A. Program Description

A1. Authority


Catalog of Federal Domestic Assistance (CFDA) Number: 15.626

A2. Background, Purpose and Program Requirements

The Enhanced Hunter Education and Safety Program (EHE) provides Federal grant funding to the 50 States, as well as the Commonwealths and Territories (not the District of Columbia, hereafter, “State” or “States”) to:

1. Enhance programs for hunter education, hunter development, and firearm and archery safety. Hunter development programs introduce individuals to and recruit them to take part in hunting, bow hunting, target shooting, or archery;

2. Enhance interstate coordination of hunter education, and firearm and archery range programs;

3. Enhance programs for education, safety, or development of bow hunters and archers;
4. Enhance construction and development of firearm and archery ranges;
5. Update safety features of firearm and archery ranges;
6. Enhance activities for hunter and recreational shooter recruitment, retention, and reactivation; and
7. Public relations activities as covered under the definition of *hunter recruitment and recreational-shooter recruitment* and defined at 16 U.S.C. 669(a)(3) are eligible as long as the public relations activities comply with 50 CFR 80.50(a), are necessary and reasonable for the performance of the award, and meet all other criteria for allowability with special attention to 2 CFR 200.421.

EHE funds supplement, but do not replace funds available under 16 U.S.C. 669c(c) for purposes authorized at 16 U.S.C. 669g(b) which are known as Basic Hunter Education funds, thereby enhancing a State’s hunter education and safety program. The following are some examples of eligible activities:

1. Training participants in the safe and proficient use of hunting equipment, hunter responsibility, principles of wildlife management, wildlife identification, and firearms handling.
2. Constructing facilities, such as classrooms, shooting ranges, and other support facilities needed for instruction purposes.
3. Gathering information to help develop, implement, and evaluate hunter education and safety grants.
4. Providing training in trapper education as it relates to safety, responsibility, humane trapping methods, avoiding non-target species, and developing trapping skills.
5. Communicating information about Wildlife and Sport Fish Restoration Program (WSFR) grant-funded hunter education and recreational shooting sports activities.
6. Researching how to effectively recruit, retain, or reactivate hunters and recreational shooters.

Information on the final EHE apportionments are available on our website: [Hunter Education Apportionments](#). The EHE apportionment is determined based on the following:

1. $8 million is provided annually and distributed using a formula-based apportionment;
2. It is based on State population compared to the total United States population using the most recent Census figures;
3. No State may receive more than three percent or less than one percent of the total funds apportioned; and
4. The Commonwealths of Puerto Rico and the Northern Mariana Islands and the Territories of American Samoa, Guam, and the U.S. Virgin Islands, receive up to one-sixth of one percent of the total apportionment.

States may be paid up to 75 percent of project costs through the program. After the Service obligates a State’s current fiscal year Basic Hunter Education and Safety apportionment under 16 U.S.C. 669c(c) on eligible hunter education activities at 16 U.S.C. 669g(b), a State may request the Service to obligate its Enhanced Hunter Education funds under 16 U.S.C. 669h-1 on any eligible Traditional Wildlife Restoration (WR) or hunter education activities. Prior to the Service obligating the full current fiscal
year apportionment under 16 U.S.C. 669c(c) for eligible activities under 16 U.S.C. 669g(b), a State may only request the Service to obligate EHE funds under 16 U.S.C. 669h-1 on eligible EHE activities. EHE funds are one-year funds and any funds not obligated in the current year’s apportionment are reapportioned to those States where the Service has fully obligated the States’ Basic Hunter Education funds on eligible hunter education and safety activities listed at 16 U.S.C. 669g(b). The funds are reapportioned to eligible States in the following year under 16 U.S.C. 669c(b) of the Wildlife Restoration Act as additional Traditional Wildlife Restoration funds.

EHE funds can be used for acquiring land for, expanding, or constructing public target ranges (as defined at 16 U.S.C. 669a(4)) and are available for five years with up to 90 percent Federal cost share. A State may also allocate up to 10 percent of its apportioned WR funds to supplement EHE funds for acquiring land for, expanding, or constructing public target ranges. The allocated WR funds, in addition to Basic and EHE funds allocated for the same activities, will also be available for five years with up to 90 percent Federal cost share for those specific activities.

Participation is limited to States (but not the District of Columbia) with lead management responsibility for fish and wildlife resources in the United States of America. States must pass laws (assent legislation) for the conservation of fish and wildlife. The law(s) must require that revenue from hunting and fishing licenses only be used for the administration of the State fish and wildlife agency. If you are uncertain of your eligibility, please contact your Regional WSFR Office (see Section G, Federal Awarding Agency Contacts).

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

References to “you” in this NOFO refer to the State agency completing the application and any potential subrecipient, if applicable. References to “we” or “us” in this NOFO refer to the Service.

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 EHE Program aligns with WSFR’s mission, vision, and guiding principle, and supports two of the Administration’s priorities including racial equity (through hunter/archer/recreational shooting education recruitment/retention/reactivation or R3 programs), and strengthening the economy (by supporting outdoor recreation activities).

Changes from the FY 2021 NOFO include sections:

- A2. Updated TRACS language, updated administration priorities, and added bulleted list of changes from the FY 2021 NOFO;
- C1. Updated eligible applicants language for consistency with other WSFR NOFOs, and removed redundant language from C3;
• D2. Removed “Project Summary,” updated TRACS related language in “Project Narrative” and in the last paragraph of this section;
• D3. Updated information in the “Obtain a DUNS Number” section; and
• F3. Updated TRACS language in the “Performance Reports” section, and updated language in the “Real Property Reports” section.

B. Federal Award Information

B1. Total Funding
Estimated Total Funding: $8 million

B2. Expected Award Amount
Maximum Award: None
Minimum Award: None

B3. Expected Award Funding and Anticipated Dates
Funding approvals are continuous between the posting of this NOFO until the closing date with grants being awarded as compliance and permitting efforts are completed.

B4. Number of Awards
Expected Number of Awards: approximately 40

B5. Type of Award
Funding Instrument Type: Grants

C. Eligibility Information

C1. Eligible Applicants
Participation is limited to State, District of Columbia, Commonwealth, or Territorial agencies with lead management responsibility for fish and wildlife resources in the United States of America. States, Commonwealths, and Territories must pass laws (assent legislation) for the conservation of fish and wildlife. The law(s) must require that revenue from hunting and fishing licenses be only used for the administration of the State fish and wildlife agency. If you are uncertain of your eligibility, please contact your Regional WSFR Office (see Section G, Federal Awarding Agency Contacts).

C2. Cost Sharing or Matching
Does the program have a cost sharing or matching requirement? Yes

States may be paid up to 75 percent of project costs through the program. You must provide at least 25 percent of the project costs from a non-Federal source. The non-Federal share may come from license fees. Matching and cost-share requirements are discussed in 50 CFR 80.84, 50 CFR 80.85, and 2 CFR 200.306. For eligible activities described in the Target Practice and Marksmanship Training Support Act, States may be paid up to 90 percent of project costs. According to 50 CFR 80.84, the Regional Director must waive the first $200,000 of match required by each program or subprogram that provides funds for a project in a grant awarded to the Commonwealth of the Northern Mariana Islands and the Territories of American Samoa, Guam, and the U.S. Virgin Islands.
You may meet your required non-Federal cost share or match through contributions from a third party. A third party is any individual or organization other than the State applicant, such as a partner, that is not receiving grant funds. Match must be necessary and reasonable for accomplishing the proposed project objective(s). As the primary State recipient, you are responsible for the full amount of the non-Federal match proposed, including any amount provided by one or more third parties as listed on the Standard Form 424, Application for Federal Assistance.

C3. Other

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

D. Application and Submission Information

D1. Address to Request Application Package

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

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

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, “Application for Federal Assistance.” The required application forms are available with this announcement on GrantSolutions. The SF-424, Application for Federal Assistance must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

SF-424B, Assurances for Non-Construction Programs

Any applicant requesting support for a non-construction project must submit a signed and dated SF-424B, “Assurances for Non-Construction Programs” form. All of the required application forms are available on GrantSolutions.

SF-424D, Assurances for Construction Programs

Any applicant requesting support for a construction project must submit the SF-424D, “Assurances for Construction Programs.” Note that applicants with their annual assurances already on file at their WSFR Regional Office do not need to re-submit assurance forms. All required application forms are available on GrantSolutions.

Project Narrative

Applicants applying for awards on a project-by-project basis are required to provide a Project Narrative (also called a Project Statement) containing the elements required by 50 CFR 80.82 and listed below. In general, the Project Narrative must provide sufficient information so reviewers may
verify that the proposed activities are eligible for funding and substantial in character and design (see 50 CFR 80.56). Any images should be appended rather than included within the Project Narrative.

To avoid delay, your project narrative must only use one or more of the Standard Objectives listed in the TRACS Performance Matrix. We encourage you to work with your WSFR Regional Office if you have questions about the use of TRACS Standard Objectives in your Project Narrative. Please refer to the Service’s WSFR Training Portal site for example project statements that utilize TRACS Standard Objectives.

The required elements of a Project Narrative include:

- **Need**: Explain why the project is necessary and how it fulfills the purpose of EHE.
- **Purpose**: State the ultimate purpose for the proposed project and link the purpose to the demonstrated need.
- **Objectives**: The Service created Standard Objectives to standardize performance reporting and document national accomplishments that deliver results consistent with the EHE’s authorizing legislation and program regulation. To avoid delay, your Project Narrative must only use one or more of the Standard Objectives listed in the TRACS Performance Matrix. We encourage you to work with your WSFR Regional Office if you have questions about the use of TRACS Standard Objectives in your Project Narrative. Please refer to the Service’s WSFR Training Portal site for example project statements that utilize TRACS Standard Objectives.
- **Results or benefits expected**: Describe the expected results or benefits from accomplishing the objectives.
- **Approach**: Describe the approach to be used in meeting the objectives:
  - Describe the methods, designs, and/or procedures to be used to achieve the objectives, key personnel and cooperators, and provide a description of the activities in sufficient detail so we are able to evaluate compliance with the National Environmental Policy Act (NEPA), section 7 of the Endangered Species Act (ESA), and section 106 of the National Historic Preservation Act (NHPA). If proposed actions require permits, provide information on the progress of obtaining permits. If permits have been issued or compliance has been completed by another Federal agency, provide copies in the application package. Use a planned approach, appropriate procedures, and accepted principles of fish and wildlife conservation and management, research, or education;
  - Identify the project officer, or principal investigator for research projects, including their name, work address, and work telephone number. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion, or physical characteristics on the description of key personnel qualifications; and
  - Geographic location – Describe the location(s) where activities would occur. Maps or other geographic aids are encouraged and may be attached. Please include geographic coordinates in degrees, minutes, and seconds, if relevant and available.
- **Relationship with other grants**: Describe any relationship between the proposed project and other related work funded by Federal grants that is planned, anticipated, or underway.
• Timeline of activities: Describe significant milestones in completing the project and any accomplishments to date.

For CMS States: A Project Narrative may not be required for applicants who are applying for awards under a comprehensive management system (CMS). Applicants considering submitting an application under a CMS should contact their Regional WSFR Office for details - see Section G, Federal Awarding Agency Contact(s). CMS applications must submit the information required in 50 CFR 80.81, provide adequate description of activities to allow WSFR staff to evaluate the 25 items in 2 CFR 200.407 requiring prior written approval, and provide a description of the activities in sufficient detail so WSFR staff are able to evaluate compliance with NEPA, ESA, and NHPA.

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 EHE’s authorizing legislation and regulation. You are required to enter grant and Project Narrative information in TRACS. We encourage you to enter grant and Project Narrative information in TRACS prior to applying in GrantSolutions. TRACS data entry will facilitate development of a complete Project Narrative. Once entered, TRACS will generate a Project Narrative that you may use as part of your application in GrantSolutions. If you decline to enter grant and Project Narrative information in TRACS prior to applying in GrantSolutions, you will be required to enter this information within 60 calendar days of the latter: (a) the period of performance start date; or (b) the date the award was approved. If you need assistance, please contact your WSFR Regional Office (see Section G. Federal Awarding Agency Contacts).

SF-424A, Budget Information for Non-Construction Program
Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, “Budget Information for Non-Construction Programs” form, or submit a budget table that provides a similar or greater level of budget detail. All of the required application forms are available with this announcement on GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles per the Service’s General Award Terms and Conditions. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form. The CFDA number for this program is: 15.626.

SF-424C, Budget Information for Construction Program
Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For construction programs or projects, applicants must complete and submit the SF-424C, “Budget Information for Construction Programs.” All of the required application forms are available with this announcement on GrantSolutions. Federal award recipients and subrecipients are subject to Federal award cost principles per the Service’s General Award Terms and Conditions. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form. The CFDA number(s) for this program appears on the first page of this announcement.
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.

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:

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

Budget Narrative

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

Contingency Costs: Contingency costs estimated using broadly-accepted cost estimating methodologies are permissible but must be separately identified in your budget; they must comply with Federal Cost Principles, these must be necessary and reasonable for proper and efficient accomplishment of project or program objectives, and these 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.

Program Income: Program income is gross income received by the grantee or subrecipient and earned only as a result of the grant during the grant period. Estimate the amount of program income that the project is likely to generate. If necessary, indicate the method or combination of methods (deduction, addition, or matching) of applying your expected program income. The Regional Director’s approval is required for the additive or matching method. Indicate whether the agency wants to treat income that it earns after the grant period as either license revenue or additional funding for purposes consistent with the grant terms and conditions or program regulations.

Equipment: Equipment means tangible personal property (including 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 the non-Federal entity for financial statement purposes, or $5,000 (see 2 CFR 200.1 Equipment). Grantees and 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.

Useful life: Propose a useful life for each capital improvement that costs at least $25,000 to build, acquire, or install (see 50 CFR 80.2), and reference the method used to determine the useful life of a capital improvement with a value greater than $100,000 (see 50 CFR 80.82(c)(5).)

Conflict of Interest Disclosure
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) Applicability.
(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
(2) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) Notification.
(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.
(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.

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

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

(e) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.339, Remedies for noncompliance, including suspension or debarment (see also 2 CFR Part 180.)

Single Audit Reporting Statement
All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in the applicant’s fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.
Certification Regarding Lobbying
Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official’s signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity’s certification of the statements in 43 CFR Part 18, Appendix A.

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 on GrantSolutions. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement
Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel.” If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with “We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing.”

D3. Unique Entity Identifier and System for Award Management (SAM)
Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as individual (i.e., unrelated to any business or nonprofit organization you may own or operate) or any entity with an exception approved by the funding bureau or office in accordance with bureau or office policy. All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. We may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. There is no cost to register with Dun & Bradstreet or SAM.gov. There are
third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; please be aware you can register and request help for free.

**Obtain a DUNS Number**
Request a DUNS Number through the Dun & Bradstreet website. The official website address is [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the “Organizational DUNS” field on the SF-424, Application for Federal Assistance form.

Please note: The DUNS number will be replaced by the new Unique Entity Identifier (UEI) for all new Federal grants, with the final implementation date scheduled for April 2022. As part of this transition process, SAM.gov has begun issuing UEI numbers to applicants and recipients. To align with this transition, on May 17, 2021, Grants.gov defaulted all new and modified Application Packages to use the SF-424 Version 4 (v4), which is the SF-424 version that uses the UEI instead of the DUNS as the application organization identifier. Since GrantSolutions interfaces with 10+ other Federal financial and business systems with varying UEI implementation schedules, GrantSolutions requires that applications continue to use the DUNS number until April 2022, the final GSA implementation date. The DUNS number is supported on the SF-424 v3 but not the SF-424 v4.

**Register with the System for Award Management (SAM)**
Register on the [SAM.gov website](http://www.sam.gov). “Help” tab on the website contains User Guides and other information to assist you with registration. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity’s DUNS or IRS information.

**D4. Submission Dates and Times**

**Due Date for Applications: July - August 2022**

**Application Due Date Explanation**
State agency applicants must submit applications through GrantSolutions by the deadline set by their Regional WSFR Office (see Section G for contact information), which may be earlier but no later than August 31, 2022. The Service recommends that you submit your application early enough to address any unforeseen technical complications. We also recommend that you verify that all documents have been received with your Regional WSFR Office before the deadline. The Service will not consider applications received after the deadline.

Applicants requesting comments or assistance with their applications are encouraged to submit applications to their Regional WSFR Office at least four weeks prior to submission or the due date. Although there is no guarantee that the Regional WSFR Office will provide comments, feedback may include recommendations to improve the application.

**D5. Intergovernmental Review**
Prior to application submission, U.S. state and local government applicants should visit the [OMB Office of Federal Financial Management website](https://www.whitehouse.gov/omb/) and view the “State Point of Contact (SPOC) List” to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental Review of Federal Programs.” States not on the list
do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state’s prior review requirements for Federal assistance applications.

D6. Funding Restrictions

Ineligible activities include law enforcement, activities conducted for the primary purpose of producing income, and activities, projects, or programs that promote or encourage opposition to the regulated taking of fish, hunting, or the trapping of wildlife (see 50 CFR 80.54).

Indirect Costs: Organizations

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

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

Required Indirect Cost Statement

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

We are:

☐ A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.

☐ A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.

☐ A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: “Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.” or “Attached is a copy of our current negotiated indirect cost rate agreement.”]

☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.

☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is
[insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR §200.1 Modified Total Direct Cost]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.

☐ A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization’s indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat de minimis indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.1 Modified Total Direct Cost. We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.

☐ A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.1 Modified Total Direct Cost, Modified Total Direct Cost (MTDC). We understand that we must request prior approval from the Service to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

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

D7. Other Submission Requirements

Submit completed applications electronically through GrantSolutions.

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.
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.

E. Application Review Information

E1. Criteria

A proposed project qualifies as substantial in character and design according to 50 CFR 80.56 if it:
(a) Describes a need consistent with the Acts;
(b) States a purpose and sets objectives, both of which are based on the need;
(c) Uses a planned approach, appropriate procedures, and accepted principles of fish and wildlife conservation and management, research, or education; and
(d) Is cost effective.

E2. Review and Selection Process

We will accept State agency applications via GrantSolutions any time after publication of the NOFO and prior to the application deadline. We determine that applications are complete, substantial, and eligible. Approval of funding is at the discretion of the Service Director or his/her designee. Project selection is a three-step process: application acceptance, applicant risk assessment, and award notification.

The Regional WSFR Office will notify State applicants of the award and the process needed to receive a grant, including satisfactory completion of compliance requirements. When these requirements are met, the Regional WSFR Office will send a letter to your agency detailing the terms and conditions of the award. 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 Service 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 Service is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR 200.206. Programs document applicant risk evaluations using the Service’s “Financial Assistance Recipient Risk Assessment” form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently $250,000), the Service is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Service will consider this information when completing the risk review. The Service 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 the award.

**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 anticipate announcing annual apportionments during January-March of each year. Grants are awarded continuously during the application period.

**F. Federal Award Administration Information**

**F1. Federal Award Notices**

The Regional WSFR Office will notify State applicants of the funding approval and the process needed to receive a grant, including approval of pre-award costs and satisfactory completion of compliance requirements. When these requirements are met, the Regional WSFR Office will send a letter to your agency detailing the terms and conditions of the award. Notice of funding approval is not an approval of pre-award costs.

**F2. Administrative and National Policy Requirements**

See the DOI Standard Terms and Conditions for the administrative and national policy requirements applicable to DOI awards.

**Data Availability**

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

(a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

(b) The Federal Government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

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

**F3. Reporting**

**Financial Reports**

All recipients must use the SF-425, “Federal Financial Report” form for financial reporting. At a minimum, all recipients must submit a final financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial
reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

Performance Reports
Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Recipients should review their Notice of Award for what performance reports may be due under their respective award. Recipients must submit all performance reports into TRACS (unless exempt) and GrantSolutions as described in the Notice of Award terms and conditions. Non-exempt recipients should first complete their performance reports in TRACS. Once completed, TRACS will generate a performance report that you can upload in GrantSolutions. When the award includes facility construction, the recipient will be responsible for entering information into the TRACS facility module to create facility records. The Service will enter facility record information into TRACS on behalf of any TRACS-exempt recipients.

All recipient’s (including TRACS-exempt recipient’s) performance report information must provide quantitative outputs to the approved Standard Objectives, and narrative responses to the following questions:

1. What progress has been made towards completing your objective(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 state 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?

Significant Developments Reports
Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the 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 or subrecipients of a financial assistance award or subaward must submit periodic reports on the status of real property that it acquired under a financially assisted award or subaward. Real property interests may include, but are not limited to, fee simple, fee with exceptions to title, easements, water rights, and mineral rights. Leaseholds acquired by a recipient or subrecipient must also be reported regardless of their status as real or personal property under State law. The real property and leaseholds to be reported are those that required a Notice of Federal Participation to be recorded in the public recorder’s office of the local jurisdiction. They include real property and leaseholds that were:

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

If the award includes real property/facility acquisition or construction, the recipient will be responsible for entering information into the TRACS inventory modules to create real property/facility record(s). The Service will enter real property/facility record information into TRACS on behalf of any TRACS-exempt recipients. The Service will use these real property/facility records to ensure the recipient organization’s 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 terms and conditions. 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 the Service. Reports for real property held for 15 years or more will be due at least once every five years, but could be required more often.

Conflict of Interest Disclosures
Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures
The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving

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fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including suspension or debarment.

**Reporting Matters Related to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you, as the recipient during that period of time, must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

**G. Federal Awarding Agency Contact(s)**

**Program Technical Contacts**

For programmatic technical assistance, contact:

American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Oregon, and Washington: [r1fa_grants@fws.gov](mailto:r1fa_grants@fws.gov), 503-231-6128

Arizona, New Mexico, Oklahoma, and Texas: [fw2fa@fws.gov](mailto:fw2fa@fws.gov), 505-248-7450

Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin: [R3fedaid@fws.gov](mailto:R3fedaid@fws.gov), 612-713-5130

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, the Commonwealth of Puerto Rico, South Carolina, Tennessee, and the U.S. Virgin Islands: [fw6_r4federalassistance@fws.gov](mailto:fw6_r4federalassistance@fws.gov), 404-679-4159

Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia: [fw5fareports@fws.gov](mailto:fw5fareports@fws.gov), 413-253-8508

Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming: [fw6_fagrants@fws.gov](mailto:fw6_fagrants@fws.gov), 303-236-5420

Alaska: [AK_FA@fws.gov](mailto:AK_FA@fws.gov), 907-786-3631

California and Nevada: [R8fa_grants@fws.gov](mailto:R8fa_grants@fws.gov), 916-978-6182

**Program Administration Contact**

For program administration assistance, contact:

National Program Contact: Christina Milloy, [Christina_Milloy@fws.gov](mailto:Christina_Milloy@fws.gov), 703-862-5761
Application System Technical Support

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

**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.