U.S. Fish and Wildlife Service
National Wildlife Refuge System

Kenai National Wildlife Refuge Visitor Center Exhibit Design Collaboration and Review
Catalog of Federal Domestic Assistance (CFDA) Number: #15.654 Visitor Facility Enhancement – NWRS

Notice of Funding Availability and Application Instructions

The US Fish and Wildlife Service, Headquarters Region 7 intends to award a single source Cooperative Agreement as authorized by 505 DM 2.14 (B) to Alaska Geographic Association. This notice is not a request for proposals and the Government does not intend to accept proposals. Award will be made 15 days after this notice.

I. Description of Funding Opportunity

The purpose of this Agreement is to provide financial assistance to the Recipient, Alaska Geographic Association, in the support of collaborative work between the Recipient and the Refuge System in Alaska to further the work and accomplish objectives of the Refuge System and Service. The work will focus on collaborating on exhibit designs and reviews of the Visitor Center Exhibit Contractor's exhibit proposals for the new Kenai National Wildlife Refuge Visitor Center.

II. Award Information

The Cooperator Will:

- The tasks throughout all phase are to ensure that the storyline and key themes retain their integrity through the process, and to ensure that all the pieces – AV, panels, audio, etc. – fit together to provide a seamless multi-layered visitor experience.
- The Cooperator will do this by reviewing submittals by the contractor's design team to provide feedback as the original partner, and interpretive architect, behind the Kenai Refuge Visitor Center Interpretive Master Plan.
- Attend the meetings between the Service and the contractor's design team in person or remotely to discuss the feedback and possible approaches for resolving design issues.
- Attend up to eight (8) meetings, beyond the Phase meeting, via speaker phone or other distance technology to discuss and provide interpretive expertise on various elements of the exhibit design such as interactive exhibit components, interpretive text development, mobile phone learner applications, visitor flow through the exhibits, etc…

The Service Will:

- Provide an Interpretive Team that will consist of approximately four interpretive resource specialists and other resource staff from the National Wildlife Refuge System in Alaska to work closely with the Cooperator.
- From the Interpretive Team an Exhibit Project Manager, Kevin Painter, will be assigned as the primary contact for the Cooperator.
- Meet with the Cooperator prior to the kick off meeting to discuss the overall scope of the project.

- Work closely with Cooperator on scheduling any and all meetings that pertain to this agreement.
- Work to provide clear and concise communication to the Cooperator on all aspects of the project.

The Cooperator Will:

Phase One

- Attend the presentation of the 10% contractor's submittal meeting on-line.
- Do extensive review of the Contractor's initial submittal (10%)
- Provide comments to the interpretive project manager, Kevin Painter on the 10% submittal.
- Assist the Service interpretive project manager to prepare the list of requested changes to the 10% design submittal.

Phase Two

- Attend in person the 35% contractor’s submittal meeting in person at the Kenai Refuge, Soldotna, Alaska.
- Do an extensive review of the Contractor’s initial submittal (35%).
- Provide comments to the interpretive project manager, Kevin Painter on the 35% submittal.
- Assist the Service interpretive project manager to prepare the list of requested changes to the 35% design submittal.

Phase Three

- Attend in person the 65% contractor’s submittal meeting in person at the Kenai Refuge, Soldotna, Alaska.
- Do an extensive review of the 65% submittal and provide comments to the interpretive project manager.
- Work closely with the Service’s interpretive project manager, Kevin Painter, to prepare the list of requested changes to the 65% submittal.

Phase Four

- Review exhibit contractor’s 95% submittal and provide comments to the Service’s interpretive project manager.
- Work with the interpretive project manager, Kevin Painter, to prepare the list of requested changes to the 95% submittal.

Phase Five

- Review the 100% exhibit design specifications to ensure accuracy and report finding to the Service’s Interpretive Project Manager.

III. <u>Basic Eligibility Requirements</u>

Eligible Applicants:

This is a single source Cooperative Agreement as authorized by 505 DM 2.14 (B) to Alaska Geographic Association.

Federal law (2 CFR Part 25, Central Contractor Registry and Data Universal Numbering System) mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the Central Contractor Registry (CCR). The CCR functionality was consolidated into the System for Award Management (SAM) in September 2012. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, State, local or Tribal government, academia or other type of organization.

A. DUNS Registration

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

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

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

B. Entity Registration in SAM

Register in SAM online at http://www.sam.gov/. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that SAM is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid to a bank account in the United States must enter and maintain valid and current banking information in SAM.

Entities that had an active record in CCR have an active record in SAM. Such entities do not need to do anything in SAM unless a change in business circumstances requires updates to your Entity record(s) or the Entity record is due to expire. SAM will send notifications to migrated Entity users via email 60, 30, and 15 days prior to expiration of the Entity record. To update or renew your Entity records(s) in SAM your Entity user(s) will need to create a SAM User Account and link their account(s) to your migrated Entity record(s). Entities migrated from CCR can find complete instructions on accessing their SAM Entity records online at http://www.sam.gov/.

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program

Cost Sharing or Matching:
Cost Sharing is not required but will be accepted

IV. Application Requirements

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

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

B. Project Summary
Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries, and expected outcomes consistent with this funding opportunity. As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities and/or disseminating project results.

C. Project Narrative

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

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

3. **Project Activities, Methods and Timetable:** State the proposed project activities, and describe how they relate to the stated project objectives. The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the proposed activities and the proposed project costs. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the proposal narrative (do not include as separate attachments). The timetable

should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

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

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

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

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

8. **Literature Cited**

9. **Map of Project Area:** Map should clearly delineate the project area.

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

When developing your budget, keep in mind the following:

- Cost Principles: Financial assistance awards and subawards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations (2 CFR Part 230), A-21, Cost Principles for Educational Institutions (2 CFR Part 220), and A-87, Cost Principles for States and Local Governments (2 CFR Part 225), as applicable to the recipient organization type. These OMB circulars are available online at http://www.doi.gov/pam/financialassistance/resources/index.html.

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

- Indirect Costs: An applicant without an established indirect cost rate agreement with a Federal agency may not charge indirect costs to Federal financial assistance awards and must charge all costs directly. Individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or tribal government, academia or other type of organization must charge all costs directly.

  If indirect costs are included on proposed budget, the applicant must submit copy of their most recently submitted/approved indirect cost rate agreement. Non-profit organizations that have received, or expect to receive, the greatest amount of Federal funding in direct awards from the Department of the Interior, should go to http://www.aqd.nbc.gov/Services/ICS.aspx for online guidance and tools for submitting an indirect cost rate agreement proposal to the Department of the Interior. Organizations may also contact the National Business Center directly at:

  Indirect Cost Services
  Acquisition Services Directorate, National Business Center
  U.S. Department of the Interior
  2180 Harvard Street, Suite 430
  Sacramento, CA 95815
  Phone: 916.566.7111 Fax: 916.566.7110
  Email: ics@nbc.gov

  All other types of applicants except individuals should contact the USFWS program point of contact identified in the Grants.gov funding opportunity with any questions on how to establish an indirect cost rate agreement with a Federal agency.

E. Assurances

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

F. Disclosure of Lobbying Activities

Under Title 31 of the United States Code, Section 1352, applicants must complete and submit with their application the SF-LLL Disclosure of Lobbying Activities form (available online at http://apply07.grants.gov/apply/forms/sample/SFLLL-V1.1.pdf) when they have made payment or have agreed to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, cooperative agreement, or loan. Recipients may not use funds awarded under a Federal grant or cooperative agreement to conduct such lobbying activities. If the recipient has determined that they are not required to submit the SF-LLL, they are required to provide the Certification Regarding Lobbying Activities form to certify this determination.

G. Statement Regarding A-133 Single Audit Reporting: Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), domestic entities expending $500,000 USD or more in Federal award funds in a year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. State if your organization was/was not required to submit an A-133 Single Audit report last year (either your organization is a non-U.S. entity or a domestic entity that did not spend $500,000 USD or more in Federal funds last year). If your organization was required to submit an A-133 Single Audit report last year, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/).

Application Checklist

- ☐ A complete, signed and dated SF 424-Application for Federal Assistance
- ☐ Project Summary and Narrative text and attachments
- ☐ A complete SF-424A or SF-424C Budget Information form
- ☐ If Federally funded equipment will be used for the project, a list of that equipment as described in section D above
- ☐ If indirect costs are included in proposed budget, a copy of the organization's current approved indirect cost rate agreement or proposal
- ☐ Signed and dated SF-424B or SF-424D Assurances form
- ☐ If applicable, completed SF-LLL form
- ☐ Statement regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting as described in section G above

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

V. Submission Instructions

Proposals may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity.

Please select **ONE** of the below submission options:

To submit a proposal by mail:

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

To submit a proposal by e-mail:

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

To submit a proposal in Grants.gov:

Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply for grant opportunities on Grants.gov. In order to apply for a grant, you/your organization must complete the Grants.gov registration process. Registration can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the USFWS' new financial assistance management system.

VI. APPLICATION REVIEW

Criteria:

This is a single source award and this section is not applicable.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final award can be made. Successful applicants will receive written notice in the form of a Notice of Award document. Notice of Award documents are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (FedEx, DHL, Airborne Express). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or receiving the award via electronic means. Awards are based on the application submitted to, and as approved by, the USFWS. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments:
Prior to an award being issued to you/your organization, the USFWS program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, submit to the USFWS program a request to obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the SAM requirements (see Section I above) who receive a waiver from receiving funds through ASAP must enter and maintain valid and current banking information in their SAM profile. Domestic applicants exempt from the SAM requirements who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the USFWS program. However, ***do NOT submit any banking information to the USFWS until it is requested from you by the USFWS program!***

Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends recipients use the most secure transmission/delivery method available. The USFWS recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their USFWS Project Officer and provide any sensitive data over the telephone.

The Notice of Award document from the USFWS will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Foreign Recipient Payments:
Foreign recipients receiving funds to a bank outside of the United States must be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States must be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients subject to the SAM requirements (see Section I above) to be paid by EFT must enter and maintain valid and current banking information in their SAM profile. Foreign recipients exempt from the SAM requirements to be paid EFT will be required to submit their banking information directly to the USFWS program. However, ***do NOT submit any banking information to the USFWS until it is requested from you by the USFWS program!***

Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends recipients use the most secure transmission/delivery method available. The USFWS recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their USFWS Project Officer and provide any sensitive data over the telephone.

The Notice of Award document from the USFWS will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

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

- Program legislation/regulation
- Special terms and conditions
- Code of Federal Regulations/Regulatory Requirements, as applicable:
  - 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System
  - 2 CFR Part 170 Reporting Subawards and Executive Compensation
  - 2 CFR Part 1400 Government-wide Debarment and Suspension (Non-procurement)
  - 2 CFR Part 1401 Requirements for Drug-Free Workplace (Financial Assistance)
  - 2 CFR Part 175 Trafficking Victims Protection Act of 2000
  - 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
  - 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
  - 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
  - 43 CFR 18 New Restrictions on Lobbying
  - 305 DM 3, Integrity of Scientific and Scholarly Activities and 217 FW 7, Scientific Integrity and Scholarly Conduct. Grant and cooperative agreement recipients must ensure quality project results. Results must consist of unbiased assessments through proper management and enforcement of scientific integrity standards, which includes avoiding conflicts of interest as defined in USFWS policy 212 FW 7 (complete text available online at http://www.fws.gov/policy/212fw7.html).

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

VIII. Agency Contacts

Kevin Painter, Regional Interpretive and Education Specialist
National Wildlife Refuge System- Division of Visitor Services
Alaska, U.S. Fish and Wildlife Service
1011 E. Tudor Road, MS (235)
Anchorage, Alaska 99503
Phone (907) 786-3389
Fax (907) 786-3976
E-mail: Kevin_painter@fws.gov