

**U.S. Fish and Wildlife Service  
Marine Mammals Management**

FY15 Polar Bear Co-Management  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.608

**Notice of Funding Opportunity #: F15AC00050**

**Notice of Funding Availability and Application Instructions**

The U.S. 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 Alaska Nanuuq Commission (Commission). 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.

**I. Description of Funding Opportunity**

Funds under this cooperative agreement award are to be used to: 1) maintain the organizational structure and operations of the Commission for co-management of polar bears, including maintaining an office and staff, and conducting annual meetings and travel related to polar bear conservation; and 2) continue implementation of the *U.S./Russia Agreement on the Conservation and Management of the Shared Alaska-Chukotka Polar Bear Population (Bilateral Agreement)*.

Under this award, direct involvement by the Commission in co-management of polar bears will help fulfill the Commission's mission to represent Alaska Natives on matters related to the subsistence use of polar bears, as well as to fulfill the Service's species oversight responsibilities, including managing harvest. Specifically, the Commission will help develop the Shared Harvest Management Plan (SHMP) to meet requirements of the *Bilateral Agreement*, and build awareness throughout the state and internationally regarding the protection and conservation of polar bears, as well as the importance of aboriginal subsistence hunting to the survival of Inupiat and Yupik Eskimos. This agreement is entered into under the authority of section 119 and 503 of the Marine Mammal Protection Act, (16 U.S.C. Sec. 1388 and 1423, respectively).

**II. Award Information**

The type of assistance award is a cooperative agreement. The anticipated performance and budget period of this award is January 1, 2015 through November 30, 2015. The total amount available for funding is \$600,000. The award represents a continuation of work that was performed in 2012-2014. Under this award, the Commission will:

- (A) Conduct one annual meeting of the full Commission, including scheduling and preparation of agendas and minutes;
- (B) Participate in the development of the Shared Harvest Management Plan (SHMP) in cooperation with the USFWS;
- (C) Ensure that all Commissioners are fully informed of the taking limitations that will be implemented for the Chukchi Sea polar bear population in 2016;
- (D) Travel to villages to present the proposed approach and seek input on the implementation of the quota and associated monitoring and reporting;
- (E) Ensure that community concerns regarding polar bear harvest management are relayed to Commission executive leadership and the USFWS;

- (F) Pursue the required legal authorities from the village tribal governments to regulate harvest;
- (G) Obtain legal counsel regarding tribal conveyance of authority;
- (H) Develop outreach materials regarding the US-Russia *Bilateral Agreement* and implementation of the harvest quota;
- (I) Serve as U.S. Commissioner on the U.S.-Russia Joint Commission;
- (J) Assist with ongoing harvest monitoring and serve as backup for USFWS' Marking, Tagging, and Reporting Program (MTRP);
- (K) Attend training on: 1) federal grants management; and 2) procedures for ensuring an effectively functioning Executive Committee/Board;
- (L) Participate in local, state, national, and international meetings for the conservation, subsistence use and co-management of polar bears; and
- (M) Provide progress and financial reports as required by the agreement.

The Service is required to be substantially involved in the project(s) under this funding opportunity for the successful completion of the activities to be funded. In particular, the Service will be responsible for the following:

- (A) Participate and collaborate jointly with the Commission in carrying out the scopes of work and by providing technical assistance to the Commission throughout the project;
- (B) Work with the Commission to develop the SHMP and guide its implementation;
- (C) Participate in Commission-sponsored meetings, meetings of the Joint Commission and Scientific Working Group;
- (D) Participate with development of outreach materials and village visits;
- (E) Monitor progress on this project and provide regular feedback; and
- (F) Review and approve proposed modifications or sub-grants to this award.

### **III. Basic Eligibility Requirements**

#### **Eligible Applicants:**

This is a single source award to fund a cooperative agreement with the Commission. The entity must have sufficient infrastructure and ability to administer the scopes of work, as well as the legal authority to represent Alaska Natives on the Joint Commission established under the *Bilateral Agreement*.

U.S. non-profit, non-governmental organizations **must** provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

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 sharing 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 SF-424 form which is available at <http://apply07.grants.gov/apply/FormLinks?family=15>. Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

### **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 as 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 indicators).
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:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded or if not applicable to your proposal please mark this as Not Applicable.
8. **Literature Cited:** if not applicable to your proposal please mark this as Not Applicable.

9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative or if not applicable to your proposal please mark this is 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 **must** 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:
<ul style="list-style-type: none"> <li>• No indirect cost rate</li> <li>• Charges all costs directly</li> </ul>	<p><b>Indirect Cost Statement:</b> Our organization does not have an indirect cost rate and will charge all costs directly.</p>	None.
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period</li> </ul>	<p><b>Indirect Cost Statement:</b> We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.</p>	Copy of approved NICRA.
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period</li> <li>• 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</li> </ul>	<p><b>Indirect Cost Statement:</b> 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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.</li> <li>• Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.</li> <li>• 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.</li> </ul> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	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.
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has never established a NICRA in the past</li> </ul>	<p><b>Indirect Cost Statement:</b> 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</p>	None at the time of application. In the event an award is made, recipient must submit a

<ul style="list-style-type: none"> <li>Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made</li> </ul>	<p>and no later than 90 calendar days after the award is made. We understand that:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.</li> <li>Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.</li> <li>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.</li> </ul> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	<p>copy of their approved NICRA before charging indirect costs to the award.</p>
<ul style="list-style-type: none"> <li>Is not an individual, state, local or Federally-recognized Indian tribal government</li> <li>Has never established a NICRA in the past</li> <li>Cannot charge all costs directly</li> <li>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</li> </ul>	<p><b>Indirect Cost Statement:</b> 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 subawards and subcontracts up to the <u>first</u> \$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.</p>	<p>None.</p>

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](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:** December 29, 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/](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](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, the Commission must submit a proposal that includes scopes of work related to co-management operations and implementation of the *Bilateral Agreement*.

**Review and Selection Process:**

This award will be reviewed and evaluated by the Marine Mammals Management Polar Bear Program Project Leader and a Wildlife Biologist who will be the Project Officer for this award. Since this will be a single source award, no selection process is involved.

**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**

Charles Hamilton, Acting Polar Bear Project Leader, 1011 E. Tudor Road, MS-341, Anchorage, Alaska 99503, email: [charles\\_hamilton@fws.gov](mailto:charles_hamilton@fws.gov), tel. 907-786-3804.

Susanne Miller, Wildlife Biologist, Polar Bears, 1011 E. Tudor Road, MS-341, Anchorage, Alaska 99503, email: [susanne\\_miller@fws.gov](mailto:susanne_miller@fws.gov), tel. 907-786-3828.

**IX. Paperwork Reduction Act Statement:** The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Availability is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No.424, which expires on 8/31/2016. The public reporting burden for this collection of information is estimated to average of 4 **hours** per application and 16 **hours** per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mailstop 222, Arlington, VA 22203.