

**U.S. Fish and Wildlife Service
National Wildlife Refuge System, Division of Fire Management**

National Fire Plan-Wildland Urban Interface Community Fire Assistance 2015
Catalog of Federal Domestic Assistance (CFDA) Number: [15.674]

Funding Opportunity Announcement Number: F15AS00424
SUBMISSION DEADLINE: August, 2015 5:00 PM, ADT

Notice of Funding Opportunity

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 State of Alaska Department of Natural Resources, Division of Forestry, Kenai/Kodiak Area Office. This notice is not a request for proposals and the Government does not intend to accept proposals.

I. Description of Funding Opportunity

To implement the National Fire Plan and assist communities at risk from catastrophic wildland fires by providing assistance in the following areas: Implementation of community programs that develop and enhance local capability in the areas of risk assessment and planning, training, mitigation activities, and community and homeowner education and action; Planning and implementation of hazardous fuels reduction activities aimed at mitigating the threat of catastrophic wildfire to communities and natural resources in high risk areas, including /associated monitoring or maintenance, on federal land and/or on adjacent nonfederal land.

The National Cohesive Wildland Fire Management Strategy is a strategic push to work collaboratively among all stakeholders and across all landscapes, using best science, to make meaningful progress towards the three goals: 1. Resilient Landscapes, 2. Fire Adapted Communities, and 3. Safe & Effective Wildfire Response.

The intent of these fuels reduction projects are to provide defensible space from wildland fires in and around communities on or adjacent to National Wildlife Refuges in Alaska. This funding opportunity and its activities will assist in the mitigation of potential impacts of wildfire spread from National Wildlife Refuge System lands onto local community and private lands. Treatment areas are to be in the immediate vicinity of private homes and local businesses. Villages and communities eligible for this funding opportunity must have been identified by the State of Alaska and by the US Fish and Wildlife Service as a community at risk from wildland fires originating on private and public lands and be adjacent to or within the boundaries of a National Wildlife Refuge. Goals: 1. Create shaded fuels breaks and fire breaks in and around the community or private lands to mitigate potential fire spread into them from wildland fires originating on federal or other lands. 2. Promote a collaborative approach to community fire hazard reduction by educating local communities and homeowners in Firewise concepts and engaging them in the process of planning, and implementing fuels mitigation. 3. Enhance employment opportunities and encourage small business development through the use of local labor resources. This project will employ from 10 to 20 local personnel at the various locations. 4. Conduct treatment activities in a way that promotes the safety of fireline personnel and the public.

Authorizations: Department of the Interior and Related Agencies: 42 U.S.C. 1856 et seq., Appropriations Act of 2001, Title IV, Public Law 106-291. The Consolidated Appropriations Act of 2010, Division A, Department of the Interior, Environment and Related Agencies Appropriations Act, Department-wide Programs, Wildland Fire Management, Public Law 111-88.

II. Federal Award Information

This award will be a cooperative agreement for new projects only. Projects should be scalable, with treatment size and type, adjustable to available funding. There is expected to be one award of \$50,000 up to \$385,000. Previous awards have ranged up to \$400,000.

The USFWS 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:

1. Coordinate with State of Alaska Department of Natural Resources, Division of Forestry, Kenai/Kodiak Area Office (KKAO), local communities, and other appropriate agencies in the implementation of long term community protection plans that have been developed.
2. Identify and implement monitoring and maintenance requirements for long term community protection and effects on natural resources.
3. Develop and implement fire education, training, and/or community action plans/program(s) through the use of the Firewise program <http://www.firewise.org/>. This includes activities such as, mitigation and prevention, survivable space through vegetative management, and structural ignition assessment.
4. Expand community capability to enhance local employment opportunities by ensuring proper training in safe working practices and achieving project standards, providing specified work attire, tools, supplies and equipment.
5. Regularly inspect the project area and determine the number of acceptable acres (Section C5).
6. Provide access to Type 3 burn boss to oversee the pile burning activities.
7. Prepare a draft burn plan for the prescribed (slash pile) burning operation.
8. Obtain or assist in obtaining state and federal permits or other agency permits that may be required.

III. Eligibility Information

Eligible Applicants: Restricted

State and local governments, communities at risk, and communities of interest, as published in the Federal Register/Vol. 66, No. 160 / Friday, August 17, 2001 or updated Governor-signed list, Indian Tribes, private land owners, public and private education institutions, and nonprofit organizations that manage lands. All selectees must be identified as significant to FWS, deemed by a cooperative agreement, memorandum of understanding, and/or part of an interagency agreement that serves as a clearinghouse for Hazard Fuel Reduction assistance monies.

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.

Federal Award may not be made to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements additionally if an applicant has not fully complied with the requirements by the time the Service is ready to make the award, the Service may determine that the

applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

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

All applicants (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c) or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d) is required to:

i. Be registered in SAM before submitting its application;

ii. Provide a valid unique entity identifier in its application; and

iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

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 or matching is not required. Projects that include a cost-share or service in-kind contribution will have priority for selection.

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. All applicants must submit the appropriate Standard Form (SF) 424, Application for Federal Assistance form

<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

The purpose of this project, **Alaska Wildland Urban Interface Hazardous Fuels Reduction**, is to provide assistance to KKAO to implement provisions of the National Fire Plan to reduce the risk to life and property and prioritize areas for fuels mitigation work in and around the communities listed below.

The objectives are:

- Create shaded fuels breaks and fire breaks in and around the community or private lands to mitigate potential fire spread into them from wildland fires originating on federal or other lands.
- Promote a collaborative approach to community fire hazard reduction by educating local communities and homeowners in Firewise concepts and engaging them in the process of planning, and implementing fuels mitigation, <http://www.firewise.org/>.
- Enhance employment opportunities and encourage small business development through the use of local labor resources. This project will employ from 10 to 20 local personnel at the various locations.
- Conduct treatment activities in a way that promotes the safety of fireline personnel and the public.

As stated in the Kenai National Wildlife Refuge 2013 Fire Management Plan, “Wildland fire policy recognizes that effective fire management requires close coordination with local communities and other government agencies, particularly those communities that are in high wildland fire risk areas in the wildland/urban interface and other partner agencies that share in fire prevention concerns for those communities. As the management of private lands has become increasingly important factor in the fire risk equation, the US Fish and Wildlife Service has recognized the importance of providing outreach, education and support to the local communities, to reduce wildland fire hazards in and near those communities. The State of Alaska Department of Natural Resources, Division of Forestry, Kenai-Kodiak Area Office (KKAO) provides fire suppression services to the local communities and surrounding wildlands of the Kenai Peninsula. KKAO partners with the Kenai National Wildlife Refuge fire management program for numerous activities including:

- Preparedness and Suppression
- Fire Prevention, Outreach and Education Programs.
- Wildland Fire Hazard Mitigation including Fuels Management.

The following communities adjacent to the Kenai National Wildlife Refuge have been identified as being at high risk from wildland fires originating on federal lands and have developed Community Wildfire Protection Plans (CWPP’S):

- Nikiski/ Salamatof/ Grey Cliffs
- Kenai
- Soldotna/ Ridgeway
- Sterling
- Cooper Landing
- Funny River
- Kalifornsky/ Kasilof/ Cohoe/ Clam Gulch
- Ninilchik/ Ninilchik Forties
- Diamond Ridge/ Fitz Creek/ Fox River”

C. Project Narrative

1. Statement of Need:

The National Fire Plan was developed in response to the wildland fires of 2000. Implementation of the National Fire Plan will ensure sufficient firefighting resources for the future, restore

ecosystems damaged by fires, assist impacted communities and reduce the risk through fuels reduction efforts. Key points of the National Fire Plan are to invest in projects that reduce fire risk, and work directly with local communities to ensure adequate protection and education.

Values at risk in the area include private residences, businesses, schools, Federal and State government offices, medical clinics, and communications sites. The Kenai National Wildlife Refuge Headquarters compound is in Soldotna.

Recent warming and drying trends have been well documented in Alaska. These trends have been at least partially responsible for severe fire seasons of 2004, 2005, 2010, and 2014. The Shanta Creek Fire in 2010 and the Funny River Fire in 2014 both threatened Soldotna, Alaska. The existing shaded fuel break and masticated fire break around the community of Funny River greatly aided firefighter's efforts to save structures from damage during the 2014 Funny River Fire. Lightning density also seems to be on the rise, possibly in response to increased heating. Rising population and increased tourism in the area increases the likelihood of human caused fires.

High risk communities within the Kenai area are surrounded by dense continuous stands of highly flammable black spruce/feather moss. In addition swaths of beetle killed spruce dominate the landscape. Historically, fire behavior in these fuel types ranges from creeping ground fires to wind-driven running crown fires with long-range spotting. Fires are typically of long duration, smoldering through damp periods and becoming active again after several dry days. In the last twenty years many large fires have burned in the immediate vicinity of Kenai area communities. Many have required Type 1 or Type 2 Incident Management Teams.

Despite the presence of these burn scars and numerous lakes and waterways, large, contiguous stands of 100 year and older black spruce continue to pose a threat to Kenai area communities. The fire return interval for spruce in the area is 40-100 years. Any large fire that spreads into these communities would likely challenge fire suppression efforts as they have in the past, and small fire originating within communities could easily involve structures before suppression forces were able to arrive.

Community Wildfire Protection Plans have been developed for the communities in the area. These plans identify and prioritize areas for fuel mitigation work in and around the communities listed above.

2. Project Goals and Objectives:

- To create shaded fuel breaks and fire breaks in and around the community or private lands to mitigate potential fire spread into them from wildland fires originating on federal and other lands.
- Promote a collaborative approach to community fire hazard reduction by educating local communities and homeowners in Firewise concepts and engaging them in the process of planning, and implementing fuels mitigation <http://www.firewise.org/>.
- Enhance employment opportunities and encourage small business development through the use of local labor resources. This project will employ from 10 to 20 local personnel at the various locations.
- Conduct treatment activities in a way that promotes the safety of fireline personnel and the public.

3. Project Activities, Methods and Timetable: A Plan of Operation for strategic fuels treatments shall be developed for project completion. The Plan of Operation shall include the units to be treated, silvicultural prescriptions for each unit, and estimated cost for each unit. KKAO shall

perform no work for which reimbursement will be requested without a properly signed agreement and shall perform only that work which is in accordance with this agreement.

- 4. Stakeholder Coordination/Involvement:** The USFWS anticipates being responsible for the following however final tasking will be determined before the official award is executed:
 - A.** Coordinate with KKAO, local communities, and other appropriate agencies in the implementation of long term community protection plans that have been developed.
 - B.** Identify and implement monitoring and maintenance requirements for long term community protection and effects on natural resources.
 - C.** Develop and implement fire education, training, and/or community action plans/program(s) through the use of the Firewise program <http://www.firewise.org/>. This includes activities such as, mitigation and prevention, survivable space through vegetative management, and structural ignition assessment.
 - D.** Expand community capability to enhance local employment opportunities by ensuring proper training in safe work practices and achieving project standards, providing specified work attire, tools and supplies and equipment.
 - E.** Regularly inspect the project area and determine the number of acceptable acres.
 - F.** Provide access to Type 3 Burn Boss for the prescribed (slash pile) burning operation.
 - G.** Obtain or assist in obtaining state and federal permits or other agency permits that may not be required.

- 5. Project Monitoring and Evaluation:**
 - A.** KKAO shall provide access to the project in order to maintain an inspection system acceptable to the Service covering the services under this agreement. Inspections shall be performed by the Service concurrently with the work being done.
 - B.** Treatments will be inspected by the Service Project Officer or his designate. Acres shall be deemed acceptable if they meet the specifications as stated in this agreement and attached Plan of Operation. Payment shall only be authorized for acres deemed acceptable.

- 6. Description of Entities Undertaking the Project:**
 - A.** Furnish all labor, administrative support of all employees, equipment (not otherwise furnished), materials (not otherwise furnished), supervision, transportation, incidentals, maintenance and repair of owned equipment, and all work necessary to provide wildland fire hazard fuels reduction treatments on units identified in the Project Plan of Operation unless otherwise stated in this agreements.
 - B.** Furnish silvicultural prescriptions appropriate for individual units based on factors including:
 - i. Effectiveness in protecting identified values.
 - ii. Ecological effects
 - iii. Long-term maintenance requirements
 - iv. Aesthetic values
 - v. Cost per acre
 - vi. Specific landowner requirements
 - C.** If, state, or federal, or permits from other agencies are required, the permits shall be made a part of this agreement, and KKAO shall be responsible for complying with the provisions of the permits.
 - D.** Be responsible for obtaining landowner permission for all treatment areas in writing if necessary.
 - E.** Supply the Service Project Officer a copy of their safety and medical plan for the project.
 - F.** Complete and submit reports identified in Section VII in a timely manner.

- G.** Designate operations supervisor and provide them with a copy of the agreement. Supervisors will be familiar with the requirements of the agreement, including technical requirements and work area locations.
 - i. A supervisor shall be present at the work site each work day and must actually perform in that capacity.
 - a. Provide a daily operational safety briefing.
 - b. Make periodic inspections of the crew's work.
 - c. Advising the crew of any deviations from the specification, and providing instructions for correcting improper work.
 - ii. If a supervisor of their qualified designate is not present, the crew will not be permitted to work.
- H.** Fully comply with the Alaska Forest Practices Act and Regulations.
- I.** Minimize damage to residual trees.
- J.** Dispose of all slash generated during treatment operations by the completion of the project. Slash may be disposed of by burning, chipping, mastication or other approved means; or else be decked on or off site and designated for use as firewood, biomass fuel, or for some other approved application. Cost associated with slash disposal shall not be greater than the NTE amount.
- K.** Provide field personnel with appropriate Personal Protective Equipment (PPE). Minimum PPE for field personal shall include.
 - i. Hardhat
 - ii. Long-sleeved shirt (during burn operations will be of flame resistant material such as Nomex).
 - iii. Long pants (during burn operations will be of flame resistant material such as Nomex).
 - iv. Leather boots at least 8 inches high
 - v. Earplugs (while operating or working around power equipment)
 - vi. Leather (during burn operations) or heavy cotton gloves (for thinning)
 - vii. Safety mesh screen-type goggles (sawyers and swampers)
 - viii. Chainsaw Chaps (sawyers and swampers)
 - ix. Fire Shelter (during burning operations)
- L.** Exceptions to Personal Protective Equipment Requirements may be made with the approval of the Service Project Officer in order to facilitate safe cold weather operations (i.e. Leather boots may be replaced by insulated pac or VB boots, insulated gloves may replace leather gloves).
- M.** Provide for emergency transportation of operational personnel at all time.
- N.** Ensure that all personnel are at least 18 years of age and physically capable of performing the work required under this Cooperative Agreement.

7. Sustainability:
Not Applicable.

8. Literature Cited:
Not Applicable.

9. Map of Project Area:
See attached.

10. Statement(s) Regarding Single Audit Reporting:
Input the applicable statement from Section F. Single Audit Reporting Statements of this document.

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 Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type.

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:

"We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.

5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat de minimus indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% de minimus 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 an approved rate with our cognizant agency at any point during the award period

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the

MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.

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

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% de minimus rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

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:

Entities that do not have a NICRA, must have an open, active Federal award before they can submit an indirect cost rate proposal to their 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. Single Audit Reporting Statements: As required in Title 2 of the Code of Federal Regulations (CFR) 200, Subpart F, Audit Requirements , all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a 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 or was not required to submit a Single Audit report for the organization's most recently closed fiscal year. If required, state that the report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted.

See the following statements **and include all applicable statements at the end of the Project Narrative in number 10, titled: Statement(s) Regarding Single Audit Reporting**

Single Audit Report was required:

My organization was required to submit a Single Audit report last year. The reporting period covered was from (insert date) to (insert date). This report, filed under EIN #(insert EIN), is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) or will be by (insert date).

OR

Single Audit Report was not required:

My organization was not required to submit a Single Audit report last year.

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 Construction Programs (SF 424D)** for construction and land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other types of projects. 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.

- I. **Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

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**
- 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 2 CFR 200, Subpart F, Audit Requirement

- 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
- Conflict of Interest Disclosures:** When applicable, written notification of any actual or potential conflicts of interest that may arise during the life of this award.
- 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: All proposals must be received by the US Fish & Wildlife Service no later than 5:00 pm AST, August 17th, 2015. Late applications are neither reviewed nor considered.

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.

Other Submission Requirements:

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 mail:

Number all pages of your printed application. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete 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 by e-mail:

Format all of your documents to print on Letter size (8 1/2" 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 be complete and the requesting organization must be a State or local government and in a community at risk and communities of interest, as published in the Federal Register or updated Governor-signed list, Indian Tribes, private land owners, public and private education institutions, and nonprofit organizations that manage lands. All selectees must be identified as significant to FWS by being located on or adjacent to an Alaska National Wildlife Refuge. For mitigation activities (projects that are removing hazardous fuels) all work funded must be identified from a signed CWPP or CWPP/E or will be signed by expected funding date.

Review and Selection Process:

Review and selection will be made by the Alaska Region Fire Management Coordinator for the US Fish and Wildlife Service. Items listed above each have an equal weighted value based on their level of priority to the fuels program, and will be evaluated concurrently by using the following adjectival rating.

Rating	Adjectival	Description
Blue	Exceptional	The proposal vastly exceeds the fullest expectation of the Service, contains essentially no weaknesses or deficiencies and has a high probability of success.
Green	Good	The proposal exceeds all the minimum requirements of the criteria; has an above average probability of success; contains no significant weaknesses and only minor, correctable weaknesses exist.
Yellow	Acceptable	The proposal adequately meets all the minimum requirements of the criteria; has an average probability of success; contains no significant weaknesses and deficiencies could be readily corrected or could diminish the quality of the effort or increase the risks of failure.
Orange	Marginal	The proposal fails to meet one or more of the minimum requirements of the criteria; low probability of success; major weaknesses and/or significant number of deficiencies exist.

Red	Unsatisfactory	The proposal was either not adequately responsive or fails to meet any of the minimum requirements of the criteria; proposal needs major revisions; very low to no probability of success.
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Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the “Department of the Interior Conflict of Interest Certification” form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Risk Assessment:

As part of the review process, the U.S. Fish and Wildlife Service is required in accordance with the Department of Interior Guidance (DIG 2011-03), to conduct a risk assessment prior to the award of an Financial Assistance Agreements or a revision to increase funding.. The requirement states that once a Fiscal Year (FY) each recipient, who will be awarded one or more grant or cooperative agreement award(s), will have a risk assessment conducted. The risk assessment will include, but is not limited to the following areas:

- Potential for Implementation problems
- Financial Management Systems and Funds Management Records
- Performance Track Record
- Staff Level and Key Qualifications
- Project Delivery Experience
- Award Administration and Reporting Compliance
- Single Audit Submissions and Results
- Other Factors that may Impact Risk Level

The results of the assessment will determine the appropriate level of monitoring activities that the Service will require for successful project/award completion. If you are selected for award under this NOFO, all applicable monitoring protocols will be incorporated into your Notice of Award Letter (NOAL).

VII. Federal Award Administration

Federal 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.

Administrative and National Policy Requirements:

- i. **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!***

- ii. **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.
- iii. **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:

- i. **Financial and Performance Reports:** 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.
- ii. **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.
- iii. **Conflict of Interest Disclosures:**

Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also

include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

- iv. **Other Mandatory Disclosures:** Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

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Fire Management Officer
Kenai National Wildlife Refuge
Post Office Box 2139
Soldotna, Alaska 99669
(907) 260 - 2845