

U.S. Fish and Wildlife Service

FWS - Wildlife and Sport Fish Restoration

<https://www.fws.gov/program/state-wildlife-grants/about-us>

F23AS00035_FY 2023 Competitive State Wildlife Grant (C-SWG) Program
Fiscal Year: 2023
F23AS00035

Due Date for Applications: 02/17/2023

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A. Program Description

Authority:

Continuing Appropriations and Ukraine Supplemental Appropriations Act, 2023, Public Law 117-180 (H.R. 6833, 117th Cong. Div. A, Section 101 (7)), and prior-year appropriations acts.

Assistance Listing Number:

15.634

Background, Purpose and Program Requirements:

References to “you” in this announcement refer to the eligible State, Territory, Commonwealth, or D.C. fish and wildlife agency or regional association of fish and wildlife agencies completing the application and any potential subrecipient, if applicable. References to “we” or “us” in this announcement refer to the U.S. Fish and Wildlife Service (Service).

The Competitive State Wildlife Grant (C-SWG) Program provides Federal grant funds to help you and your partners implement programs for the benefit of fish and wildlife and their habitats. Eligible activities include conservation planning and implementation. Planning activities must contribute directly to the development or modification of your Wildlife Action Plan (Plan) approved by the Director of the Service or other Service designee. Implementation activities are those that you carry out to execute your Plan. Priority for use of these funds must be placed on your identified species of greatest conservation need (SGCN) and their habitats and should take into consideration the relative level of funding available for the conservation of these species. Ineligible activities include wildlife education and law enforcement activities unless they are a minor or incidental component considered critical to the success of your project. Additional information about the C-SWG Program is available [here](#).

WSFR

C-SWG Program awards are administered through the Service’s Wildlife and Sport Fish Restoration Program (WSFR). 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 C-SWG Program aligns with WSFR’s mission, vision, and guiding principle.

TRACS

Wildlife TRACS (Tracking and Reporting Actions for the Conservation of Species) is the tracking and reporting system used by WSFR to capture conservation and related actions funded by its grant programs. TRACS serves as the electronic repository system for all performance and accomplishment 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 by [2 CFR 200.102\(c\)](#), [200.202](#), [200.301](#), and [200.329](#).

This announcement contains instructions to apply for both a C-SWG Program award and a Plan Enhancement Subprogram award. You may submit one or more applications for the C-SWG Program and the Plan Enhancement Subprogram concurrently, but you must submit each application separately and you must meet all the requirements described in this announcement in each application.

C-SWG Program

The C-SWG Program supports two of the Administration's priorities including improving climate change adaptation and increasing resilience (through wildlife research, habitat restoration, land acquisition, and other actions) and strengthening the economy (by supporting outdoor recreation activities). Grant awards issued under this program typically include projects for biological research, fish and wildlife conservation, and habitat management. Many of the projects conducted under the C-SWG Program directly or indirectly support Executive Order 14008: Tackling the Climate Crisis at Home and Abroad. Program activities support land conservation and biodiversity efforts, contributing to the Conserving and Restoring America the Beautiful (30 x 30) initiative.

The C-SWG Program is successful when it leverages Federal funding through cost-sharing provisions with you and your partners to design and implement proactive conservation actions in a strategic fashion, as articulated in your Plan. In doing so, it helps protect your authority to identify, study, and conserve those species you deem most in need of conservation while helping to avoid more prescriptive Federal regulatory requirements associated with listing under the Endangered Species Act (ESA). A core principle of the C-SWG Program is the utilization of effective partnerships that demonstrate the spirit of cooperation and sharing of resources to achieve our common conservation goals.

Plan Enhancement Subprogram

In FY 2023, the Service offers you the opportunity to apply for an award through the Plan Enhancement subprogram, in parallel with any C-SWG Program application(s) you may choose to submit. The purpose of this Subprogram is to support the implementation of Plan improvements recommended in the report, [Best Practices for State Wildlife Action Plans](#) (Association of Fish and Wildlife Agencies, 2012). Maximum awards, scoring criteria, and partnership requirements differ for Plan Enhancement Subprogram applications and awards (see Section C3. Other [Information on Eligibility]) of this announcement.

The Plan Enhancement Subprogram is intended to support Plan modifications that substantially improve the relevance or effectiveness of a Plan, especially modifications that are urgent or time sensitive. Routine or general Plan modifications that you would normally implement through a Major or Minor Revision are not prioritized for funding under this Subprogram. We recommend that you contact your Regional WSFR Office prior to developing your application for input on your project concept. Proposed modifications under this Subprogram must be explicitly linked to at least one of the following themes:

Climate Adaptation: We support development of climate adaptation information and

identification of adaptation strategies for wildlife and their habitats. Such activities may include but are not limited to:

- Identification of best management practices to address climate-related threats to SGCN, their habitats, or ecological processes that affect them;
- Identification of climate-resilient priority conservation areas for SGCN/habitats;
- Implementation of large-scale climate change vulnerability assessments for multiple SGCN/habitats; or
- Alignment of Plan strategies with the report, [Advancing the National Fish, Wildlife, and Plants Climate Adaptation Strategy Into the New Decade](#), or with another published climate adaptation strategy.

Classification and Prioritization: We support projects that will result in improved Plan classification and prioritization methods, especially those that advance large-scale, multi-jurisdictional SGCN conservation. Examples include but are not limited to:

- Revision of Plan criteria for identifying or ranking SGCN, or collaboration among multiple States resulting in adoption of a unified selection or ranking procedure;
- Adoption of a unified nomenclature, standard lexicon, or other methodology for classification or prioritization of Plan elements. For example: NatureServe's [natural heritage methodology](#), N. Salafsky's [unified conservation threats and actions](#), International Union for Conservation of Nature's [Red List](#), or the Service's [TRACS Performance Matrix](#); or
- Implementation of strategies identified in the report, [Leading At-Risk Fish and Wildlife Conservation: A Framework to Advance Landscape-Scale and Cross-Boundary Conservation Through Coordinated State Wildlife Action Plans](#) (Association of Fish and Wildlife Agencies, September 2021).

Mapping: We support use of digital mapping technologies and techniques to delineate geographic areas presenting the best opportunities for conservation (such as focal areas or conservation opportunity areas). Partnerships of two or more States may utilize funds to align and unify geospatial information across State lines. We encourage use of a common platform that can be integrated across State fish and wildlife agencies and/or regional associations of fish and wildlife agencies.

Database Enhancements: We support efforts to expand or enhance databases for Plan elements of one or more States. Databases may house SGCN information or related data on habitats, threats, conservation actions, and/or accomplishments.

Plan Accessibility: We support efforts to improve the accessibility of Plan information. For example, you may utilize funds to web-enable your Plan so that it is searchable and easily shared with and understood by partners. You may repackage and deliver Plan data to local or regional entities engaged in land-use planning or development, so that data is more accessible and relevant to towns, counties, industry, or others.

Plan Evaluation: We support efforts to evaluate the effectiveness of a Plan, to determine the degree to which your agency or division is meeting your Plan's goals and objectives, and to develop strategies to improve your Plan.

Whether you apply for a C-SWG Program or Plan Enhancement Subprogram grant, we encourage you to design and manage your project within an adaptive management framework. Adaptive management in the context of natural resources conservation involves the integration of design, management, and monitoring to systematically test your assumptions in order to adapt and learn. Adaptive management is a form of structured decision-making that requires careful goal setting, identifying management objectives and causal hypotheses, taking action, measuring results, and evaluating, documenting, interpreting, and sharing outcomes of management actions.

We utilize the Strategic Habitat Conservation framework to improve our ability to define desired biological outcomes and articulate the consequences of site-scale actions on landscape-scale functions. Other, similar adaptive management frameworks may be used. For more information, see:

- [Strategic Habitat Conservation: Final Report of the National Ecological Assessment Team](#) (U.S. Fish and Wildlife Service and U.S. Geological Survey, 2006)
- [The Open Standards for the Practice of Conservation](#) (The Conservation Measures Partnership, 2013)
- [Measuring the Effectiveness of State Wildlife Grants](#) (Association of Fish and Wildlife Agencies, 2011)

We award funds through the C-SWG Program for projects that will implement actions or strategies identified in your Plan, for surveys, monitoring, and related activities designed to determine whether to designate SGCN, for efforts to address documented emerging wildlife issues, or for Plan Enhancement activities consistent with the themes provided in this announcement. Although intended as Service policy and not regulation, you may wish to review the [Service Manual Part 517 FW 10](#) for more information. In administration of the C-SWG Program, we adopt policies described in this chapter which are applicable to the non-competitive (Formula) SWG Program, except where such policies may conflict with information contained in this announcement.

We encourage you to engage with partners as appropriate in planning, executing, and evaluating your conservation project(s). Partners may include but are not limited to other State fish and wildlife agencies or other State entities (in or out of State), Tribes, the Service or other Federal agencies, local governments or other jurisdictions, non-governmental organizations (including for-profit and nonprofit organizations), academic institutions, private landowners or other individuals, industry groups, and international partners.

Changes from the FY 2022 Funding Opportunity Announcement (FOA) include sections:

- A. Minor edits to Questions and Answers for clarity;
- C2. Cost-sharing or Matching;
- C3. Clarifications on administration of multi-state awards;
- D2. Removed the requirement to submit the SF-424D Assurances for Construction Projects form (the SF-424B Assurances for Non-Construction Projects is submitted SAM.gov); Project Narrative: clarifications on standard objectives, administration of multi-state awards, budget narrative requirements for tuition requests, letters of commitment requirements, and responses to ranking criteria;

- D3. Removed “Obtain a DUNS Number” section and updated System for Award Management (SAM) language;
- D7. Updated language in “Other Submission Requirements” section;
- F2. Added “Buy America” language;
- F3. Updated “Conflict of Interest Disclosures” language;
- H. Updated “Privacy Act Statement”; and
- H. Updated “Independent Burden Statement.”

Fiscal Year 2023 Competitive State Wildlife Grant (C-SWG) Program Questions and Answers

Will grant applications from a single State be considered for funding?

Yes. The State fish and wildlife agencies of Alaska, Hawai'i, Guam, the Commonwealth of the Northern Mariana Islands, American Samoa, Puerto Rico, and the U.S. Virgin Islands may apply for C-SWG Program funds independently without an active participant partner. Contiguous States may apply as a single State if they identify at least one partner that is an active participant in proposed conservation actions. An active participant is defined as a partner that is requesting and/or matching at least 10 percent of total project costs as given in your project statement and budget. More information on Tier 1 and partner requirements is contained in Section C3 of this FOA.

In the Plan Enhancement subprogram, any single State, Commonwealth, or Territory fish and wildlife agency may apply for up to \$150,000 (Tier 1). There is no requirement for documentation of active participants as long as you and/or your partner(s) provide matching funds to meet the minimum requirement.

What are the minimum and maximum Federal awards in the C-SWG Program?

There is no minimum award although most applicants request at least \$50,000 in C-SWG Program funds. The maximum award varies, depending on the number of active participant State fish and wildlife agency partners or other partners you choose to involve in your project. Maximum awards are partnership requirements are described in section C3 of this FOA.

What are the minimum and maximum Federal awards in the Plan Enhancement subprogram?

There is no minimum award although most applicants request at least \$50,000 in Plan Enhancement subprogram funds. The maximum Federal award is either \$150,000 or \$300,000, depending on whether you are proposing a single-state (Tier 1) or multi-state (Tier 2) project. Maximum awards are partnership requirements are described in section C3 of this FOA.

What are the Federal cost-sharing requirements for this competitive program?

Matching requirements are described in Section C2 of this FOA. In brief, the Federal share of C-SWG Program grants may not exceed 75 percent of the total project cost. Matching requirements up to \$200,000 must be waived for the Territories of the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands (48 U.S.C. 1469(a), Amendment of Subsection (d)).

How do I calculate the minimum amount of non-Federal match that my agency and/or partners must provide in total?

The maximum Federal share is 75 percent of total project costs. Total project costs include requested Federal funds plus eligible match identified in your application. To determine the minimum required non-Federal match, we recommend you divide your total Federal request by three. For example, if your total Federal request is \$500,000, divide this amount by three to arrive at your minimum required non-Federal match amount of \$166,667.

Will the C-SWG Grant Program continue in future years?

Funding for the C-SWG Grant Program is appropriated annually by Congress. There is no assurance that funds will be appropriated in subsequent years.

How long are funds available for obligation?

C-SWG Program and Plan Enhancement Subprogram funds are available until expended. However, we encourage you to submit all required documentation to your WSFR Regional Office within six months of initial pre-award notification of selection for an award.

How must a Project Narrative document an emerging issue?

We may provide C-SWG Program funds to address emerging issues relevant to species or their habitats that are not included in your Wildlife Action Plan. In such cases, a Project Statement must: a. describe the emerging issue fully by identifying the wildlife species or habitats that would benefit from the proposed action; b. explain why it is an emerging issue; and c. commit your agency to monitoring the effectiveness of the completed action so you can adaptively manage the species. Your application must also include a commitment letter that the director of your State fish and wildlife agency has signed stating that the next version of the Plan will include the issue if it remains a priority.

For projects involving multiple States, should one State be the project lead?

Yes. Multi-state projects should identify a Lead Entity (State or AFWA regional association). The role of this Lead Entity will differ depending on how you and your partners decide to administer the grant or grants.

Option 1: Participating States may designate a Lead Entity (State or AFWA regional association) to receive the full grant award. The Lead Entity will provide grant funds to partnering States, non-State entities such as universities, and other non-governmental organizations through subawards. Under this option, the Lead Entity must complete TRACS entry and prepare and submit financial status and performance reports, including the final report, on behalf of all partners for the entire project.

Option 2: Each State in a multi-State project may choose to directly receive funds from the Service as separate grants. In this case, after the Service Director approves such an award, each participating State must submit a complete application in GrantSolutions for its portion of awarded funds, identify a TRACS lead point of contact, and complete TRACS entry for their portion of the award. The Lead Entity and each participating State must prepare and submit separate financial status and performance reports for each State's portion of the overall project. The Lead Entity will be responsible for preparing an executive summary paragraph summarizing all work as part of their final performance report.

For projects involving multiple States, does each State need to contribute the minimum required match?

Each award must show that required non-Federal matching resources (cash, equipment, in-kind, etc.) will be contributed. The match commitment required of each partnering State depends on the administration option selected. Under Option 1, the application is submitted by a State or association that will administer a single C-SWG Program award to multiple sub-recipients. States involved in the project may contribute any amount agreed to in the application or negotiated following award, so long as the final report demonstrates that the non-Federal matching requirements for the overall project as described in the proposal are met. Under Option 2, the application is submitted on behalf of one or more States and will be administered as separate awards to partnering States. Each partnering State is responsible for ensuring that the required minimum match is met for their individual award.

What activities are eligible for funding under this program?

The C-SWG Program was created to meet the needs of animal SGCN and their habitats through activities that are identified in your Plan. Activities eligible for funding are described in detail in Table 10-1 of the Service Manual Chapter 517 FW 10, State Wildlife Grants – Mandatory Subprogram, which is available [here](#). While any activity described in this Service Manual Chapter is eligible, the scoring criteria described in Section VI provide current priorities for funding under the C-SWG Program.

What are the compliance requirements for activities funded under this program?

You must comply with all applicable Federal laws and regulations as a condition of acceptance of Federal funds. In addition to the authorizing legislation, compliance requirements for the C-SWG Program include 2 CFR 200, the Endangered Species Act (ESA), the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), and other applicable State and Federal laws, regulations, and policies. You must provide assurance that you will comply with all applicable provisions. The Service, in cooperation with grantees, must address Federal compliance issues relating to the ESA, NEPA, and NHPA prior to obligating awarded grant funds. WSFR Regional staff can assist you in explaining the procedures and documentation necessary for meeting Federal requirements prior to approval of the award.

Are there additional formatting criteria?

Submission and formatting requirements are described in section D7 of this NOFO. Applications must be formatted to fit on 8.5” X 11” paper, with 1” margins at the top, bottom, and both sides, and page numbers at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman, or other commonly used font.

Where should an applicant submit an application?

Submission requirements are described in section D7 of this NOFO. All applications should be submitted through GrantSolutions, searching for Funding Opportunity Number F23AS00035. We recommend you also submit via email a single document in PDF format containing your entire proposal to your WSFR Regional Office prior to the deadline in case you experience difficulties submitting your application through GrantSolutions. If your agency does not use GrantSolutions, you may submit your application through Grants.gov.

Who announces the awards, and what additional documentation is required of selected applicants?

The Service Director selects awards based on ranking criteria published annually in the Funding Opportunity Announcement. We may or may not publish a national or regional media release announcing awards. The WSFR Regional Office will notify successful applicants of the selections and provide any additional requirements or information needed to receive an award.

What must be done during the grant period if a change in objectives or approach is needed?

This is a competitive program. Therefore, each grant application is judged to be complete with all costs needed to accomplish the proposed objectives. The WSFR Regional Office has discretion to determine whether proposed changes can be accepted if the original objectives will still be met and the resulting benefits will be equivalent to those initially described. Otherwise, no changes to the originally described funding amounts will be allowed. If you cannot complete the project as approved, the grant will be terminated, all remaining unexpended funds will revert to us, and you must submit a final report within 90 days of the termination date. We may require that you repay all expended funds if the final financial status report and the final performance report indicate that no substantive accomplishments were made.

Who has the authority to terminate a grant?

Grants may be terminated by the Service Director or designee, or by mutual agreement between your State director or designee and the WSFR Regional Manager. A termination decision by the Service Director is not subject to appeal.

What is included within the 15-page limit for the Project Narrative, and what is not?

Included in Project Narrative page limit: Project Narrative including any graphs or tables within the text, location description, project leader information (do not include CVs or résumés), responses to ranking criteria, and any other information that explains or provides additional information necessary for project scoring.

Not included in Project Narrative page limit: Federal forms, project summary, budget and budget narrative, maps, photos, diagrams, drawings, or schematics, citations to literature, appendices, supplementary web links, letters of commitment, and any statements pertaining to indirect costs or other budget-related responses, audit statements, overlap/duplication statements, lobbying disclosures, or conflict of interest statements or forms.

Please organize your proposal so that Project Narrative elements appear on consecutive, numbered pages, so reviewers can verify it is no more than 15 pages in length. Please also limit the total application package to 50 pages or less. Any additional information beyond 50 pages will not be considered when reviewing your application. If all required information is not provided within the 50-page limit, your application may be rejected.

What resources are available to help with project design and proposal development?

You may benefit from information contained in the document, "Measuring the Effectiveness of State Wildlife Grants." See also the [WSFR Standard Project Statement Wiki](#) for general examples and guidance on using Standard Objectives, which are required. Contact your WSFR

Regional Office if you need assistance or more information.

Additional resources focusing on adaptive management are available in the following:
Strategic Habitat Conservation: Final Report of the National Ecological Assessment Team (U.S. Fish and Wildlife Service and U.S. Geological Survey, 2006)
The Open Standards for the Practice of Conservation (The Conservation Measures Partnership, 2013)

Are land values eligible as match?

Although land value is allowable for use as match, we generally discourage this source of match in the C-SWG Program. In order for the value of land to qualify for match, you must show that the expenses associated with acquisition of a specific parcel, appraised and reviewed properly following Federal standards, are necessary for the achievement of project objectives. This justification should address why acquisition of the subject parcel was necessary, and could not be accomplished through another less expensive action such as an easement. Values of lands acquired in previous years or lands that have not yet been acquired may be disqualified as match if they are not shown to be necessary for achieving project objectives.

Ranking criteria provide extra points for certain classes such as amphibians. Are projects targeting birds, mammals, and fish still eligible?

Yes, any project targeting a designated animal SGCN (or a non-SGCN animal species impacted by an emerging issue) are eligible for funding under this program.

Is student tuition an eligible cost under the C-SWG Program?

Yes. Tuition remission and other forms of compensation paid as, in addition to, or in lieu of, wages to students performing necessary work are allowable, provided that such compensation meets the five criteria described at 2 CFR 200.466. Tuition requests should be well justified by including a cost analysis comparing alternative hiring arrangements such as hiring seasonal staff to accomplish the objectives and demonstrate that the requested tuition results in the greatest benefit to the project. Your cost analysis should provide justification for all related tuition costs, including any stipends that students may be receiving in addition to tuition remission.

Are pre-award costs eligible under the C-SWG Program?

Yes. Pre-award costs are those incurred prior to the effective date of a Federal award and that are necessary for efficient and timely performance of proposed activities. Such costs may be eligible for reimbursement or use as match with written approval of a WSFR Regional Manager or designee. Pre-award costs are limited to those that are directly pursuant to the negotiation and in anticipation of the pending Federal award, and they must be otherwise allowable if they were incurred after the date of the Federal award (2 CFR 200.458). Generally, only those costs incurred between the date of project selection for funding and obligation of the award by the Region are eligible as pre-award costs. Costs meeting this definition include, for example, required compliance activities that are performed after selection of the project for funding by the Service Director but prior to receipt of an award letter from the Region. Previous project costs do not meet the criteria for eligible pre-award costs because they are not directly pursuant to the negotiation and in anticipation of the pending Federal award.

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$7,362,000

Estimated total funding is based on FY 2021 funding levels for the State Wildlife Grant Program. The Program is funded through annual appropriations of Congress and the available total varies from year to year.

B2. Expected Award Amount

Maximum Award

\$1,000,000

Minimum Award

\$25,000

B3. Expected Award Funding and Anticipated Dates

Expected Award Funding

\$7,362,000

Expected Award Date

June 01, 2023

B4. Number of Awards

Expected Number of Awards

20

B5. Type of Award

Funding Instrument Type

G - Grant

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants

00 – State governments

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

Additional Information on Eligibility

In addition to State fish and wildlife agencies, the four AFWA regional associations of fish and wildlife agencies are also eligible to apply. These include only the following associations: NEAFWA, SEAFWA, MAFWA, and WAFWA.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement

Yes

Percentage of Cost Sharing / Matching Requirement

25

For the continental States, Hawai'i, the District of Columbia, and the Commonwealth of Puerto Rico, the Federal share of C-SWG Program or Plan Enhancement Subprogram grants may not exceed 75 percent of the total project cost. The total project cost includes the requested Federal funds plus eligible matching funds or other resources, but excludes other Federal funds that are ineligible for or not attributed as match. In accordance with [48 United States Code \(U.S.C.\) 1469\(a\), Amendment of Subsection \(d\)](#), the Regional Director shall waive up to \$200,000 of the required match for each grant awarded to the Commonwealth of the Northern Mariana Islands and the Territories of American Samoa, Guam, and the U.S. Virgin Islands.

Matching and cost-sharing requirements are provided in [2 CFR 200.1](#) and [2 CFR 200.306](#). You must provide detailed information about cash and in-kind contributions in your Budget Narrative, as described in Section D2. Content and Form of Application Submission. You may meet your minimum required cost share through contributions from a third party. A third party is any individual or organization other than the State applicant, such as a partner or subrecipient. In order for your proposed cost share to be allowable, it must meet all the criteria listed in 2 CFR 200.306(b). As the primary State recipient, you are responsible for the full amount of the non-Federal cost share proposed, including any amount provided by one or more third parties, as you document on the Standard Form 424, Application for Federal Assistance (SF-424).

You may attribute some or all of your or a partner's 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.

You must document all third-party matching funds or in-kind contributions 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, equipment, volunteer or staff time, and/or services.

If you are using volunteer time to meet your cost share requirement, you must provide an estimate of the financial value of the in-kind contribution based upon rates or amounts your State normally pays for a similar product or service in the marketplace. For example, if your cost share consists of volunteer in-kind contributions, provide the required skill level of your volunteer(s) and link their duties to those of a wildlife technician or similar, comparable position in your agency. Provide the compensation rate for the equivalent State position, give the number of hours that you expect the volunteer(s) will contribute, and justify the necessity and reasonableness of the volunteer contributions for completion of project objectives. Estimates of the value of volunteer hourly contributions that are calculated by third parties do not sufficiently verify the value of such contributions.

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).

C3. Other

Maximum Awards and Partnership Requirements

In 2018, the Association of Fish and Wildlife Agencies (AFWA) recommended we adopt the four funding Tiers and maximum Federal awards described in this section. This flexible policy enables single State fish and wildlife agencies to apply for C-SWG Program grants while offering an incentive for multiple agencies to work together to design and implement large-scale conservation initiatives. In the following sections, we provide the limits and requirements for C-SWG Program and Plan Enhancement subprogram grants separately.

C-SWG Grants: Funding Limits, Tiers, and Partnership Requirements

For C-SWG Program grants, the maximum Federal award increases from \$250,000 to \$1 million per award based on the number of State fish and wildlife agencies actively participating in a project. Partnership requirements of the contiguous States (including the District of Columbia) differ from requirements of Alaska and the island jurisdictions (Hawai'i, Guam, American Samoa, the Commonwealths of the Northern Mariana Islands and Puerto Rico, and the U.S. Virgin Islands). These differing requirements address resource limitations and/or geographic isolation of the island jurisdictions and Alaska.

For C-SWG Program grants, eligibility for the funding Tiers may only be met with documentation that a partner is an *active participant*. An active participant is defined as another project partner that is requesting and/or matching at least 10 percent of the total project costs. Matching resources may be in the form of cash, real or personal property, staff time, or third-party cash or in-kind contributions. A *State fish and wildlife agency active participant* is defined as another partnering State fish and wildlife agency that is normally eligible to apply for and receive SWG Program funds, in addition to receiving and/or matching at least 10 percent of total project costs.

C-SWG Tier 1

Maximum Federal Award: \$250,000

Agencies of the contiguous States must apply with at least one active participant partner, which may be any State or non-state entity. Alaska and the island jurisdictions do not need an active participant partner to apply at this Tier. Associations must apply on behalf of at least one State fish and wildlife agency active participant partner.

C-SWG Tier 2

Maximum Federal Award: \$500,000

Agencies of the contiguous States must apply with at least one State fish and wildlife agency active participant partner. Alaska and the island jurisdictions may apply with any active participant partner, including any State or non-state entity. Associations must apply on behalf of at least two State fish and wildlife agency active participant partners.

C-SWG Tier 3

Maximum Federal Award: \$750,000

Agencies of the contiguous States must apply with at least two State fish and wildlife agency

active participant partners. Alaska and the island jurisdictions must apply with at least two active participant partners, including any State or non-state entity. Associations must apply on behalf of at least three State fish and wildlife agency active participant partners.

C-SWG Tier 4

Maximum Federal Award: \$1,000,000

Agencies of the contiguous States must apply with at least three State fish and wildlife agency active participant partners. Alaska and the island jurisdictions must apply with at least three active participant partners, including any State or non-state entity. Associations must apply on behalf of at least four State fish and wildlife agency active participant partners.

As applicable, please identify any State fish and wildlife agency active participants(s) and any other active participant(s) that you would like us to consider when verifying the maximum award you are eligible to receive under the C-SWG Program. All such partners must be clearly identified and documented in your project narrative, budget, and budget narrative along with a brief justification for the funding Tier under which you are applying. Matching resources provided by any partner must be described in detail, appropriately valued, and documented in a letter signed by an individual with budgetary authority to commit the identified resources.

Plan Enhancement Grants: Funding Limits, Tiers, and Partnership Requirements

In September 2022, AFWA published *Leading At-Risk Fish & Wildlife Conservation: A Framework to Enhance Landscape-Scale and Cross-Boundary Conservation Through Coordinated State Wildlife Action Plans*. To support the recommendations in this report, we have modified the funding limits, Tiers, and partnership requirements for Plan Enhancement Subprogram grants. The intent of these modifications is to reduce administrative barriers and help you and your partners build capacity for cross-jurisdictional or landscape-scale conservation planning and implementation.

For multi-state Enhancement Subprogram grants, your partner(s) are not required to receive and/or contribute 10 percent or more of project costs. To ensure sufficient communication and coordination in such projects, we require all partnering State fish and wildlife agencies to provide a signed letter indicating that your agency consents to the Lead Entity applying for a Plan Enhancement grant on your behalf. The letter must also describe how your State will utilize project results in your next Plan revision or comprehensive review.

Plan Enhancement – Single-State Projects

Maximum Federal Award: \$150,000

Single State fish and wildlife agencies are eligible to apply. Associations must apply on behalf of a State fish and wildlife agency. Partners are not required.

Plan Enhancement Tier 2 – Multi-State Projects

Maximum Federal Award: \$300,000

Partnerships of two or more State fish and wildlife agencies are eligible to apply. Associations applying on behalf of two or more State fish and wildlife agencies are eligible to apply. Partnering State fish and wildlife agencies in these multi-state projects must provide a signed letter indicating that your State consents to the Lead Entity applying for a Plan Enhancement grant on your behalf. This letter must also describe how each partnering State will utilize project results in their next Plan revision or comprehensive review. This letter is not required for Lead

Entities (including Associations) applying for Plan Enhancement subprogram grants on behalf of other States.

Matching Requirements for Multi-State Projects

Applications for a multi-State project are submitted by a designated Lead Entity. The Lead Entity must ensure that the application includes details on the contributions of each State fish and wildlife agency and other partners participating in the project (e.g., activities, cash, in-kind contributions) and expected uses for grant funds.

If we select your project for an award, there are two options for administration. Your proposal should state which option the award will follow, and the submission materials should be developed with the future project management logistics in mind.

Option 1: Award to Lead Entity with Subawards to Partners

The Lead Entity may accept and administer the project as a single award. The Lead Entity may then subaward funds or issue contracts to other State fish and wildlife agencies and/or other partners for activities described in the project application. Under Option 1, the required match (if applicable) is provided at the award level, under the single award issued to the Lead Entity. Match requirements for the single award can be met using any acceptable non-Federal source. Subawards to States and partners do not need to individually meet match requirements, unless required as a condition of the subaward.

Option 2: Individual Awards to States

Alternatively, the Lead Entity and one or more other partnering State or Association may accept portions of the project award for the designated amount of project funds described in the application and administer those funds as separate awards. Under this option, each State or Association administering an award under the approved project must submit a separate set of application materials, including the SF-424, Budget, Budget Narrative, Project Narrative, Objectives, and State-specific compliance information reflecting the portion of work it will complete under its award. Each individual State or Association award may include subawarded funds or contracts to support the project.

Under Option 2, the same grant administration principles apply, but in this case, there is more than one award being administered to complete the project. Each award administered by a separate State or Association to support the project must include the required match at the individual award level for the portion of project funds in that award.

Any State or Association receiving grant funds under an individual award, whether they are the Lead Entity or not, is responsible for the financial and performance reporting requirements for those funds, including any funds disbursed through subawards or contracts. See Section F3. Reporting, for additional information.

Each individual State or Association will also need to identify a TRACS point of contact and complete TRACS entry for their grant. The Lead Entity will be responsible for completing an executive summary paragraph for the overall project as part of their final performance report. See Section F3. Reporting, for additional information.

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

If you have access to GrantSolutions, we recommend you apply there. [Log in](#) and search "Control F" for the announcement using Funding Opportunity Number F23AS00035, or search using the CFDA number (15.634) or grant program name, then follow the instructions to download required forms and complete and submit your application. To access the application package in [Grants.gov](#), in the "Search Grants" tab, enter Funding Opportunity Number F23AS00035 or CFDA number 15.634. Downloading and saving the application package to your computer makes the required forms fillable and printable. Submit applications 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 document 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 WSFR Regional Office in case you encounter difficulties in submitting your application through GrantSolutions or Grants.gov.

Please Note: the page limit for your entire application package is 50 pages. **We will not consider**

any additional information beyond 50 pages when reviewing your application. If you do not provide all the required information within the 50-page limit, your application may be rejected.

Program Website Link

<https://www.fws.gov/program/state-wildlife-grants/about-us>

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 individuals and commercial entities, 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.

If this application requests more than \$100,000 in Federal funds, the Authorized Representative's signature on or submission of the SF-424 form in GrantSolutions also represents their certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

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." Individuals may register in SAM.gov but are not required to have a SAM.gov registration. For individuals without a SAM.gov registration enter in Box 8c, the substitute Unique Entity Identifier (UEI) "KA5HQCLKUVW1 "

Project Abstract Summary (OMB Number 4040-0019)

Applicants must complete and submit the Project Abstract Summary form. The Project Abstract Summary form must provide a brief award description. The description must be in plain language that the public can understand without viewing the full application proposal. It should include a brief, simple description of the project purpose, activities to be performed, deliverables and expected outcomes, intended beneficiaries, and subrecipient activities, if known at the time of submission.

Do not include personally identifiable, sensitive, or proprietary information in the award description as this is available to the public. Use only English characters, numbers, punctuation, and standard symbols. Use of non-English, non-standard characters (also referred to as special or extended ASCII characters) will result in the award description failing to be reported correctly to USASpending.gov. Award descriptions are limited to 4,000 characters or less. Applicants should check the length of the award description and proofread for proper grammar and spelling.

For applicants applying through Grants.gov: Applicants must download and complete the Grants.gov “Project Abstract Summary” form from the full text announcement. To submit the Grants.gov “Project Abstract Summary” form with the application, applicants must add the form as an attachment to the Grants.gov “Attachments” form that is included in the application package.

For applicants applying through GrantSolutions-Grants Management Module (GS-GMM): Applicants must enter the information in the Project Abstract Summary screen. Do not upload a document in place of entering the information directly into GS-GMM Project Abstract Screen.

Project Narrative

(15-page limit)

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 C-SWG 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 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.

Your Project Narrative must include all of the following elements. Be sure to include page numbers on all pages of your Project Narrative, and make sure the pages are consecutive so reviewers can verify it is no longer than 15 pages. See Section D7 for a full list of items included in and excluded from the 15-page limit. All information necessary for review and scoring of your application detailed below must be included within the Project Narrative. To ensure that you do not exceed 15 pages, we recommend you include supplementary graphs, tables, images, diagrams, links, and other supporting information that does not directly support scoring of your proposal in an appendix and include references to these items in your Project Narrative.

Need: Identify the need for the proposed project within the purpose of the C-SWG Program. Your statement of need should address all of the following sub-elements:

1. Identify at least one targeted SGCN that will benefit from your proposed conservation actions, and describe the need for conservation actions to address it/them. Provide references with page numbers to the Plans of all participating States demonstrating that

your project objective(s) are documented as needs and align with Plan actions for targeted SGCN. If your Plan is only available online, describe how your objective(s) align with your Plan in the Project Narrative and provide one or more links to the online Plan in your literature citations or in an appendix. Include the full URL so reviewers can verify Plan information. Although it is not a requirement, we request that you identify any species named in the Service's current [National Domestic Listing Workplan](#) or the [National Workplan to Complete 5-year Reviews for Listed Species](#) that you expect will benefit from your proposed conservation activities.

For Enhancement Subprogram applicants, explain and justify the need for your proposed Plan modifications, and describe how the modifications will substantially improve the relevance or effectiveness of a Plan. Emphasize and explain modifications that are urgent or time-sensitive, if applicable. Include Plan references if available (you do not need to identify targeted SGCN);

2. Provide baseline data and information, if available, on the current status of targeted SGCN; and
3. Include specific references to your Plan that identify priority conservation actions for targeted SGCN. Also include references to the Plans of any States participating in your project.

Objectives: The Service created Standard Objectives to standardize performance reporting and document national accomplishments that deliver results consistent with the C-SWG Program's authorizing legislation, applicable regulations, and guidance. Your project narrative must use one or more of the Standard Objectives listed in the [TRACS Performance Matrix](#). Note that Standard Objectives are grouped by "strategy," contain specific quantifiable units of measure, and some contain specific activities that must be identified.

Example Objective in the Standard (TRACS) format:

"Conduct 4 investigations on Oregon Spotted Frog by 12/31/2026"

Strategy: Research, Survey, Data Collection and Analysis

Objective: Conduct Investigations

Unit of Measure: Number of Investigations

Activities: Fish and Wildlife Species Data Acquisition & Analysis

Target Species: Oregon Spotted Frog

Opting to develop your project statement in the TRACS system will ensure development of Standard Objectives. The Service's WSFR Training Portal also contains [TRACS resources and job aids](#) to assist you, such as the [Objective Builder Tool](#) (select the "log-in as guest" option at the bottom), Strategy Fact Sheets, and [example project statements](#) that utilize TRACS Standard Objectives. We encourage you to work with your WSFR Regional Office in advance if you have questions about the use of TRACS Standard Objectives in your Project Narrative.

For Multi-State Projects: If you plan to administer your award under Option 2 (separate awards to project partners), be aware that you will need to be able to identify separate objectives, or elements of objectives, *for each award*. Please develop your objectives with this in mind.

Approach: The approach identifies activities to be used in meeting the objectives, including specific procedures, methods, schedules or timelines, key personnel, and cooperators. Provide a

description of the proposed actions in sufficient detail so we are able to evaluate compliance needs for the National Environmental Policy Act (NEPA), the ESA, and Section 106 of the National Historic Preservation Act (NHPA). Your approach should address the following sub-elements:

1. Provide the name, work address, and work telephone number of the principal investigator(s). Please do not attach résumés or curriculum vitae. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion, or physical characteristics in the description of key personnel qualifications;
2. Include a description of conservation protocols and procedures with reference to applicable peer-reviewed literature, as available;
3. Provide a brief description of your agency and all participating agencies or other partners, and identify which of the proposed activities each agency or other partner is responsible for conducting or managing. For Multi-State Projects: identify whether you will be responsible for administering subawards to partnering State agencies (Option 1) or if each partnering State agency will submit a separate SF-424 and manage its own award (Option 2). Identify your TRACS point of contact for the Lead Entity. If using Option 2, also identify a TRACS point of contact for each partnering State agency;
4. If your project involves direct species or habitat management, describe how you will use a standard, replicable monitoring regime throughout the project area to evaluate results of your activities. If your project does not involve direct management, identify and describe key indicators you will use to measure and report your accomplishments;
5. Describe your data management plan including how and when you will manage, analyze, and share results internally and externally, especially with other conservation decision-makers;
6. Describe significant milestones in completing your project and any accomplishments to date; and
7. Describe any relationship between this project and other work funded by Federal grants that is planned, anticipated, or underway.

Expected Results: Expected results are the anticipated benefits from accomplishing your objectives. Your expected results must include the following sub-elements:

1. Describe the assumptions or hypotheses linking proposed conservation actions to your expected results, and support the hypotheses with reference to peer-reviewed scientific literature as available; and
2. Describe any tools such as habitat-population models or other science-based methods you plan to use to estimate the response(s) to proposed conservation actions.

Project Location(s): Describe the location(s) of project activities and the expected area(s) of impact resulting from these activities. Identify local, State, and Federal public lands where activities will be conducted, and any private or Tribal lands where applicable. Provide maps or other geographic aids. Please include GPS Coordinates in decimal degrees. If specific locations of project activities are unknown at the time of application, please provide the county or counties where conservation actions are expected to take place, if available. Proposals with unknown locations (for example, on private lands) should provide additional information on your criteria

for selecting project locations, your program's history of success in working with landowners, and the steps you will follow to meet Federal requirements for performing work in those locales.

Responses to Ranking Criteria: The ranking criteria used to score your application are included in Section E1 of this FOA. Within your 15-page Project Narrative, identify your response to each criterion. For example, at the conclusion of the sentence or paragraph in which you describe your project objective(s), add "(Criterion Three)" or "(C3)" so reviewers can easily locate your response. You may also provide a table showing each criterion and page number(s) where you provide your responses.

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 Grants.gov or in 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).

You may omit the SF-424A or SF-424C Budget Information form if you provide the same or more detailed budget information in another format.

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.

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. Applicants must use these forms to request approval of real property and leaseholds that:

- Will be purchased for a financially assisted project with Federal funds or non-Federal cost-sharing or matching funds;
- 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
- 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.

Letters of Commitment

If you are providing State matching funds or other resources as the applicant, you are not required to submit a letter of commitment. However, any matching resources (cash and/or in-kind) provided by one or more State fish and wildlife agency partners must be documented in a letter of commitment that is signed by an individual authorized to commit the identified

resources on behalf of the agency. Letters of commitment from a contributing non-State partner (for example, a non-governmental organization or university) must be signed by an individual with authority to commit funds on behalf of the entity.

Letters must detail the amount of cost sharing funds committed and, if applicable, the value of staff time, donated services, equipment, or materials, and the valuation method used to arrive at the total. See Section C2. Cost Sharing or Matching for documentation requirements pertaining to use of volunteer in-kind contributions as cost share. Matching funds identified in letters of commitment should align with figures you provide in the SF-424, Budget, and Budget Narrative. If you omit from your proposal a required letter of commitment or include a letter that does not explicitly value and justify a partner's in-kind match contributions, we may determine that your proposal is ineligible. If you are unsure whether you are required to submit a letter of commitment, or need more information on documenting matching resources, contact your WSFR Regional Office.

If a partner is contributing resources to your project but the value of such resources is not included as match in your project budget, a letter of support is optional. Whether or not you include a letter from a partner that is not providing match, make sure you provide a justification and details on any such partner's non-matching contributions in your Project Narrative.

Please Note: For Plan Enhancement applications, if you are submitting an application that includes one or more State fish and wildlife agency partners, each partnering State must submit a signed letter verifying that their State agency consents to the Lead Entity applying on their behalf. Each letter must also describe how the partnering State will utilize project results in their next Plan revision or comprehensive review. This letter is not required for the Lead Entity or Association submitting the original application.

Additional Requirements for Associations

If you represent one of the four regional Associations of Fish and Wildlife Agencies (Western, Southeastern, Midwest, Northeast) that are eligible to apply for C-SWG Program funding, you must submit:

a Section 501(c)(3) or (4) non-profit status determination letter from the Internal Revenue Service (IRS), unless the letter is already on file in your WSFR Regional Office; and a signed approval statement from any eligible State agency on behalf of which you will apply. This statement may be included within a Letter of Commitment from your partnering State(s). The letter must clearly indicate that the State consents to the Association applying on its behalf.

Budget Narrative

Applicants must include a budget narrative that describes and justifies requested budget items and costs. In your budget narrative, describe how the SF-424 Budget Information, "Object Class Category" totals were determined. For personnel salary costs, generally describe how estimates were determined by identifying what type of staff will support the project and how much time they will contribute to the project (in hours or workdays). Describe any proposed [items of cost that require prior approval](#) under the [Federal award cost principles](#), including any anticipated subawarding, transferring, or contracting out of any work under the award. If equipment previously purchased with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any third-party 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.

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.

Add any program-specific instructions for items of cost that require prior approval ([2 CFR §200.407](#))

Whether you use the SF-424 A or C (Budget Information Form) or provide your budget information in another format such as a customized budget table, you must address all of the seven cost categories shown in the Budget Information Form within your Budget Narrative. We recommend you provide a succinct Budget Narrative that is comprehensive for all requested Federal funds and non-Federal match identified in your budget, in addition to separate budget tables broken out by project partners. If you need assistance, please contact your WSFR Regional Office.

If you are using volunteer time to meet your cost share requirement, you must provide an estimate of the financial value of the in-kind contribution(s) based upon rates or amounts your State normally pays for a similar product or service in the marketplace. For example, if your cost share consists of volunteer in-kind contributions provide the required skill level of your volunteer(s) and link their duties to those of a wildlife technician or similar, comparable position in your agency. Provide the compensation rate for the equivalent State position, give the number of hours that you expect the volunteer(s) will contribute, and justify the necessity and reasonableness of the volunteer contributions for completion of project objectives. Estimates of the value of volunteer hourly contributions that are calculated by third parties do not sufficiently verify the value of such contributions.

If you will be requesting tuition costs, including remission and other forms of compensation paid such as wages or stipends to students performing necessary work, your budget narrative should include a cost-analysis comparing alternative hiring arrangements (such as hiring seasonal staff to accomplish the objectives), and demonstrate that the requested budget results in the greatest benefit to the C-SWG project.

Identify total project costs, including requested C-SWG Program funds and eligible match. If you will implement your project with other Federal funds or other match that are not a part of your total project costs, they must be identified separately in your Budget and Budget Narrative.

Identify and justify the funding Tier under which you are applying, and provide page or section numbers so reviewers can easily locate your Budget and related information to verify your Tier eligibility. For multi-State projects using Option 2 (administration through separate grants to partners), note that you will need separate budget breakdowns, including match, for each individual award.

If applicable to your application, also include information on:

1. Program Income, if applicable – Estimate the amount of program income that the project is likely to generate and indicate the method of applying and disposing of it;
2. Allocation of Costs – Describe the method for allocating costs in multipurpose projects and facilities. You must allocate costs in multipurpose projects based on the uses or benefits for each purpose that will result from the completed project or facility, and you must also describe the method used to allocate costs;
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 200.1](#)). 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 [200.327](#), and [200.439](#); and,
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.
5. Contingency costs estimated using broadly-accepted cost estimating methodologies are allowable 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 §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 as a financial assistance recipient in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which replaced the 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. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). Entities already registered in SAM.gov should review their registration to confirm that they are registered as a financial assistance recipient, which requires completion of the SAM.gov “Financial Assistance General Certifications and Representations”. See the “Submission Requirements” section of this document below for more information on SAM.gov registration.

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

02/17/2023

Application Due Date Explanation

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.

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 WSFR Regional Office. Preliminary 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 [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 WSFR Regional Office.

Additional Funding Restrictions for C-SWG Program Applications

When applying for a C-SWG Program grant in partnership with other State fish and wildlife agencies, each participating agency must identify at least one targeted animal SGCN under their management authority, provide evidence that the SGCN is listed in a Service-approved Plan (including citations and Plan page numbers), and demonstrate how the SGCN will benefit from project activities. If your or your partner’s Plan is online, provide one or more links (including the full URL) in your literature citations or in an appendix. If you or a partnering State fish and wildlife agency do not list a targeted species as an SGCN in an approved Plan at the time you apply for an award, project activities are limited to surveys and monitoring, unless you receive written approval to implement additional conservation actions to address an emerging issue. Although intended as Service Policy and not regulation, you may wish to review the Service Manual Part [517 FW 10](#) for more information (specifically Sections 10.13-15).

Additional Funding Restrictions for Plan Enhancement Applications

You do not need to provide Plan citations, page numbers, or links to SGCN information in Plan Enhancement applications. If you are applying for a Plan Enhancement Subprogram grant, you must identify how your project addresses one of the themes identified in Section A2. Background, Purpose, and Program Requirements. Your Plan Enhancement Subprogram application may or may not identify specific SGCN depending on your proposed activities.

D7. Other Submission Requirements

The Service uses the GrantSolutions system to manage financial assistance applications and awards. Applicants must register in and conduct any subsequent award business with the Service in GrantSolutions. To apply, your organization and organization officials must be established in GrantSolutions. To register your organization in GrantSolutions, send an email to help@grantsolutions.gov with the following information:

Subject: New Organization Request

- Organization/Individual Name
- Point of Contact first and last name, email, and phone number
- Organization Type
- SAM.gov Unique Entity Identifier (not required for individuals or Service-waived entities)
- Organization Employer Identification Number (Applicants that are INDIVIDUALS DO NOT include your social security number)
- Address

Organizational details should match those in the organization's SAM.gov registration. To establish organization official accounts and user role(s), complete a Recipient User Account Request Form for each official and email it to help@grantsolutions.gov. The GrantSolutions entity user roles are: Authorizing Official (ADO); Principal Investigator/Program Director (PI/PD); Support Specialist (GSS); Financial Officer (FO); and Financial Support Staff (FSS). All roles can do the following: enter applications, amendments, and reports, view awards, and view and create notes. The ADO and the PI/PD roles can also submit applications, amendments, and reports. The FO role can also submit reports. At a minimum, registered organizations must assign someone to the ADO and PI/PD roles. For more information, see the GrantSolutions Recipient Training and FAQs web page. For GrantSolutions registration, submission, and other assistance contact their Customer Support by telephone at 1-866-577-0771 or by email at help@grantsolutions.gov.

Submit completed applications electronically through GrantSolutions or Grants.gov. Applications must be formatted to fit on 8.5" X 11" paper, with 1" margins at the top, bottom, and both sides, and page numbers at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman, or other commonly used font.

In accepting Federal funds, you must comply with all applicable Federal laws, regulations, and policies. If we select the application for award, you will need to provide evidence of compliance with NEPA, ESA, NHPA, and other Federal laws or regulations as part of the post-selection approval process.

Grants must be entered into TRACS within 60-days of the latter: a) the period of performance start date, or b) the date the grant was approved. We encourage you to work with your Regional WSFR Office if you have questions about data entry in TRACS.

Submission Package Summary

Please review this announcement carefully before you apply for a C-SWG Program or Plan

Enhancement subprogram grant. WSFR is required to annually update information in this announcement, including program requirements and application instructions, so application requirements may have changed. Use the following list of required elements to make sure your application is complete and your project is eligible for funding. Failure to provide complete information may cause delay, postponement, or rejection of your application. Note that you must submit the SF-424B Assurances for Non-Construction Programs in SAM.gov; you do not need to attach this form to your application.

- SF-424, Application for Federal Assistance.
- Project Abstract Summary: OMB Number 4040-0019 Project Abstract Summary form.
- If applicable, a completed Request to Acquire, Improve, or Furnish form (SF-429B).
- Project Narrative (15 page limit) – see section D2 for required sections and content.
- A complete SF-424A or SF-424C Budget Information form, or equivalent budget information in another format.
- Budget Narrative: identify the funding Tier under which you are applying and provide a justification; for multi-state projects, identify your administrative plan (Option 1 or 2); and address all other Budget Narrative elements as applicable.
- Any required letter(s) of commitment identifying specific financial or other commitments that are signed by an authorized entity with budgetary authority.
- For multi-state Plan Enhancement projects, any required letter(s) expressing each State partner’s consent for you to apply for a grant on their behalf. The signed letter must also describe how each partnering State fish and wildlife agency will incorporate the project results in their next Plan revision or comprehensive review.
- Indirect Cost Statement.
- 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 project Overlap/Duplication.
- Association applicants: include your IRS determination letter and a signed statement granting you permission to apply on behalf of all partnering State agencies.

E. Application Review Information

E1. Criteria

We use the following nine criteria to score your application(s) for C-SWG Program funding. (Criteria for scoring Plan Enhancement Subprogram applications are given separately, below). Please identify your response to each criterion in your Project Narrative (see section D2). For example, at the conclusion of the sentence or paragraph in which you describe your project objective(s), add “(Criterion Three)” or “(C3)” so reviewers can easily locate your response. You may also provide a table showing each criterion and page number(s) where you provide your response. Your responses to the criteria and any table or other figure(s) in your Project Narrative are included in the maximum page limit of 15 pages. You are not required to provide your responses to the criteria in a separate section of your application.

Additional bonus points may be awarded for projects that address Department of the Interior,

Service, and/or Congressional priorities, as identified below in Criteria 1, 2, and 7. Point scales are guidelines and individual values may be assigned within the ranges identified. The maximum score is 70 points.

Need (Criteria 1 and 2)

Criterion One: Relevance to and Documentation of State Wildlife Action Plan(s)

Do you provide evidence and information showing the importance, relevance, extent, and immediacy of the need for the project as a strategy for implementing your and any of your partners' Wildlife Action Plans and meeting your conservation goals? Be sure to cite where in the Plan(s) the referenced information is available and include page numbers (or one or more links with the full URL if the Plan is only available online). (Scale: 0-5 points)

5 Points: The importance, relevance, extent, and immediacy of the need is clearly discussed, justified and referenced to specific sections (pages) of your and any of your partner(s') Plan(s).

0 Points: The importance, relevance, extent, and immediacy of the need is not discussed, justified, or referenced.

Criterion One Bonus Points:

- a. Up to 2 Points: Project implementation occurs with more than the required number of active participant partners, the additional partners are contributing to completion of project objectives, and their contributions are described in detail. Note that these partners may include State or non-State partners, and their matching contributions may include cash and/or in-kind in any amount; or Up to 2 Points: Project implementation occurs with partners that are not requesting funding or providing match but are contributing to completion of project objectives. The contributions of these partners must be described in detail. Note that these partners may include State or non-State partners.
- b. Up to 3 Points: The need describes a new time-sensitive wildlife crisis situation that has occurred within the recent past (one or two years) or is imminently expected in the future. You must clearly explain the crisis (e.g. response to catastrophic wildfire, or to a new disease or pathogen such as *bsal*) requiring data collection, habitat restoration, or other actions and provides documentation or justification for why it is a crisis. Note: A time-sensitive wildlife crisis is distinct from the Emerging Issue procedure described in the [Service Manual Part 517 FW 10](#), which pertains to species not included as SGCN in your Plan.

Criterion Two: High Priority Target Species

Does the project target a SGCN that is currently federally or State listed (threatened or endangered), or a SGCN under review by the Service or the National Marine Fisheries Service (NMFS) to determine if it may warrant listing under the ESA? (Scale: 0-3 points)

3 Points: Project directly targets a SGCN that is a federally listed (threatened or endangered) or candidate species (i.e. a species with a positive 12-month finding concluding that listing is warranted, but precluded under the ESA).

[Service Threatened and Endangered Animals](#)
[NMFS Marine Threatened and Endangered Species](#)

[Service Candidate Species](#)
[NMFS Candidate Species](#)

3 Points: Project directly targets a SGCN with a positive 90-day finding that is under review for listing pursuant to the ESA and is a scheduled species in [the Service's National Domestic Listing Workplan](#).

3 Points: Project directly targets a SGCN with a positive 90-day finding that is under review for listing pursuant to the ESA but is an [unscheduled species](#) in [the Service's National Domestic Listing Workplan](#).

1 Point: Project directly targets a SGCN that is a State threatened or endangered species.

0 Points: Project targets a non-priority SGCN.

Criterion Two Bonus Points:

- a. 2 Points: Applicant provides evidence to demonstrate that project activities will benefit SGCN amphibian, reptile, invertebrate, or nongame fish species.
- b. 2 Points: Applicant proposes direct management of habitat or augmentation of one or more populations of targeted species.
- c. 1 Point: Applicant provides evidence to demonstrate how proposed project activities directly support one or more of the DOI's financial assistance priorities. For FY 2023 these are: 1) improving climate change adaptation and increasing resilience, and 2) strengthening the economy.

Objectives (Criterion 3)

Criterion Three: Clarity

Does the application include TRACS-ready Standard Objectives? Does the application explain whether and/or how completion of the Standard Objectives help you meet your overall project goals or intended outcomes? Is it clear what will happen in the project? Note: your objectives must be selected from WSFR's [Standard Objectives](#). See the [WSFR Financial Assistance Wiki](#) or the [TRACS Performance Matrix](#) for more information. We encourage you to consult with your WSFR Regional staff for guidance on use of the Standard Objectives. (Scale: 0 - 4 points)

4 Points: Standard Objectives are identified, explained, justified, and are appropriate for meeting the overall project goals.

2 Points: One or more Standard Objectives are missing or are insufficiently explained, justified, or are not appropriate for meeting the overall project goals.

0 Points: Standard Objectives are not identified.

Approach (Criteria 4, 5, and 6)

Criterion Four: Procedure

Where will the work occur? How will the work get done? What methods will be used and are they likely to achieve the objectives and anticipated outcomes? Do you clearly demonstrate that

the project is scientifically-based, uses a planned approach, and follows accepted principles of fish and wildlife conservation and management? Are best practices sufficiently cited? Do your procedures and practices indicate that your project is likely to succeed? The following points may be awarded for each of these sub-elements that are described in sufficient detail. (Scale: 0-18 points)

Up to 6 Points: Procedures and protocols used to implement each objective;

Up to 2 Points: The project action area(s) with respect to geographic location, habitat type, and land ownership;

Up to 2 Points: Individual(s) or entities responsible for each action and how their participation helps ensure the success of the project (do not include CVs/résumés);

Up to 4 Points: Monitoring and evaluation procedures for measuring and reporting project effectiveness or outcomes;

Up to 2 Point: Reference(s) to peer reviewed literature supporting the approach (or, if no peer reviewed literature is available, proposal justifies why);

Up to 2 Points: Project timeline that articulates how objective(s) will be completed within the overall project period.

Criterion Five: Data

Is data collection (including any monitoring or performance data) standardized across all geographical locations and partners? (Scale: 0-5 points)

5 Points: Proposal clearly identifies how data/information will be collected using a standardized data collection protocol, and applicant references the standardized protocol.

3 Points: Proposal includes the development of a standardized data collection protocol.

0 Points: Proposal lacks information on how data will be standardized, collected and pooled.

Criterion Six: Compliance

Does the proposal include a thorough, detailed review of any compliance requirements, including required permits and approvals, and does it identify any budgeted funds to address the compliance need(s)? We recommend you provide this information, if applicable, in table format. If you provide a reasoned, thoughtful response you can receive the maximum points even if your project does not include physical, ground-disturbing conservation activities. Specifically address NHPA, ESA, and NEPA compliance, and include a justification or explanation for any conclusions about the need for permits and approvals. (Scale: 0-3 points).

1 Point: Does the narrative address if there is potential to impact to cultural resources or historic properties? If applicable, has an archeologist been budgeted and sufficient time allotted for completion of any NHPA reviews?

1 Point: Does the narrative identify any preparations for ESA and/or Army Corps of Engineers compliance and describe how budgeted funds and allocated time will allow for meeting permit/compliance needs within the grant performance period? Are existing permits/programmatic agreements/biological opinions discussed?

1 Point: Is NEPA compliance considered in the narrative? Please identify any appropriate Categorical Exclusion(s). If a Categorical Exclusion is not applicable, does the narrative describe

whether an Environmental Assessment or Environmental Impact Statement will be required, and does it identify budgeted amounts and sufficient time allotted for NEPA compliance?

Anticipated Outcomes and Benefits (Criteria 7 and 8)

Criterion Seven: Impact

How will this project impact the targeted SGCN and/or its habitat? Targeted species are those explicitly addressed in your project within an adaptive management framework. (A list of species without documentation is not sufficient.) How are the project's expected results important to the conservation of the targeted SGCN? Contributions will be varied and can include any or all of the following: direct species management, creating or improving habitat, filling data gaps, reducing threats, or monitoring species response to conservation actions. Clearly identify and distinguish between targeted and secondary species. (Scale: 0-12 points)

12 Points: The proposal describes highly significant project outcomes, and provides justification (e.g., conceptual model, references) as to how the project results are expected to inform conservation and/or benefit the targeted species.

6 Points: The proposal describes project outcomes that are relatively significant, and/or the proposal provides limited justification (e.g., conceptual model, references) demonstrating how the project is expected to inform conservation and/or benefit the targeted species.

0 Points: Proposal lacks information on the significance of the project outcomes or on justification of expected outcomes.

Criterion Seven Bonus Points:

Up to 2 Points: Multiple SGCN are concurrently addressed in your project and the proposal includes evidence with reference to peer-reviewed literature supporting expected benefits to the SGCN.

Criterion Eight: Communications Content

How will the results of the project, lessons learned, and other information be shared externally? How are you communicating with stakeholders in the conservation community with the ability to influence future conservation decision-making? Examples include but are not limited to: published papers, conference presentations, technical committee meetings or an e-newsletter or list-serve or other media products to provide information to colleagues, researchers, and communicators in the conservation community. Describe how the information will be used by key stakeholders. Note: Required project reporting is not considered in scoring on this criterion. (Scale: 0-3 points)

3 Points: Proposal includes detailed information on how project knowledge will be shared externally with a variety of audiences using various media to inform future decision-making and build awareness of SGCN conservation.

0 points: Proposal lacks sufficient information on how the project results will be shared externally to inform future decision-making.

Budget (Criterion 9)

Criterion Nine: Budget Completeness

Is the Tier (1, 2, 3, or 4) under which you are applying identified and do you justify your qualifying active participant partner(s) in detail? In multi-state projects, do you clearly describe and justify your administrative approach (Option 1 or 2)? Is the Budget complete, clear, accurate and sufficiently detailed? Is the amount of C-SWG Program funding requested plus non-Federal match sufficient to do the work proposed? Are C-SWG Program funds plus non-Federal match sufficiently justified? (Scale: 0-5 points)

5 Points: The proposal clearly identifies the active participant(s) in the project and provides justification for the funding Tier. Throughout the document, all budget figures and the budget narrative are consistent, adequately detailed, appropriately organized, easily understandable, and supported with necessary documentation. The budget is appropriately sized to complete the proposed work or additional resources are described that will ensure the applicant has the ability to complete the project as planned. Any potential needs for compliance-related activities are addressed in sufficient detail.

3 Points: Budget figures and narrative are generally consistent, and some of the above components are included and/or addressed.

Points:0 Budget figures and narrative are inconsistent, inadequately detailed, poorly organized and are not documented.

Maximum Score Possible = 70 points

Guidelines and Criteria for Plan Enhancement Applications

We use the following guidelines and criteria to score your application(s) for Plan Enhancement Subprogram funding. Please identify your response to each criterion in your Project Narrative. For example, at the conclusion of the sentence or paragraph in which you describe your project objective(s), add “(Criterion Three)” or “(C3)”. Your responses to the criteria and any table or other figure(s) in your Project Narrative are included in the maximum page limit of 15 pages. You are not required to provide your responses to the criteria in a separate section of your application. The maximum score is 45 points.

Scoring Guidelines:

- 1 point - Minimal; not at all; poor; none; very unlikely
- 2 points - Somewhat; barely; fair; to a small degree; unlikely
- 3 points - Medium; moderately; average; adequately; neutral
- 4 points - Mostly; largely; good; to a large degree; likely
- 5 points - Fully; completely; excellent; significantly; very likely

Criteria for Plan Enhancement Applications:

1. To what extent will the project provide the specific products, results, or benefits to a State’s Plan, as identified within the relevant theme (Section A2 Background, Purpose, and Program Requirements)? Explain how the proposed modifications will substantially improve the relevance or effectiveness of your Plan or Plans, and highlight urgent or time sensitive needs.

2. To what extent does the proposed activity represent a significant advancement in the quality or utility of your Plan?
3. How appropriate, clearly stated, and achievable are the project objectives?
4. How sound are the technical approach, project design, and methods?
5. How well do you demonstrate a clear understanding of the problem being addressed, and an awareness of best practices and/or models used successfully to address the problem?
6. How reasonable and realistic (high probability of being met) is the proposed timeline?
7. How effective and sufficient is your plan for tracking and measuring progress and ensuring that stated outputs and outcomes are achieved?
8. How justifiable, realistic, and reasonable is the budget, considering the work proposed and the expected results and benefits?
9. To what extent does the application demonstrate the inclusion of match or the leveraging of additional resources to carry out the proposed project?

Maximum Score Possible = 45

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](#). 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.

We will accept applications via GrantSolutions or Grants.gov up to the published deadline. You may revise and resubmit applications until the application deadline.

We encourage you to communicate with your WSFR Regional Office at least four weeks in advance of the deadline if you are requesting a pre-deadline review; however, we cannot guarantee pre-deadline application review due to limited staff availability. We will conduct an initial review of applications to verify project eligibility. If we identify any minor errors or

omissions we may contact the individual you identify in the SF-424 to clarify information. Examples of minor errors or omissions include incorrect cost items or omission of narrative disclosures or statements. We will not accept revised Project Narratives, entire budgets, emerging issue letters, or letters of commitment after the deadline.

After review for eligibility, a panel of Service program specialists scores eligible applications using criteria published in this announcement. WSFR staff recommend a ranked project list to the Assistant Director for WSFR, who then recommends a final list of projects to the Service Director. Prior to participating in any review or evaluation process, all panel members must sign and return to WSFR 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 project selections. Additional review by the Department of the Interior may be required before notification. We may contact you if we receive questions about your application and we may ask you to revise the project scope and/or budget.

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 June 2023.

F. Federal Award Administration Information

F1. Federal Award Notices

If your project is selected for funding, the WSFR Regional Office will notify you of the pending award and the process needed to receive a grant, including satisfactory completion of compliance requirements. We encourage you to submit all required compliance documentation to the WSFR Regional Office within three months of receipt of the pre-award notification. When compliance requirements are met, you will receive a notice of award via GrantSolutions detailing the terms and conditions of the award. 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 as approved by us. The notice of award document(s) 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.

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.

Buy America Provision for Infrastructure: Required Use of American Iron, Steel, Manufactured Products, and Construction Materials.

As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that are part of a Federal financial assistance program for infrastructure may be obligated for a project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. Recipients conducting infrastructure projects under the award must include related requirements all subawards, including all contracts and purchase orders for infrastructure work or products under this program. For the full text term applicable to infrastructure and related waiver request standards and procedures, see the Service's General Award Terms and Conditions.

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.

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

Per [2 CFR §200.211](#), describe any performance goals, indicators, targets, measures, or baseline data that the recipient must use to measure and report on performance progress. Specify any requirements for the recipient to participate in a federally-funded evaluation, and any evaluation activities they must conduct under awards from this program. For awards that include construction, onsite technical inspections and certified percentage of completion data may be relied on to monitor progress for construction. Additional performance reports for construction activities may be required only when considered necessary. Awards that include both construction and non-construction activities should include performance reporting for all activities. See [2 CFR §200.329](#) for more information.

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.

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 three 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?

Non-Construction 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.

Construction Performance Reports

For construction awards, onsite technical inspections and certified percentage of completion data may be relied on to monitor progress for construction. Additional performance reports for construction activities may be required only when considered necessary. However, awards that include both construction and non-construction activities require performance reporting for the non-construction activities. See [2 CFR§200.329](#) for more information. The USFWS will describe all performance reporting requirements in the Notice of Award.

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.

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 you or a 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:

- Purchased for a financially assisted project with Federal funds or non-Federal cost-sharing or matching funds;
- Acquired previously by you or a subrecipient for another purpose, but committed to the financially assisted project as an in-kind contribution; or

- Accepted by you or a 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 completion of 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. 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

Per 2 CFR §1402.112, non-Federal entities and their employees must take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the provisions in [2 CFR §200.318](#) apply. 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](#). 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 Service Project Officer identified in their notice of award in writing of any conflicts of interest that may arise during the life of the award, including those that reported by subrecipients. The Service will examine each disclosure to determine whether a significant potential conflict exists and, if it does, work with the applicant or recipient to develop an appropriate resolution. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for 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:

First and Last Name:

Paul Van Ryzin

Telephone:

720-498-0335

Email:

paul_vanryzin@fws.gov

G2. Program Administration

For **program administration assistance**, contact:

First and Last Name:

Paul Van Ryzin

Telephone:

720-498-0335

Email:

paul_vanryzin@fws.gov

G3. Application System Technical Support

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

Grants.gov Customer Support

Numeric Input Field: 1-800-518-4726

Support@grants.gov

For GrantSolutions technical registration, submission, and other assistance contact:

GrantSolutions Customer Support

1-866-577-0771

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

Per the Paperwork Reduction Act of 1995 (PRA; 44 U.S.C. 3501 et seq.), the U.S. Fish and Wildlife Service (Service) collects information in accordance with program authorizing legislation to conduct a review and select projects for funding and, if awarded, to evaluate performance. Your response is required to obtain or retain a benefit. We may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Privacy Act Statement: This information collection is authorized by 5 U.S.C. 5701 et seq. The information provided will be used to administer all Service financial assistance programs and activities including to: (1) determine eligibility under the authorizing legislation and applicable program regulations; (2) determine allowability of major cost items under the Cost Principles at 2 CFR 200; (3) select those projects that will provide the highest return on the Federal investment; and (4) assist in compliance with laws, as applicable, such as the National Environmental Policy Act, the National Historic Preservation Act, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. This information may be shared in accordance with the Privacy Act of 1974 and the routine uses listed in INTERIOR/DOI-89, Grants and Cooperative Agreements: FBMS - 73 FR 43775 (July 28, 2008). Furnishing this information is voluntary; however, failure to provide all requested information may prevent the Service from awarding funds.

Estimated Burden Statement: 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 times for these activities will vary depending on program-specific requirements. Direct comments regarding the burden estimates or any other aspect of the specific forms to the Service Information Clearance Officer, USFWS, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or by email to Info_ Coll@fws.gov.