

U.S. Fish and Wildlife Service

Region 7 U.S. Fish & Wildlife Service – Fairbanks Field Office

Yukon River Salmon Research and Management Assistance FY2017
Catalog of Federal Domestic Assistance (CFDA) Number: 15.671

Funding Opportunity Announcement Number: **F16AS00348**

SUBMISSION DEADLINE: January 6, 2017 @ 11:59 pm AKST

Notice of Funding Opportunity

I. Description of Funding Opportunity

Note: Proponents will be required to only submit a Detailed Project Proposal submission form in response to this call for proposals to be considered for funding in 2017. The submission deadline has been extended to January 6, 2017 @ 11:59 pm AKST.

The U.S. Fish and Wildlife Service (Service) receives funds for implementation of the Yukon River Salmon Agreement of 2000 (Agreement) with Canada. The Agreement authorizes funds for implementation of the Agreement including funds for cooperative research and management projects on the Alaska portion of the Yukon River. The Service administers these funds through financial assistance on a competitive basis for projects, studies, and events that advance the scientific and public community's understanding of the biology and management of salmon, with focus on Yukon River Chinook and chum salmon stocks in Alaska. The following is a request for **Detailed Project Proposals of one year in length** addressing the needs of the priority general Categories and Factors and specific near-term needs listed below. For additional information about Research and Management Fund, please visit https://www.fws.gov/alaska/fisheries/fieldoffice/fairbanks/subsistence/r_m_fund.htm.

Funding will support work beginning May, 2017 with project activities completed and final reports due September 2018. Applicants are strongly encouraged to develop projects that incorporate local capacity with members of Yukon River communities in which they may be working. Coordinating projects with state and federal regulatory agencies is also recommended, but not mandatory.

- The U.S. Delegation of the Yukon River Panel (Panel) has laid out the following general **Categories** and corresponding **Factors** for the Fiscal Year 2017 Research and Management Fund. The four categories will be used as evaluation criteria for each proposal and are listed in descending order of importance from highest (Priority 1) to lowest (Priority 4). The factors within each category are not prioritized.

Category: Assess and achieve fishery management objectives (Priority 1).

- a) Develop and/or improve in-season run size and stock specific estimates at the mouth of the Yukon River.
- b) Develop or incorporate new methodologies and/or approaches to improve management and research capability.
- c) Develop and expand the genetic baseline for Alaskan Yukon River Basin salmon stocks.
- d) Identify stock composition of salmon runs through genetic stock identification.
- e) Monitor salmon escapements by Alaskan Genetic Groupings.

Category: Build and maintain public support of, and meaningful participation in, salmon resource management (Priority 2).

- a) Build and maintain community capacity.
- b) Develop mutual understandings between agencies and the public, best demonstrated by a third party.
- c) Encourage conservation principles of the salmon resources.

- d) Encourage stewardship of the resource.
- e) Promote public values of the salmon resource.

Category: Improve understanding of salmon biology and ecology (Priority 3).

- a) Assessment of the quality of escapements (e.g., age/size/sex; health).
- b) Develop population estimates for Alaskan Yukon River Basin salmon stocks.
- c) Investigate relationships between salmon and their physical environment.
- d) Investigate relationships between salmon and other organisms.

Category: Assess, conserve and restore salmon habitats (Priority 4).

- a) Habitat monitoring.
- b) Identify and characterize salmon spawning and rearing habitats.
- c) Identify and evaluate potential impacts to habitat.
- d) Identify and monitor key salmon spawning streams/areas (index streams).
- e) Identify and implement restoration opportunities.

- The Panel has also identified two **near term priority needs**. Proposals that fall within the scope of the following priorities will receive additional points during the review process and may receive funding up to three years (upon annual review). After three years, the priority focus may change depending on management needs at that time. Each proposal should incorporate elements of the Factors listed above.

- 1) Chena River watershed Chinook salmon productivity.
 - *Description of Focused Priority:* The Chena River flows through interior Alaska's largest community and historically produced one of the largest Chinook salmon runs in the Alaska portion of the Yukon River Basin. Annual returns of Chinook salmon have been below the Biological Escapement Goal since 2010 and have been near the lower end of the range (2,800-5,700) for the majority of the past decade. The Panel seeks proposals that document, investigate, and or mitigate factors that may be influencing the production rates of Chena River Chinook salmon. Example project areas include: juvenile survival, habitat connectivity/restoration, sources of pollution (e.g. chemical, sediment, thermal), and spawning success (e.g. effects of human disturbance, fish health).
- 2) Yukon River salmon management awareness and participation.
 - *Description of Focused Priority:* There are over 42 communities within the Alaska portion of the Yukon River Basin. These communities have diverse needs; however they all significantly rely on salmon for a food resource. An informed and involved public is critical to effectively manage and conserve Yukon salmon stocks. The Panel seeks to build on past successes through supporting projects that increase awareness and participation in management and conservation of Yukon River salmon stocks. The Panel invites proposals that work towards public education and multi-stakeholder planning efforts necessary to develop and sustain locally-supported approaches for management.

II. Federal Award Information

Up to \$300,000 may be awarded in the federal fiscal year 2017. Currently, the source of general funding is federally appropriated funds directed to the Service. The funds shall be used for salmon related projects, with focus on Chinook and chum salmon research and management located in the Alaska portion of the Yukon River drainage as recommended by the Yukon River Panel after review for scientific and technical merit. Due to the limited funds available, modest funding requests (< \$60,000) are encouraged, however, higher amounts may be requested with appropriate justification. The period of performance for projects funded under this program is one year, starting on the date the award is signed by the Service. In general, past and present recipients of awards under this program are eligible and all applicants must submit new proposals to compete for funding each year. Applicants who had projects funded with these funds in 2016, and who have applications that successfully compete for funding through this notification,

will not receive their 2016 funds until the Technical Review Committee reviews and accepts their final report for the work funded in 2016. This program uses grant agreements as the primary assistance instrument.

III. Eligibility Information

Eligible Applicants:

Applications are encouraged from nonprofit organizations, public and private educational organizations, federal, state, local, and tribal governments and organizations, and individuals. Individuals and organizations submitting investigation plans should have the necessary technical and administrative abilities and resources to ensure successful completion of studies.

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 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 or their key project personnel 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 for this funding opportunity; however, it is strongly encouraged.

IV. Application Requirements

Applicants may request an application package from Matthew Keyse, Subsistence Fisheries Branch, Fairbanks Fish and Wildlife Field Office, Fairbanks, Alaska, 99701, phone: 907-456-0418, fax 907-455-1853, email: matthew_keyse@fws.gov. The application package may also be accessed on the web at http://alaska.fws.gov/fisheries/fieldoffice/fairbanks/subsistence/r_m_fund.htm, or at www.Grants.gov.

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

A. Application for Federal Assistance form

A completed, signed and dated Standard Form (SF) 424, Application for Federal Assistance (i.e., SF 424 or SF 424-Individual), must be submitted. Individuals applying on their own (unrelated to any business or non-profit organization s/he may own or operate in her/his own name) must use the SF 424, Application for Federal Assistance-Individual form (<http://apply07.grants.gov/apply/FormLinks?family=12>). All other applicants can use Application for Federal Assistance form 424 located 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.

Detailed Proposal Application Requirements

- Please see Appendix A, *Yukon Salmon Research and Management Fund FY2017 Recommended Detailed Proposal Guidelines* for a description of what will be required from applicants that are forwarded to the Detailed Proposal stage.

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

V. Submission Instructions

Detailed Proposals Submission Deadline: Detailed Proposal Packets are to be received before January 6th, 2017, 11:59 pm Alaska Standard Time.

Submission and Review Schedule for FY2017 R&M Proposals (Final/Detailed):

For consideration in the Yukon River Salmon Research and Management (R&M) review process, applicants must prepare and submit a Detailed Proposal as laid out in this document and the application instructions document. The principle investigator has the lead for the project and the proposal must include all pertinent information from the parties involved in the project. The Panel will review the prioritized list and select proposals to be funded in the spring of 2017.

Final/Detailed Proposals:

STEP	DATE	DESCRIPTION
Step 1	January 6, 2017 @	Deadline for receipt of Detailed Proposal Packets.

	11:59 p.m. AKST	
Step 2	~ April 9, 2017	U.S. Panel selects successful Detailed Proposals.
Step 3	~ April 14, 2017	E-mail response to each DP applicant indicating Yukon River Panel decision.

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:

The **Detailed Proposal** application may be mailed or electronically emailed to: Matthew Keyse, U.S. Fish and Wildlife Service, 101 12th Avenue, Room 110, Fairbanks, Alaska 99701, phone: 907-456-0418, fax: 907-455-1853, email: matthew_keyse@fws.gov. Proposals may be submitted electronically through Grants.gov as described in the Grants.gov funding opportunity F16AS00348.

To submit a proposal by e-mail (Preferred Method):

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

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

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 a proposal in Grants.gov:

Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply 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.

Federal Agency Applicants may submit proposal for funding under this NOFA as authorized under Fish and Wildlife Coordination Act and must submit their proposals directly to the granting agency point of contact identified in Section VIII. *Agency Contacts*. Submission must be either by mail or email as described above (*Federal agencies will be rated using the same merit review process as all other applicants*).

NOTE: *In the event a Fish and Wildlife Service Program submits a proposal and is awarded funding, if they intend to issue a subaward or contract, they MUST go through the applicable standard procurement process. They CANNOT use this announcement for the purpose of awarding a separate contract or financial assistance award!*

VI. APPLICATION REVIEW

A. Criteria:

The *Detailed Proposals* will be evaluated by an interagency review committee. Detailed Proposals will be ranked with respect to 12 criteria. Scores will be summed across criteria and ranked by the summed value.

1. Contribution to the identified Priority Categories and Factors,
2. Adequately addresses one or both of the Near Term Priorities,
3. Yukon River salmon species focus:
 - Priority 1 = Canadian-origin Chinook/fall chum and U.S. Chinook
 - Priority 2 = U.S. fall chum and summer chum
 - Priority 3 = Coho,
4. Justification for the duration of the project,
5. Project relevance and description,
6. Clarity and significance of objectives and hypotheses,
7. How well the proposal describes the methods and project design,
8. How well the proposal describes how the short-term and long-term goals of the project will be measured. Also, if it describes any future monitoring work associated with the project.
9. How well the proponent laid out the operation plan for achieving each objective.
10. The description of the organizations doing the project.
11. How well the project incorporates partnerships and capacity building.
12. Cost effectiveness and how well the proponent described each budget line item.

B. Review and Selection Process:

The ranking will be provided as recommendations to the U.S. Delegation of the Yukon River Panel (Panel) for their final approval. Authors of selected Conceptual Proposals will be notified (December 2015) by the Service to submit Detailed Proposals for final review and selection. The Panel reserves the right to ask questions for clarification and conduct negotiations with promising proposal authors prior to final selection of the conceptual or detailed proposal. The Panel also reserves the right to eliminate from consideration any proposals whose author does not adhere to proposal deadlines or provide clarification in a timely manner, if and when clarification is sought.

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).

C. 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. You may receive an information notice of intent from the Service program Project Officer stating that your application has been selected for the intent to award, this is not the official Notice of Award. 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.

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

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service 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.

- 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.
- iv. By submission of an application, the applicant represents that it does not require employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. Applicants out of compliance with this condition are ineligible to compete for or receive an award.

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.

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

iii. **Conflict of Interest Disclosures:**

The recipient must establish safeguards to prohibit its employees and subrecipients from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest. The recipient is responsible for notifying the Grants 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 or its employees in a position of conflict, real or apparent, between their responsibilities under the agreement 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 and/or recipient's employees and subrecipients in the matter.

The Grants Officer and the servicing Ethics Counselor will determine if a conflict of interest exists. If a conflict of interest exists, the Grants Officer will determine whether a mitigation plan is feasible. Mitigation plans must be approved by the Grants Officer in writing. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award.

Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338; including suspension or debarment (see also 2 CFR part 180).

iv. **Other Mandatory Disclosures:**

Recipients and their subrecipients must disclose, in a timely manner, 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. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313).

VIII. Federal Awarding Agency Contact

Matthew Keyse,
Subsistence Fisheries Branch,
Fairbanks Fish and Wildlife Service Field Office,
101 12th Ave., Room 110, Fairbanks, Alaska 99701,
Phone: 907- 455-1870, Fax: 907-456-0418
Email: matthew_keyse@fws.gov

APPENDIX A.

Yukon River Salmon Research and Management Fund FY2017 Recommended Detailed Proposal Guidelines

For consideration in the Yukon River Salmon Research and Management (R&M) review process, applicants must prepare and submit a Detailed Proposal Packet as laid out in this document. The principle investigator has the lead for the project and is responsible for submission of information for all co-investigators involved in the project. The Technical Review Committee will review and evaluate the Detailed Proposals and develop a prioritized list of proposals that will be recommended for funding to the U.S. Delegation of the Yukon River Panel (Panel). The Panel will review the prioritized list and select proposals to be awarded funding for the 2017 federal fiscal year.

Proponents that submit Detailed Proposals that are approved for funding by the Yukon River Panel and the U.S. Fish and Wildlife will be required to have an active **CCR account** through SAM.gov (*System for Award Management*) and an **account in ASAP.gov** (*Automated Standard Application for Payments*) for the funding to be awarded.

Detailed Proposal Application Packages must be sent no later than January 6th, 2017, 11:59 p.m. (AKST), to matthew_keyse@fws.gov, or you can apply through Grants.gov Funding Opportunity # **F16AS00348**. If you need technical assistance or have any questions regarding writing and submitting these documents, please contact Matthew Keyse at (907) 456-0418, or email matthew_keyse@fws.gov.

DETAILED PROPOSAL SUBMITTAL CHECKLIST

(All applicants expect Federal Entities; Federal Entities see checklist below.)

- 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**
- 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

Federal Applicant Checklist (for Federal Applicants only)

- Project Summary, if applicable
- 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.
- Project Narrative
- Timetable
- Budget Justification and a detailed budget Table
- Description of key personnel qualifications, if applicable
- Federally funded equipment , if applicable

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

A. **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 any required documentation identified in the applicable statement:

“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>

- B. 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.

C. 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.

D. 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 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 2 CFR 200.245, Lobbying and 2 FR 200.415, Certifications, for additional information.

FY2017 Detailed Proposal Template

*Note: Limit Detailed Proposal to no more than 10 pages
(not including references and appendices).*

Pages beyond the allowed amount will not be reviewed.

Prepare and submit your proposal in Microsoft Word using Garamond and size 11 font.

Project Number: Number assigned by fund administrator

Project Title: Use the following format for titles: Location, Species, Method;

Ex: Black River Chinook Salmon Genetic Sample Collection

Project Leader or Principal Investigator: For the Principal Investigator, include name, agency or organization, address, phone number, email (if available), FAX number.

Project Partner: For each co-investigator identify the name, agency or organization.

List one Category and its corresponding Factor from the R&M Priority List within the Notice of Funding Availability and Application Instructions that best fits the intent of your project.

Stock: Identify the stock or stock group being addressed (specify the unit identified e.g. population, stock grouping, etc.).

Is this a continuing project or does it require multiple years of funding?

Yes / No

If so, provide the number of years this project has been funded and/or would need funding.

Year ____ of ____.

Justification for Project Duration: Describe the biological, ecological, and/or social reasoning behind your selection of the duration necessary for the project to be completed if it is a multi-year project.

Note An answer from proponents stating the project will continue until the Panel decides otherwise will not be accepted.*

Project Period of Performance: Start (beginning month, year) and End (submission of approved Final Report- month, year). The start is the date the funding instruments would be completed, signed and work is to begin.

I. INTRODUCTION:

1. Introduction:

Project Justification: Describe in detail why there is a need for your project and why it should receive funding from the R&M fund. The specific issue being addressed must be related to one or more of the following specific needs: developing or refining current management techniques, improving public support/participation in management, filling gaps in knowledge of biology and ecology; or improving aquatic habitat.

Project Relevance: Briefly explain the goal and value of the proposed project and describe how the proposed project will address: specific management needs; improving aquatic habitat; gaps in knowledge of biology and ecology; or improving public support/participation in management of Yukon River salmon within the Alaskan portion of the Yukon River Basin. To earn a higher ranking under this criteria, investigators should clearly describe how the information collected would ultimately be applied to conservation and regulation of the Yukon River salmon fisheries within the Alaskan portion of the Yukon River Basin.

Project Objectives and Hypotheses: Provide a numbered, annotated listing of your project objectives in the sequence they would be completed; this should not be a narrative in paragraph form. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, achievable, repeatable, and time bound. If there are multiple investigators, clearly describe which investigator(s) would be responsible for each objective.

This section must also provide a list of clear hypotheses that will be addressed through the project if a research component exists.

- a. ***Objective 1:***
 - a. ***Hypothesis:***
- b. ***Objective 2:***
 - a. ***Hypothesis:***

II. TECHNICAL IMPLEMENTATION DETAILS:

2. Methods and Technical Merit:

To improve clarity, please divide this section into the following subsections that represent different components of the project:

- a. **Study Area:** List the nearest communities, major watershed and land status (e.g. village or native corporation, state, National Park/Preserve, National Wildlife Refuge, etc.) of project area. Include 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 and justify why.
- b. **Methods:** Provide details (sampling procedures, etc.) on the methods you will use to address each of the objectives listed above. Demonstrate that you have evaluated or established the most appropriate methods to meet your objectives. That is, what have you already done to prepare for this project (i.e. pilot studies, conducted project in previous years)? Descriptions of the methods employed should be detailed enough to enable reviewers to fully assess the technical components of the project. Provide justification and support for the methodology that you will use
- c. **Project Design:** Describe and justify the experimental design, assumptions, required sample size, and/or the type of analyses that will be used for the proposed project. In projects that have a sample size component, please articulate the reasoning for your selected size (i.e. results of power analyses). If project does not contain a statistical design, explain your reasoning for designing the project the way it is. Concisely state the analytical approach.
- d. **Project Monitoring and Evaluation:** This section should include the vision of this project beyond this current funding year. Describe how the results of your project will help manage and conserve Yukon River salmon stocks. Describe the anticipated outcomes and/or benefits of the project and identify how you will monitor and/or evaluate the short-term and long-term success of your project. Identify what you will measure and how you will measure if you have achieved your stated objectives. 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). 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.

e. **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 is Not Applicable.

3. **Project Operation Schedule:** Provide a date (mm/dd/year) of when each project objective will begin and end and who will be responsible for achieving the objective if multiple proponents are involved.

- a. **Objective 1:**
- b. **Objective 2:**

In addition, please complete the table below with timing of when specific portions of your project will be completed.

<i>Task</i>	<i>May-June</i>	<i>July – Aug</i>	<i>Sept – Oct</i>	<i>Nov – Dec</i>	<i>Jan-Feb</i>	<i>Mar-Apr</i>
Project Start						
Sampling						
Data Analysis						
Performance Report				11/06/17		
Report Writing						
Draft Final Report	6/30/2018					
Final Report		8/30/2018				

III. CAPACITY TO DELIVER

4. **Description of Entities Undertaking the Project:** Provide a brief description of the applicant organization and all cooperating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. 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.*

- a. Provide the following information in each description:
 - i. Education and training
 - ii. Duties of current position
 - iii. Experience in duties related to the proposal
 - iv. Past work on R&M projects

6. **Partnerships and Capacity Building:** Describe the ways in which this project would develop partnerships and build the capability and expertise of members of the communities this project would be occurring in or near. Describe specific plans to hire and train local residents and the type of skills that would be taught. Summarize how the project would promote interaction among rural residents, agencies and other organizations in information gathering, data analysis, reporting, and information sharing.

7. **Required Licenses and Permits:** Demonstrate that you have considered what permits or licenses you may be required for this study.

IV. BUDGET

8. 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 on the Internet 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 the Federal cost principles are available on the Internet at <http://www.ecfr.gov/>

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.

9 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.

If Federally-funded equipment will be used for the project, provide a list of that equipment including the Federal funding source. [Insert any other specific information for applicants to detail in their budget justifications].

V. LITERATURE CITED: Provide complete citations for published literature referenced in the above sections. If not applicable to your proposal please mark this is Not Applicable.

VI. STATEMENT(S) REGARDING SINGLE AUDIT REPORTING: Input the applicable statement from Section B. Single Audit Reporting Statements of this document.

APPENDIX B. Yukon River Salmon Research and Management Fund Detailed Proposal Scoring Rubric for FY2017.

Overview (4 pts)	Category Priority (0.5-2)	
	2	Category: Assess and achieve fishery management objectives
	1.5	Category: Build and maintain public support of, and meaningful participation in, salmon resource management
	1	Category: Improve understanding of salmon biology and ecology
	0.5	Category: Assess, conserve and restore salmon habitats
	Near Term Priority (0-2)	
	2	Results of the proposed project will directly address both of the near term priorities upon completion.
1	Results of the proposed project will directly address one of the near term priorities up completion.	
0	Proposal does not address either of the near term priority needs.	
Introduction (8 pts)	Justification (0-2)	
	2	Clearly describes how the information collected would ultimately be applied to conservation and regulation of Alaskan Yukon River salmon.
	0	Did not describe how the information collected would ultimately be applied to conservation and regulation of Alaskan Yukon River salmon.
	Relevance (1-3)	
	3	Project contributes to addressing or improving knowledge towards crucial data gaps and/or management needs of Yukon River salmon species.
	1	Project is unlikely to improve knowledge towards the understanding and/or management of Yukon River salmon species.
	Objectives (1-3)	
3	Objectives are well described, address the needs of the Panel, and are achievable as presented.	
1	Objectives are poorly described making it difficult to know if they address the needs of the Panel.	
Technical Implementation Details (10 pts)	Methods (0-3)	
	3	Methods were adequately detailed with sound explanations and reasoning.
	1.5	Methods were presented but lacked detail.
	0	Nothing was provided regarding monitoring or evaluation methods or information was not applicable to the project objectives;
	Monitoring and Evaluation (0-3)	
	2	Descriptions were detailed and complete with sound reasoning and consistent with project objectives
	1	Minimal explanation or information provided to understand how monitoring or evaluation would be completed and reported
	0	Nothing was provided regarding monitoring or evaluation methods or information was not applicable to the project objectives;
	Sustainability (0-2)	
	2	The results of this project will aid in the conservation and management of Yukon River salmon beyond this year of funding.
	1	The results of this project will only assist in the conservation and management of Yukon River salmon during this year.
	Operation (0-2)	
	2	Objectives and project milestones are well described and appear to be achievable.
1	Objectives and project milestones are poorly described making it difficult to know if they are achievable as presented.	
Capacity to Deliver and Cost (7.5 pts)	Description of Organizations (0-1.5)	
	1.5	Clearly identifies the roles of the Project Leader and other participants.
	0	Does not identify the Project Leader or the roles of the Principal Project Participants.
	Labor (1-2)	
	2	Wages are appropriate for the level of work being conducted.
	1	Wages are excessive for the level of work being conducted
	Administration (0-2)	
	2	Overhead costs are 0<15% of the total project costs
	1	Overhead costs are 15-30% of the total project costs
	0	Overhead costs >30% of the total project cost
	Budget Justification (1-2)	
2	Project costs are consistent with other similar projects.	
1	Project costs are excessive when compared to other similar projects.	