U.S. Fish and Wildlife Service
National Wildlife Refuges, Natural Resource Division, Inventory and Monitoring Branch

Terrestrial Arthropod Inventories for the Alaska NWRS 2014

Catalog of Federal Domestic Assistance (CFDA) Number: 15.649

Notice of Funding Availability # **F14AS00219**

Notice of Funding Availability and Application Instructions

The US Fish and Wildlife Service, Region 7 intends to award a single source financial assistance agreement as authorized by 505 DM 2.14 (B) to the University of Alaska Museum, Fairbanks. This notice is not a request for proposals and the Government does not intend to accept proposals. Award will be made approximately 15 days after this notice.

This financial assistance opportunity is being issued under the Cooperative Ecosystem Studies Unit (CESU) Network: (http://www.cesu.psu.edu/materials/partners.htm). The CESU network provides research, technical assistance, and education to federal land management, environmental, and research agencies and their partners. The partners serve the biological, physical, social, cultural, and engineering disciplines needed to address natural and cultural resource management issues at multiple scales and in an ecosystem context.

I. Description of Funding Opportunity

Over the field season of 2014, field crews from the USFWS Alaska Region NWRS Biotic Inventory Team will survey vegetation and arthropods on Arctic, and either or both Koyukuk and Yukon Flats National Wildlife Refuges, yielding 18-24 malaise samples from selected relevé plots representing maximally varied plant community types.

The USFWS needs assistance with the identification of these samples because the agency does not have the expertise to complete the identifications nor the facilities to archive the voucher specimens. UAM will furnish all materials, labor, & equipment needed to process samples collected. The work will be divided into the following basic categories:

An undergraduate will be hired to process samples (mount/vial, label, database) and sort to order for 20h/wk during the Spring semester 2015 (Jan-May). An entomology graduate student will join the work at the end of the spring semester at 20h/wk and will focus on identification of specimens. They will continue work until Dec 31th 2015.

(1) To ensure all samples are processed before Dec 31th 2015 we will process only a portion (i.e., subsample) of each sample doing what can be done within a fixed time allotment per sample. For example, if there are 10 samples, the undergraduate student will prepare all 10 during Jan-May by doing two samples a month. In order to increase the value of the resulting collection and to maximize the number of species determinations to be eventually obtained, damaged specimens from the subsample will be returned to the bulk sample in exchange for good quality specimens so that only intact specimens will be processed. Based on prior experience, two weeks per sample allows approximately 10% of a Malaise trap sample to be processed. The graduate student, starting in June, will do the same, dividing their seven months into the total sample count. In the example of 10 samples, likely slightly less than two per month would be done,

increasing the percentage of specimens prepared per sample from 10% to 25-30%. Bulked samples will be stored frozen prior to processing to slow DNA degradation.

(2) Identification and professional curation of representative voucher specimens into the UAM Insect Collection of non-marine arthropods.

a. Identification will require the use of the University of Alaska reference collection, which is rich in Alaskan species as many taxa are without identification keys or guides. Samples will be archived into the collection for permanent preservation to make them available to the scientific community in perpetuity. Identifications will be made to the minimum taxonomic level possible; usually this identification will be to the genus level although some specimens will be brought to species level, or for difficult taxa, left at family level (with some immatures left at order level). These incompletely identified specimens will eventually be seen by specialists who can identify them to species (although not necessarily before the end of the project), since the specimens will be preserved for such eventual study.

b. Each specimen will be mounted on a stainless steel insect pin or stored in 70% ethanol inside glass vials. In either case, archival label paper will be used to prepare labels that will be either on the pins or in the ethanol that bear information of the following sort:

USA: ALASKA: Amatignak Isl.
el.6m, 51.26014°N, 179.07802°W ±3m
back beach, Leymus sp., Malaise,
10JUN-1SEP 2008 D. S. Sikes

c. Each specimen will also receive a 2D matrix barcode, unique number that links that specimen to its record in the museum's online database Arctos. Arctos is a secure, online database system, shared by UC Berkeley, UAM and various other collections, holding over 3 million records to date. Arctos is backed up daily to mirrors on three separate continental plates so the data will be as secure as the specimens themselves. Data can be downloaded in spreadsheet form and dynamically mapped online. As new identifications are obtained, these will appear online in Arctos, so the data will be improved over time.

A project as defined by Arctos has been created for this inventory effort for the purpose of transparent tracking of UAM’s progress (http://arctos.database.museum/ProjectDetail.cfm?project_id=10001019). Upon receipt of the trap samples from USFWS, the bulk samples will be entered into Arctos as specimens. These and all subsequent specimens sorted from the bulk samples will be associated with the project so that the specimen processing can be checked at any time.

In accordance with 16 U.S.C. § 661, 16 U.S.C. § 742(f), and 16 U.S.C. § 753(a), the USFWS is authorized to cooperate with other agencies to assist in providing research, technical assistance, and education; and is thereby authorized to enter into this cooperative agreement to continue the North and West Alaska CESU USFWS # F13AC00619.

II. Award Information

The US Fish and Wildlife Service, Headquarters Region 7 intends to award one single source financial assistance agreement as authorized by 505 DM 2.14 (B) to the University of Alaska Museum, Fairbanks. The amount of this award is $26,118. The period of performance is one year, starting January 1, 2015 through December 31, 2015.

This agreement is to be awarded without competition because the activity to be funded is necessary for the satisfactory completion of, or is a continuation of, an activity were funding and holding a competition would have a significant adverse effect on continuing or completing the activity. In addition, the University of Alaska Museum, Fairbanks is uniquely qualified to perform the activity based on a variety of demonstrable factors such as location (Fairbanks, AK); property ownership (collection of over 185,000 databased museum specimens for Alaska); technical expertise (completion of 18 Alaskan biodiversity research projects in remote regions of Alaska); and other such unique qualifications (a draft and fully vouchered (specimen and publication) checklist of over 8,000 arthropod species for the state, a frozen tissue collection of 2,902 cryovials has been assembled, and an NSF-funded full modernization and expansion of the collection's infrastructure has been completed).

The USFWS is required to be substantially involved in the project under this funding opportunity for the successful completion of the activities to be funded. In particular, the Service will be responsible for the following: 1) Represent land managers' interest on this project; 2) convey the needs of the wildlife management community related to invertebrate inventories; 3) collect, preserve, and deliver invertebrate samples from selected plots on Refuges; 4) coordinate additional partner involvement when applicable; 5) provide general FWS oversight coordination.

III. Basic Eligibility Requirements

Eligible Applicants: Restricted – Single Source

Federal law 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 System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 (2 CFR 25) for more information. 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 their information 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 directly to a United States bank account must enter and maintain valid and current banking information in SAM.

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.

D. Cost Sharing or Matching:

Cost share or match is not required.

IV. Application Requirements

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

A. Application for Federal Assistance form

A completed, signed and dated Application for Federal Assistance form (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, anticipated outputs and outcomes can also be included in this section.

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) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

2. **Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period).

3. **Project Activities, Methods and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. 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 project 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. **Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities or if **not** applicable to your proposal please mark this is Not Applicable.

5. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indictors). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

6. **Description of Entities Undertaking the Project**: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. 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.***

7. **Sustainability: Not Applicable**

8. **Literature Cited:**

9. **Map of Project Area: Not Applicable**

D. Budget Form

Complete the **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 SF 424C if the project includes construction or land acquisition. The budget forms are available online at http://apply07.grants.gov/apply/FormLinks?family=15. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions
- 2 CFR Part 225, Cost Principles for States and Local Governments
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

Links to the full text of these Federal cost principles are available on the Internet at http://www.fws.gov/grants/.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service's approval and estimate its cost.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate **<u>must</u>** include in the budget justification narrative one of the following statements and attach to their application all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
• No indirect cost rate • Charges all costs directly	**Indirect Cost Statement:** Our organization does not have an indirect cost rate and will charge all costs directly.	None.
• Is not an individual • Has an indirect cost rate • Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period	**Indirect Cost Statement:** We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.	Copy of approved NICRA.
• Is not an individual • Has an indirect cost rate • Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period • May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: "We submitted a new NICRA proposal to our cognizant agency on [insert date]." OR "In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made". We understand that: • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.

	from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	
• Is not an individual • Has an indirect cost rate • Has never established a NICRA in the past • Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that: • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.
• Is not an individual, state, local or Federally-recognized Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made	**Indirect Cost Statement:** We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and	None.

	subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships,participant support costs and the portion of each subaward and subcontract in excess of $25,000.	

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at http://www.fws.gov/grants/.

Negotiating an Indirect Cost Rate with the Department of the Interior:
For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: http://www.aqd.nbc.gov/Services/ICS.aspx

F. Statements 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), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.

All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements**".

G. 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 the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. Signing this form does not mean that all items on the form are applicable. The form contains

language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. Certification and Disclosure of Lobbying Activities:
Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as 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 connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

Application Checklist

- ☐ DUNS Registration (see requirement in Section III Basic Eligibility Requirements, A Duns Registration)
- ☐ SAM active registration (see requirement in Section III Basic Eligibility Requirements, B Entity Registration in SAM)
- ☐ **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424- Individual form
- ☐ **SF 424 Budget form**: A complete SF 424A or SF 424C Budget Information form
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form
- ☐ **Project summary, if applicable**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications, if applicable**
- ☐ **A-133 Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
- ☐ **Budget justification**
- ☐ **Federally-funded equipment list**: If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form

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

V. **Submission Instructions**

SUBMISSION DEADLINE: Applications must be received by the US Fish & Wildlife Service no later than 5:00 PM Alaska Daylight Time June 13, 2014.

Intergovernmental Review: Before submitting an application, **U.S. state and local government** applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications 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 submission options:

To submit an application 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 application to the Service program point of contact identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

To submit an application through 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 through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. 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 Service's financial assistance management system.

VI. APPLICATION REVIEW

Criteria: To be considered for funding, applications must describe the experience of the collaborator and facilities of the University where work is to be completed. This award will be made under the North and West CESU Agreement, CESU Award # F13AC00619, as a single source award. This notice is not a request for proposals and the Government does not intend to accept proposals.

Review and Selection Process:

PURPOSE: The arthropod fauna of Alaska is among the least well known of any US state. New state, country, and continent records, and even undescribed species are easily found. Since 2006 with the hiring of the Curator of Insects, Dr. Derek Sikes, at the University of Alaska Museum, the state insect collection has grown from under 2,000 cataloged specimens to over 150,000. Aggressive cataloging and collecting efforts throughout the state, many in National Wildlife Refuges, have produced a large collection of well-preserved and recently collected Alaskan arthropod specimens to use as reference specimens for identification. Such a collection exists nowhere else, nor is any lab as uniquely qualified for this project as the University of Alaska Museum.

The application and proposal will be reviewed by the Regional Refuge I&M Coordinator and Refuge Entomologist at Kenai NWR. Assurances will be made that the amount of work to be undertaken can be realistically completed within the given time frame, and will document and enhance the knowledge of Alaska's arthropods for the current project and future work.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). 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 accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document 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. 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 award, the Service 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, obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service 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 Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at http://www.fws.gov/grants/. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient 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.

Significant Development 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 Service in writing as soon as the following types of conditions become known:

- 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.
- 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.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

VIII. Agency Contacts

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