U.S. Fish and Wildlife Service

Financial Assistance Application Instructions

I. Basic Eligibility Requirements

Federal law mandates that all organizations applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the Central Contractor Registry (CCR). Individuals submitting an application on their own behalf and not on behalf of a company, state, local or tribal government, academia or other type of organization are exempt from the DUNS number and CCR requirements.

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based organizations may also request a DUNS number by telephone by calling the D&B Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call 877-807-1679 (TTY Line)

Once assigned a DUNS number, organizations are responsible for maintaining up to date information with Dun & Bradstreet.

Register with the CCR online at https://www.bpn.gov/ccr/default.aspx. Once registered, organizations must renew and revalidate their CCR registration at least every 12 months from the date previously registered. Organizations are strongly urged to revalidate their registration as often as needed to ensure that CCR is up to date and in sync with changes that may have been made to DUNS and IRS information. If your organization does not renew its registration, it will expire. An expired registration will affect your organization's ability to receive financial assistance awards or disbursements of funds already awarded.

Entities identified on the Excluded Parties List System as debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding.

II. Application Requirements

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

A. A completed, signed, and dated **Application for Federal Assistance (SF-424)**. The SF-424 form and instructions are available online at http://apply07.grants.gov/apply/FormLinks?family=15.

B. Project Summary

Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries, and expected outcomes consistent with this funding opportunity. 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 and/or disseminating project results.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) relevant to the proposed work.

2. **Project Goals and Objectives:** State the long-term goal(s) of the project. Objectives are the specific steps to be taken to reach the stated goals. State the objectives of the project, which must be specific, measurable, and realistic (attainable within the project's proposed period of performance). State the predications and/or anticipated outcomes/benefits of the project.

3. **Project Activities, Methods and Timetable:** State the proposed project activities, and describe how they relate to the stated project objectives. Provide a detailed description of the method(s) to be used in carrying out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the proposal narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

4. **Anticipated Products/Outputs:** Describe any expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail if/how products will be distributed to resource managers, researchers and other interested parties. Detail any applicability of the project methods/activities/outcomes to other projects.

5. **Project Monitoring and Evaluation:** The project must incorporate a monitoring and evaluation plan that will allow proponent to ascertain the quality of benefits and outputs and to ensure that the benefits/outputs reach the intended beneficiaries. Describe how you/your organization (or others) will monitor project progress and measure the project's impacts. Include details on how you/your organization will assess progress towards reaching objectives, and, as applicable, how project participants and beneficiaries will participate in these activities.

6. **Description of Organization(s) Undertaking the Project**: Provide a brief description of the applicant organization and all cooperating entities and/or individuals. State which of the proposed activities each agency, organization, group, or individual is responsible for conducting/managing. Provide complete contact information for individual within your organization that will oversee/manage the project activities on a day-to-day basis. This is the person commonly referred to as the Project Officer or Project Manager. If eligibility for funding is based (in whole or in part) on the qualifications of key personnel, provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. ***Do not include Social Security numbers, the names of family members, or any other personal or sensitive information!***

7. **Sustainability:** As applicable, detail which of the proposed project activities are expected to continue beyond the life the proposed project period, and the expectation of how and at what level these future activities will be funded.

8. **Literature Cited**: As applicable, provide

D. A completed **Budget Information for Non-Construction Programs (SF-424A)** or **Budget Information for Construction Programs (SF-424C)** form. Use the SF-424A if your project does not include construction and the 424C if it does include construction. The budget forms are available online at http://apply07.grants.gov/apply/FormLinks?family=15.

When developing your budget, bear in mind the following:

- Cost Principles: Financial assistance awards and sub-awards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations, A-21, Cost Principles for Educational Institutions, and A-87, Cost Principles for States and Local Governments, as applicable to the recipient organization type. These OMB circulars are available online at http://www.doi.gov/pam/financialassistance/resources/index.html.

- Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment, in your budget narrative (see section II, E below).

- Indirect Costs: If indirect costs are included on proposed budget, applicant must submit copy of most recently submitted/approved indirect cost rate agreement proposal. Non-profit organizations that have not previously established an indirect cost rate with a Federal agency shall submit to their cognizant agency an initial indirect cost rate proposal immediately after the organization is advised that an award will be made and, in no event, later than three months after the effective date of the award. Organizations that have previously established indirect cost rates must submit a new indirect cost proposal to the cognizant agency within six months after the close of each fiscal year. Contact the USFWS program point of contact identified in the Grants.gov funding opportunity with questions on how to establish an indirect cost rate agreement with a Federal agency.

E. Budget Narrative

Provide a separate description supporting/justifying the proposed basis of costs and cost category totals. The narrative must make a clear connection of cost to project activities, and show how cost category amounts were determined. Requests for personnel salary and benefits must be well documented, including the baseline salary figure and the estimate of time (as a percentage) to be directly charged to the project.

F. Assurances

Include the appropriate signed and dated Assurances form available online at http://apply07.grants.gov/apply/FormLinks?family=15. Use the **Assurances for Non-Construction Programs (SF-424B)** if your project does not involve construction. Use the **Assurances for Construction Programs (SF-424D)** if it does involve construction.

Application Checklist

- ☐ A complete, signed and dated SF 424-Application for Federal Assistance
- ☐ Project Summary and Narrative
- ☐ A complete Budget Information (SF-424A or SF-424C) form
- ☐ Budget Narrative
- ☐ If indirect costs are included in proposed budget, a copy of the organization's current approved indirect cost rate agreement or proposal
- ☐ Signed and dated Assurances (SF-424B or SF-424D) form

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

III. Submission Instructions

Proposals may be submitted by mail, by email, or as otherwise described in the Grants.gov funding opportunity. Please select **ONE** of the submission options.

To submit a proposal by mail:

Number all pages of your printed proposal. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete proposal to the USFWS program point of contact identified in the Grants.gov funding opportunity.

To submit a proposal by e-mail:

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

IV. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final award can be made. Successful applicants will receive written notice in the form of a Notice of Award letter. Notice of Award letters are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent via courier mail (FedEx, DHL, Airborne Express). 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.

Standard Award Terms and Conditions: Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation\regulation
- Special terms and conditions
- Code of Federal Regulations/Regulatory Requirements, as applicable:
  - 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System
  - 2 CFR Part 170 Reporting Sub-awards and Executive Compensation
  - 2 CFR Part 1400 Government-wide Debarment and Suspension (Non-procurement)
  - 2 CFR Part 175 Trafficking Victims Protection Act of 2000
  - 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
  - 43 CFR 12(E) Buy American Requirements for Assistance Programs
  - 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
  - 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
  - 43 CFR 43 Government-wide Requirements for a Drug-Free Workplace
  - 43 CFR 18 New Restrictions on Lobbying

The text of all standard award terms and conditions are available online at http://www.doi.gov/pam/TermsandConditions.html.

Recipient Financial Reporting Requirements: No interim SF-425, Federal Financial Reports are required. Submission of payment requests using the SF-270 satisfies interim financial reporting requirements. A final SF-425, Federal Financial Report is required within 90 calendar days of the end date of the award. This form can be accessed on the Internet at http://www.whitehouse.gov/omb/grants_forms/. For additional information regarding financial reporting requirements and sanctions for noncompliance, please see http://www.doi.gov/pam/financialassistance/postaward/docs/Policy_regarding_Fin_Status_Reporting_Req.pdf.

Recipient Performance Reporting Requirements: Interim performance reports will be required no more frequently than quarterly, and no less frequently than annually. A final performance report is required and is due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. The USFWS will detail the performance reporting frequency applicable to the award in the Notice of Award letter.