for the UMGLJV region with Science Coordinator Greg Soulliere (phone 517-351-4214, [Greg\\_Soulliere@fws.gov](mailto:Greg_Soulliere@fws.gov)).

## **B. Federal Award Information**

### **B1. Total Funding**

Estimated Total Funding: \$200,000

The UMGLJV will issue one or more grants annually under this NOFO, with a total funding amount of up to \$200,000. Multi-year grants may be issued contingent on funding with a multi-year funding maximum of \$100,000. Total funding amount may not be utilized if insufficient or inadequate proposals are received.

### **B2. Expected Award Amount**

Maximum Award: \$100,000

Minimum Award: **\$25,000**

### **B3. Expected Award Funding and Anticipated Dates**

Expected Award Funding: \$25,000-\$100,000

Expected Award Date: **October 1, 2022**

Multi-year grants may be issued contingent on funding with a multi-year funding maximum of \$100,000.

### **B4. Number of Awards**

Expected Number of Awards: 4-6

## **B5. Type of Award**

Funding Instrument Type: Grants, Cooperative Agreements

Cooperative agreements may be issued to Cooperative Ecosystem Studies Units (CESU) Network partners, therefore using the CESU indirect cost rate cap (currently 17.5%). To qualify as a Cooperative Agreement, the narrative must explicitly describe how the U.S. Fish and Wildlife Service will be substantially involved in the performance of the agreement. Here is suggested text to use: “The U.S. Fish and Wildlife Service (Service) will be substantially involved in projects under this funding opportunity. In particular, the Service will be responsible for the following: [insert the specific project-related activities to be performed by Service staff].”

## **C. Eligibility Information**

### **C1. Eligible Applicants**

Federal, State, and local government agencies  
Native American tribal governments (Federally recognized)  
Native American tribal organizations (other than Federally recognized tribal governments)  
Public and State controlled institutions of higher education  
Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education  
Nonprofits that do not have a 501 (c)(3) status with the IRS, other than institutions of higher education  
Private institutions of higher education  
Interstate and intrastate entities

### **C2. Cost Sharing or Matching**

Does the program have a cost sharing or matching requirement? No

### **C3. Other**

**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 Service 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.

## **Foreign Entities or Projects:**

**State Sponsors of Terrorism:** This program will not fund projects in [countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism](#) and therefore are subject to sanctions restricting receipt of U.S. foreign assistance and other financial transactions.

**Office of Foreign Assets Control Sanctions:** This program will not fund projects in countries subject to [comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Control](#) without proper licenses.

**In-Country Licenses, Permits, or Approvals:** Entities conducting activities outside the U.S. are responsible for coordinating with appropriate U.S. and foreign government authorities as necessary to obtain all required licenses, permits, or approvals before undertaking project activities. The Service does not assume responsibility for recipient compliance with the laws, regulations, policies, or procedures of the foreign country in which they are conducting work.

### **Excluded Parties:**

The DOI conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The DOI 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**

Download the Application Package linked to this Funding Opportunity on GrantSolutions to begin the application process. Using the “Search Grants” tab, enter Funding Opportunity Number. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Submit completed applications electronically through GrantSolutions.

Applicants should reach out to the technical and administration contacts listed elsewhere in this document if they have questions about their applications.

This funding opportunity contains everything needed to apply.

To request a paper application package and other information materials, please contact  
UMGLJV Joint Venture Coordinator Doug Gorby  
Phone 517-351-8286, [douglas\\_gorby@fws.gov](mailto:douglas_gorby@fws.gov)  
USFWS – UMGLJV  
Michigan Field Office

2651 Coolidge Road, Suite 101  
East Lansing, MI 48823

(Please be sure to follow up with Doug by phone or email if requesting anything through mail.)

### **Program Website Link**

<https://umgljv.org/>

## **D2. Content and Form of Application Submission**

### **SF-424, Application for Federal Assistance**

All applicants must submit the Standard Form (SF)-424, Application for Federal Assistance. This form is available with the announcement on Grants.gov and in GrantSolutions. The form must be complete and signed by an Authorized Representative. For all applicants except private citizens, the Authorized Representative's signature on a standard application form submitted to the Service represents their certification that the entity's financial management system meets [2 CFR §200.302](#) financial management requirements. The non-Federal entity's financial management system must be sufficient to:

1. Permit the preparation of required reports;
2. Trace funds to a level of expenditures adequate to establish that the entity has used such funds per Federal statutes, regulations, and terms and conditions of the Federal award;
3. Provide for the requirements in [2 CFR §200.302\(b\)](#); and
4. Comply with [§200.334](#) Retention requirements for records, [§200.335](#) Requests for transfer of records, [§200.336](#) Methods for collection, transmission, and storage of information, and [§200.337](#) Access to records.

When completing the SF-424 Application form, enter only the amount requested from this Federal program in Box 18a, Estimated Federal Funding. Include any other Federal sources of funding in Box 18e. Estimated Other Funding and identify any such sources and amounts in the required Budget Narrative (see below). For individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), do NOT include your Social Security Number on this or any other document to be submitted with your application! When completing the SF-424 Application form, individuals must enter in Box 8b. Employee/Taxpayer Identification Number (EIN/TIN) the substitute number "444-44-4444" and in Box 8c. For organizational DUNS substitute number "123456789". For UEI substitute the number "000123456789".

### **SF 424B, Assurances for Non-Construction Programs**

Individuals applying for and receiving funds separate from a business or non-profit organization he/she may own or operate, and entities waived from the SAM.gov registration requirements by the funding bureau or office must submit the signed and dated SF-424B, Assurances for Non-Construction Programs form. All required application forms are available with this announcement on Grants.gov and in GrantSolutions.

### **SF-424D, Assurances for Construction Programs**

Any applicant requesting support for a construction projects must submit as signed and dated SF-

424D, Assurances for Construction Programs form. All required application forms are available with this announcement on Grants.gov and in GrantSolutions

### **Project Abstract Summary**

All applicants must submit the Project Abstract Summary form. This form is available in with the announcement.

### **Project Narrative**

- Project title;
- Description of entity(ies) undertaking the project;
- Statement of need: Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. Describe how this project relates to UMGLJV Implementation Plans. If you have received funding previously (from the Service or any other entity) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes;
- 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);
- 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. 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. The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period;
- Information to support environmental compliance review requirements: 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. Provide a detailed description of the method(s) to be used to carry out each activity **A list of federally Endangered and Threatened species in your project area can be found on the following FWS website <https://ipac.ecosphere.fws.gov/> (you do not need an IPAC account to see the list of species for your project location(s)). ;**
- Description of stakeholder coordination or involvement: As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities;
- If applicable (not necessarily applicable for research projects), describe the project monitoring and evaluation plan, including description of assessment tools to be used;



- Information on key project personnel: 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;
- Anticipated future funding needs where this grant would be used to complete a portion of a longer-term and or broader project, if applicable;
- Details and supporting documentation on the project location;
- Sustainability: If applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded;
- Literature Cited

### **SF-424A, Budget Information for Non-Construction Programs**

Applicants must complete and submit the SF-424A Budget Information form for Non-Construction Programs or Projects. All required application forms are available with this announcement on GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in Title 2 of the Code of Federal Regulations (CFR) part 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In “Section A – Budget Summary” on the SF-424A form enter the funding requested from this Federal program in the first row. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below).

### **SF-424C, Budget Information for Construction Program**

Applicants must submit the appropriate SF-424C Budget Information form for Construction Programs or Projects. All required application forms are available with this announcement on GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. Identify any other Federal funding sources and amounts in the required Budget Narrative (see below).

### **SF-429 Request to Acquire, Improve, or Furnish Real Property**

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. **The SF-429 forms are not available with this announcement on Grants.gov; they are available on the Grants.gov Post-Award Reporting Forms page. Please submit these completed forms as attachments to your application.**

### **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 proposed item of cost that requires prior approval under the Federal cost principles, including any anticipated subawarding,

transferring or contracting out of any work under the award. See [2 CFR §200.407](#) 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, identify the source, the amount, and the valuation methodology used to determine the total value. See [2 CFR §200.306](#) for more information.

Please contact the Region 3 Joint Venture Assistant Coordinator, Anna Sidie-Slettedahl (anna\_sidie-slettedahl@fws.gov), for examples of completed budget justifications.

### **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 §18](#) and [31 USC §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.

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 §200.339](#), Remedies for noncompliance, including suspension or debarment (see also [2 CFR §180](#)).

### **Uniform Audit Reporting Statement**

All U.S. states, local governments, Indian tribes, institutions of higher education, 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](#), in accordance with 2 CFR 200 subpart F. U.S. state, local government, Indian tribes, institutions of higher education, 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 [43CFR 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](#).

### **Disclosure of Lobbying Activities**

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 regard 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 regard 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 regard 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 an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which will replace Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made 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 the applicant is not qualified to receive an award. Applicants registering in SAM.gov prior to April 2022 may still be required to obtain a DUNS number prior to completing the registration process within SAM.gov. Federal award recipients must also 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. **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.**

#### **Register with the System for Award Management (SAM)**

Applicants can register on the [SAM.gov](#) website. The “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. Applicants can 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 made to the entity’s IRS information. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

### **D4. Submission Dates and Times**

#### **Due Date for Applications: 05/31/2022**

Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.

### **D5. Intergovernmental Review**

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the state’s process under [Executive Order 12372](#). The State

Single Point of Contact list is available on the [OMB Office of Federal Financial Management website](#).

## **D6. Funding Restrictions**

### **Indirect Costs: Individuals**

Individuals applying for and receiving funds separate from a business or non-profit organization they 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.

### **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 (DOI) is your organization's cognizant agency, the Interior Business Center (IBC) will negotiate your indirect cost rate. Contact the IBC 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 may not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

### **Required Indirect Cost Statement to be submitted by Organization:**

**U.S. state or local government entities receiving more than \$35 million in direct Federal funding** must include the following statement in their application and attach a copy of their most recently negotiated rate agreement:

- We are a U.S. state or local government entity receiving more than \$35 million in direct Federal funding. We submit our indirect cost rate proposals to our cognizant agency. Our current indirect cost rate is [insert rate]. Attached is a copy of our most recently negotiated rate agreement/certification.

**U.S. state or local government entities receiving \$35 million or less in direct Federal funding** must include the applicable statement from this list:

- We are a U.S. state or local government entity receiving \$35 million or less in direct Federal funding. We prepare and retain for audit an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII. Our current indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award].
- We are a U.S. state or local government entity receiving \$35 million or less in direct Federal funding. We have not prepared an indirect cost rate proposal and documentation per 2 CFR §200, Appendix VII and elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until we choose to establish a rate per 2 CFR §200. We understand we must notify the Service in writing if we establish a rate

that changes the methodology used to charge indirect costs 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.

**All other organizations** must include the applicable statement from this list and any related documentation in their application. Please note, an organization with a current negotiated (including provisional) rate may not elect to charge the 10% de minimis rate of Modified Total Direct Costs during the period covered by their current negotiated rate.

- We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
- We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. 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. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. 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. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the Service in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the Service.
- We are an organization submitting a [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”] project proposal, which has an indirect cost rate cap of [insert rate; CRU is currently 15%; CESU is currently 17.5%]. In the event we receive an award, we understand that if we have a current negotiated (including provisional) rate we must charge the program’s capped indirect cost rate to the same base identified in our approved indirect cost rate agreement, per 2 CFR §1402.414. If we do not have current negotiated (including provisional) rate, we understand we must charge the capped indirect cost rate against Modified Total Direct Costs (MTDC) as defined in 2 CFR §200.1.
- We are an organization that will charge all costs directly.

Cooperative agreements may be issued to Cooperative Ecosystem Studies Units (CESU) Network partners, therefore using the CESU indirect cost rate cap (currently 17.5%). To qualify

as a Cooperative Agreement, the narrative must explicitly describe how the U.S. Fish and Wildlife Service will be substantially involved in the performance of the agreement. Here is suggested text to use: “The U.S. Fish and Wildlife Service (Service) will be substantially involved in projects under this funding opportunity. In particular, the Service will be responsible for the following: [insert the specific project-related activities to be performed by Service staff].”

## **D7. Other Submission Requirements**

The Service requests applicants to apply electronically using GrantSolutions. To apply electronically the Applicant Organization and Organization Officials must be established in GrantSolutions. If your Organization and/or Organization Officials do not currently exist in GrantSolutions follow the instructions below.

### New Organization Request

Send an email requesting a new organization to be with the following information to [help@grantsolutions.gov](mailto:help@grantsolutions.gov):

- Organization/Individual Name
- POC first and last name
- POC email
- POC phone number
- Organization Type
- DUNS # (unless exempt)
- EIN (Applicants that are INDIVIDUALS SHOULD NOT include their social security number)
- Address

If your Organization is new or you do not have the appropriate officials in GrantSolutions you must also establish an individual account for each of the Organization Officials and assign the appropriate role. At a minimum the Authorizing Official and Principal Investigator/Program Director roles must be assigned. Individual Organization Official accounts may be requested by completing the [Recipient User Account Request Form](#) and emailing the completed form to at [help@grantsolutions.gov](mailto:help@grantsolutions.gov).

If your organization already exists in GrantSolutions please verify that the correct Organization Officials have an individual GrantSolutions account.

If your Organization and Organization Officials already exists in GrantSolutions, please login using your existing username and password. If you do not remember your account information, please contact the GrantSolutions Help Desk at (866) 577-0771 or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov)

For more information on how to apply please see [GrantSolutions Help](#) for instructions and videos.

Please contact GrantSolutions Help Desk if you have any questions regarding your account or GrantSolution issues at (866) 577-0771 or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov)

Please send an email to UMGL JV Assistant Coordinator Anna Sidie-Slettedahl ([anna\\_sidie-slettedahl@fws.gov](mailto:anna_sidie-slettedahl@fws.gov)) to confirm your application submission through GrantSolutions.

## **E. Application Review Information**

### **E1. Criteria**

To be considered for funding, application objectives must address information needs in the most recent versions of JV conservation planning documents referenced in Section A. The JV has identified priority evaluation needs to fill information gaps and test assumptions related to these documents (<https://umgljv.org/science/>). Proposal objectives should address monitoring and applied research that improves JV conservation decision tools. In addition, projects that complement conservation priorities in State Wildlife Action Plans (<https://www.fishwildlife.org/afwa-informs/state-wildlife-action-plans>) should be highlighted. Proposals will be reviewed for relevance to applicable JV bird conservation strategies by USFWS Migratory Bird biologists, and each UMGL JV Technical Committee member will independently review and rank proposals based on scores of the following criteria:

- Topic Value (i.e., importance to achieving JV goals; 1-3 points),
- Technical Merit (i.e., scientific rigor; 1-3 points)

These scores are compiled and used, along with UFSWS MB comments, as the foundation for a discussion by the full Technical Committee, resulting in a final ranking of proposals. Proposals developed in coordination with the JV bird committees will be viewed favorably. Final proposal ranking by the Technical Committee, with recommendations for funding highest ranked projects, will be provided to the Joint Venture Coordinator. The Joint Venture Coordinator makes the final funding selections. Proposals not recommended for funding by the JV Technical Committee may be considered for funding directly by the USFWS Migratory Bird program using dedicated funding.

### **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 FWS 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](#)



[§200.206](#). 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 §200.208](#) should be applied to the award.

UMGLJV grant applications will be reviewed and ranked by the Joint Venture Technical Committee with expert assistance from Region 3 FWS Migratory Bird Biologists. The JV Technical Committee is comprised of scientists representing agencies and organizations of the JV partnership. After pooling these individual scores, Technical Committee members meet and review results of the pooled ranking of proposals, then they discuss scoring variation and discrepancies among individual reviewers. This discussion results in a final proposal ranking by the Technical Committee, with recommendations for funding highest ranked projects provided to the Joint Venture Coordinator, who makes the final funding decisions. Proposals not recommended for funding by the JV Technical Committee may be considered for funding directly by the USFWS Migratory Bird program using dedicated funding.

Application acceptance - The Regional WSFR Office determines agency eligibility and whether applications are complete, substantial, and contain only activities that are eligible. Applications that are ineligible are returned to the grantee. Revision and resubmission of returned applications is allowable up until the identified deadline for application submittals. Prior to award, the Service 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 Service may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Service may choose not to fund the selected project.

### **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**

Selection will be announced within 12 weeks of NOFO closure and funds will be obligated when all grant application requirements have been met.

## F. Federal Award Administration Information

### F1. Federal 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). 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. 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. Recipient acceptance of a Federal award from the Service carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

### F2. Administrative and National Policy Requirements

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

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.

#### Data Availability

Any peer-reviewed publications produced under this award must include the following statement acknowledging support from the U.S. Fish and Wildlife Service: "This research was funded in part through a grant from the U.S. Fish and Wildlife Service, Migratory Bird Program and Upper Mississippi / Great Lakes Joint Venture."

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.

### **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 120 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.

#### **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 was not met, if appropriate; and any other pertinent information relevant to the project results. **Final** reports are due no later than 120 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.

Upon completion, a professional project report with abstract, detailed background, methods, results, discussion, and management implications is required, and annual interim (progress) reports are required for multiple-year projects. Progress reports should include detailed background (including project objectives), methods, and interim results, and unexpected challenges related to achieving project objectives.

#### **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 standard form or data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

### **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 for noncompliance described in [2 CFR §200.339](#), 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 for noncompliance described in [2 CFR §200.339](#), 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](#) that is made available in the designated integrity and performance system (currently the [Federal Awardee Performance and Integrity Information System](#)) 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:

Doug Gorby  
517-351-8286  
douglas\_gorby@fws.gov

Questions specific to UMGLJV funding should be directed to Joint Venture Coordinator Doug Gorby (phone 517-351-8286, douglas\_gorby@fws.gov). You are encouraged to discuss proposal ideas for the UMGLJV region with Science Coordinator Greg Soulliere (phone 517-351-4214, Greg\_Soulliere@fws.gov).

## **G2. Program Administration**

For **program administration assistance**, contact:

Jennie McNicoll  
612-202-0820  
[Jennifer\\_mcnicoll@fws.gov](mailto:Jennifer_mcnicoll@fws.gov)

## **G3. Application System Technical Support**

For **GrantSolutions** technical registration and submissions, downloading forms and application packages, contact GrantSolutions Customer Support at 1-866-577-0771 or by email to [Help@grantsolutions.gov](mailto:Help@grantsolutions.gov).  
1-866-577-0771  
[Help@grantsolutions.gov](mailto: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.