

U.S. Fish and Wildlife Service

Plains and Prairie Potholes Cooperative Landscape Conservation

Catalog of Federal Domestic Assistance (CFDA) Number: 15.669

Notice of Funding Availability and Application Instructions

I. Description of Funding Opportunity

Background

The Plains and Prairie Potholes (PPP) Landscape Conservation Cooperative (LCC) is seeking project ideas for potential funding in 2013. The PPP LCC is responsible for identifying, prioritizing, and supporting projects that will address the scientific uncertainties and needs that can inform better conservation. Climate change, shifts in land-use, urban expansion, agricultural changes, are all contributing stressors affecting the plains and prairie potholes landscape. For more information on LCCs visit <http://www.fws.gov/home/climatechange/> and for information specific to the PPP LCC visit <http://www.plainsandprairiepotholeslcc.org/>

Research requirements

The PPP LCC has identified two distinct areas of research this year that will better inform on-the-ground conservation decision-making and delivery for natural resources managers. These projects should account for sources of uncertainty about system dynamics that may affect management decisions. Projects under consideration for 2013 funding must address one or both of the following science needs:

- *Information related to land use, land use policy and factors influencing land use and land conversion.* This includes gathering information on factors that influence land owner decision-making that will help the partnership improve and/or incentivize conservation.
- *Information on emerging landscape-level threats associated with invasive species.* In particular we are seeking information on invasive species threats not being widely addressed but likely to become widespread problems in the future, and how decision makers in our partnership should prepare for these threats.
 1. How does changing land use and agricultural policy influence the effectiveness of invasive plant species management programs?
 2. The development of predictive invasive species distribution models that will aid in making invasive management programs more effective.
 3. How do emerging stressors, such as climate change or urbanization influence the spread of invasive species within the PPP LCC geography? How should management programs adapt to meet these new challenges?

4. How do landowner behaviors or management/farming practices influence spread of invasive species?

To best utilize funding, proposals should address scientific issues of importance to multiple PPP LCC partners, address research questions quickly (within a year if possible), avoid long-term monitoring needs, and produce publishable and usable results. Projects may be one year or more in duration, however, deliverables should be clearly identified for each year, and subsequent years' funding is not guaranteed. The PPP LCC discourages duplication of existing research efforts. Applicants must demonstrate collaboration, discussion and development of their project with PPP LCC partners. Project applicants should outline how the results of their project will be shared across the PPP LCC partnership.

The following questions must be addressed in the proposal:

1. Why is this work important to PPP LCC partners?
2. How are you going to accomplish what you propose to do?
3. How do you propose to deliver your products to the PPP LCC?
4. Which partners are invested in this effort and how?
5. How do you propose your research findings inform conservation management?

Communications plan

Successful project proposals will be required to develop a full communications plan. Initial applications should, at a minimum, identify target audiences and delivery methods that supplement published research findings.

Data management plan

Successful project proposals will be required to comply with a data management plan as specified by the PPP LCC.

Questions

For questions regarding this request for proposals, contact Mike Olson at 701-355-8545 or Rick Nelson at 701-355-8509.

PPP LCC staff will host two conference calls on Tuesday November, 20 at 10:00 a.m. and 2:00 p.m. (central time) to discuss the proposal process and any specific concerns applicants may have. The call in numbers: Toll free @ 1-877-282-9259 Passcode: 1978254. Toll number @ 1-517-345-0375 Passcode: 1978254.

II. Award Information

While the total available funding for 2013 is somewhat uncertain at this time, the PPP LCC may have up to \$500,000 dollars to distribute for projects in 2013 and decisions will be made by the end of March 2013 to distribute available funds. Individual projects in past funding cycles have ranged from \$10,000 to \$500,000.

This funding program has no matching requirements. However, to the extent possible, recipient in-kind and /or cash match is encouraged.

This funding program has no statutory formula. This program does not have maintenance of effort requirements. This program uses grant agreements as the funding mechanism.

III. Basic Eligibility Requirements

Eligible Applicants:

All potential applicants are eligible.

Federal law mandates that all organizations applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the Central Contractor Registry (CCR). Exemptions: 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 are exempt from registering in DUNS and CCR. Foreign entities not already registered and applying for an award for less than \$25,000 for activities to be performed outside the United States are also exempt from registering in DUNS and CCR.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based organizations 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, organizations are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. CCR Registration

Register with the CCR online at <https://www.bpn.gov/ccr/default.aspx>. Beginning on or about June 1, 2012, applicants needing to register in CCR will be directed to register in CCR through the new System for Award Management (SAM) portal at <http://sam.gov/>. Once registered in CCR, organizations must renew and revalidate their CCR registration at least every 12 months from the date previously registered. Organizations are strongly urged to revalidate their registration as often as needed to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. If your organization

does not renew its CCR registration, it will expire. Foreign applicants who wish to be paid to a bank account in the United States must enter and maintain valid and current banking information in their CCR profile.

C. Excluded Parties

Entities identified on the Excluded Parties List System ([available through http://sam.gov](http://sam.gov)) as debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding.

IV. Application Requirements

Project applicants must address one or more of the science needs identified in Section I above and include the following:

A complete grant application package needs to include the following:

1. SF 424 Application for Federal Assistance – signed by an authorized representative of the potential grantee.
2. SF 424B Standard Assurances, Non-Construction Projects.
3. Project Narrative that identifies and describes:
 - a. The need for the proposed project(s);
 - b. Discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period;
 - c. Expected results or benefits from accomplishing the objectives;
 - d. The approach to be used in meeting the objectives, including specific procedures, schedules, key personnel, and cooperators;
 - e. Description of the activity, so staff are able to determine compliance with National Environmental Policy Act (NEPA), Section 7 of Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA); and
 - f. Project location – Maps or other geographic aids may be attached.

NOTE: THE PROJECT NARRATIVE MAY NOT BE LONGER THAN THREE PAGES. REVIEWERS WILL NOT READ ADDITIONAL MATERIAL THAT IS PROVIDED.

4. Budget Narrative (**no more than one page**):
 - a. Estimated costs to attain the objectives – The various activities or components of each project should be broken down by cost and by cooperator;
 - b. In-Kind Match – Include the source, the amount, and the valuation methodology used to arrive at the total; and
 - c. Program Income, if any – Include the source, amount, and the requested method of crediting the program income (i.e. deductive or additive).
 - d. Optional Supplemental Forms can include:
SF 424A Budget Information, Non-Construction Projects.
5. Curriculum vitae for each principal investigator (**no more than two pages**).

Cost Principles and Other Financial Requirements:

When developing your budget, keep in mind the following:

- Cost Principles: Financial assistance awards and subawards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations (2 CFR Part 230), A-21, Cost Principles for Educational Institutions (2 CFR Part 220), and A-87, Cost Principles for States and Local Governments (2 CFR Part 225), as applicable to the recipient organization type. These OMB circulars are available online at <http://www.doi.gov/pam/financialassistance/resources/index.html>.
- Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.
- Indirect Costs: An applicant without an established indirect cost rate agreement with a Federal agency may not charge indirect costs to Federal financial assistance awards and must charge all costs directly. Individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or tribal government, academia or other type of organization must charge all costs directly.

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

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

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

Disclosure of Lobbying Activities

Under Title 31 of the United States Code, Section 1352, applicants must complete and submit with their application the SF-LLL Disclosure of Lobbying Activities form (available online at <http://apply07.grants.gov/apply/forms/sample/SFLLL-V1.1.pdf>) when they have made

payment or have agreed to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, cooperative agreement, or loan. Recipients may not use funds awarded under a Federal grant or cooperative agreement to conduct such lobbying activities.

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

Application Checklist

- A complete, signed and dated SF 424-Application for Federal Assistance
- Project Summary and Narrative text and attachments (no more than 3 pages)
- Budget Narrative (one page) or Optional SF-424A Budget Information form
- Curriculum vitae for each principal investigator (no more than two pages)
- Initial communications plan
- If Federally funded equipment will be used for the project, a list of that equipment as described above
- If indirect costs are included in proposed budget, a copy of the organization's current approved indirect cost rate agreement or proposal
- Signed and dated SF-424B Assurances form
- If applicable, completed SF-LLL form
- Statement regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting as described above

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

V. Submission Instructions

- Dates and Times:
Grant application packages are due no later than 5:00 PM Central Standard Time December 7, 2012.
- Instructions:
 1. **Submissions to Grants.gov are preferred:**

- a. Go to www.grants.gov
- b. Click the “Apply for Grants” tab and read the instructions provided by grants.gov.
- c. The following are items that need to be done before a grant application package can be submitted electronically through grants.gov:
 - i. Applicants must register as an Authorized Organization Representative (AOR) and have a user id and password. The applicant can register on the web at http://www.grants.gov/applicants/get_registered.jsp;
 - ii. Applicants must have Adobe Acrobat Reader to view files on the web. You can download Adobe Acrobat Reader at http://www07.grants.gov/help/download_software.jsp#adobe811.
- d. Standard forms such as SF 424, SF 424A, SF 424B, SF 424 C, and SF 424D are fillable forms on grants.gov. The project narrative and budget narrative must be attachments in the following formats: MS Word, Adobe PDF, or MS Excel.
- e. All forms and attachments mentioned above must be submitted with the grant application package.

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

2. In the rare exception that applicant is unable to submit to Grants.gov Funding Opportunity, grantee can e-mail submission directly to PPP LCC Coordinator Richard_d_Nelson@fws.gov or PPP LCC Science Coordinator, Michael_Olson@fws.gov

See URL: <http://apply07.grants.gov/apply/FormLinks?family=15> for standard forms.

3. If neither Grants.gov nor e-mail submission is technically feasible, contact Richard D. Nelson or Michael Olson for U.S. Postal mailing instructions.

VI. APPLICATION REVIEW AND SELECTION SCHEDULE

The PPP LCC Technical Team will review project applications in December 2012 and January 2013. Final recommendation of successful projects will be made by the PPP LCC Steering Committee in March 2013. Awards will be announced soon thereafter. Awards for this funding opportunity will likely not be finalized before March 2013.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final award can be made. Successful applicants will receive written notice in the form of a Notice of Award document. Notice of Award documents are sent to recipients by e-mail. Award recipients are not required to sign/return the Notice of Award

document. Acceptance of an award is defined as starting work, drawing down funds, or receiving the award via electronic means. Awards are based on the application submitted to, and as approved by, the U.S. Fish and Wildlife Service (USFWS). Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments:

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

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

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

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

Foreign Recipient Payments:

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

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

Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends recipients use the most

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

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

Standard Award Terms and Conditions:

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

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

standards, which includes avoiding conflicts of interest as defined in USFWS policy 212 FW 7 (complete text available online at <http://www.fws.gov/policy/212fw7.html>).

Recipient Financial and Performance Reporting Requirements:

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

VIII. Agency Contacts

Dr. Richard D. Nelson
U.S. Fish and Wildlife Service
Plains and Prairie Potholes LCC Coordinator
3425 Miram Ave.
Bismark, ND 58501
701-355-8509
Richard_d_Nelson@fws.gov

Michael Olson
U.S. Fish and Wildlife Service
Plains and Prairie Potholes LCC Science Coordinator
3425 Miram Ave.
Bismark, ND 58501
701-355-8545
Michael_Olson@fws.gov

IX. Other Information

The federal government is not bound to financially support any project until an authorized Fish and Wildlife Service financial officer has approved the award.