

**U.S. Fish and Wildlife Service**  
**[Division of Migratory Bird Management]**

Webless Migratory Game Bird Program Catalog of Federal Domestic Assistance (CFDA)  
Number: 15.655

**Notice of Funding Opportunity**

**I. Description of Funding Opportunity**

This announcement serves as a Request for Proposals for the Webless Migratory Game Bird Program (*WMGBP*) for Fiscal Year 2016 (FY2016). The primary purpose of the *WMGBP* is to support activities that will improve management of the 16 species of migratory shore and upland game birds (MSUGBs, Table 1) in North America. The Migratory Shore and Upland Game Bird Support Task Force, organized through the Association of Fish and Wildlife Agencies, developed a set of priority information needs by convening a series of workshops. The workshops included broad representation (i.e., federal and state agencies, conservation organizations, and university researchers) familiar with the research and management needs for these species. Priorities identified at the workshops (see Appendix A for a list of priorities) should be used to guide proposal development and will be used by the review committee to select projects that address these priority information needs. Priorities are available at <http://www.fws.gov/migratorybirds/NewReportsPublications/Research/WMGBMR/WMGBMR.html> or by contacting the program manager listed in Section IV. The U.S. Fish and Wildlife Service will oversee the *WMGBP* including administration of grants, purchase orders, and contracts for projects.

**Examples of Recently Funded Projects:**

- Assessing distribution and abundance of white-tipped doves in the Lower Rio Grande Valley of Texas
- Reproductive success and survival in the Eastern Population of sandhill cranes within different landscapes
- Effects of wetland management strategies on habitat use of fall migrating rails in Missouri
- Development of a parts collection survey for white-winged doves in the Southwestern United States
- Habitat occupancy and origins of American woodcock wintering in East Texas
- Evaluation of decision structures and monitoring programs for managing sandhill cranes

**Table 1.** List of the 16 species of migratory shore and upland game birds eligible for funding through the *Webless Migratory Game Bird Program*.

<b>Common Name</b>	<b>Scientific Name</b>
King Rail	<i>Rallus elegans</i>
Clapper Rail	<i>Rallus longirostris</i>
Virginia Rail	<i>Rallus limicola</i>
Sora	<i>Porzana carolina</i>
Purple Gallinule	<i>Porphyrio martinica</i>
Common Moorhen	<i>Gallinula chloropus</i>
American Coot	<i>Fulica americana</i>
Sandhill Crane	<i>Grus canadensis</i>
Wilson’s Snipe	<i>Gallinago delicata</i>
American Woodcock	<i>Scolopax minor</i>
Band-tailed Pigeon	<i>Patagioenas fasciata</i>
Scaly-naped Pigeon	<i>Patagioenas squamosa</i>
Zenaida Dove	<i>Zenaida aurita</i>
Mourning Dove	<i>Zenaida macroura</i>
White-winged Dove	<i>Zenaida asiatica</i>
White-tipped Dove	<i>Leptotila verreauxi</i>

## **II. Award Information**

In Fiscal Year 2016 (FY2016: 1 Oct 2015 – 30 Sep 2016), the U.S. Fish and Wildlife Service solicits proposals to compete for up to \$100,000 in funding through the program (final amount contingent on Federal Budget appropriations). We anticipate that most projects funded by the program will be 1-3 years in length. Proposals should include a funding request for the entire length of the study because all funds for successful proposals will be dedicated from the WMGBP FY 2015 allocation. The WMGBP National Review Committee encourages realistic funding requests. These funds should be considered seed funds for getting additional financial support from other project partners. Previous award winners are eligible and previously funded projects are eligible to compete for supplemental funding with applications for new awards.

## **III. Basic Eligibility Requirements**

### **Eligible Applicants:**

Applications are encouraged from nonprofit organizations, public and private educational organizations, federal, state, local, and tribal governments and organizations, foreign governments, and private companies. U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS.

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.

#### **A. DUNS Registration**

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

#### **B. Entity Registration in SAM**

Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

#### **C. Excluded Entities**

Applicant entities 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:**

To be competitive, proposed projects should provide match of at least one-third of the total project cost. The committee suggests seeking non-federal match, but recognizes that a wide variety of other matching funds are available. A substantial portion of project funding supported by real dollars will be considered favorably, however, in-kind services, such as salaries of permanent employees and vehicle expenses, are acceptable as matching funds. Proposals with less than a one-third match will be considered, but will be ranked lower than comparable projects with at least one-third match. Investigators are not allowed to request *WMGBP* funds for salaries of existing permanent staff; however, *WMGBP* funds can be used for project temporary labor.

Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match, however recipients may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award. Recipients may not charge to the Federal award indirect costs calculated against: 1) any portion of the recipient's direct costs that are proposed as voluntary committed cost-share/match; or 2) any portion of the direct costs charged to any other Federal or non-Federal partner.

#### **IV. Application Requirements**

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

- A. A completed, signed and dated Application for Federal Assistance form. Standard Forms (SF) 424, 424a, and 424b (obtained at [www.grants.gov](http://www.grants.gov)) are required for non-federal applicants. Please make sure that the amount of requested and partner funds match the amounts listed in your proposal. Use the following CFDA name and number on all 424 forms: Migratory Bird Monitoring, Assessment, and Conservation (15.655) and Opportunity title and number: Webless Migratory Game Bird Program RFP (FWS-WMGBP-RFP-FY2016). 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. Executive Summary: Please include a one-page summary of your project proposal
- C. Project Narrative

#### Proposal Format:

The *WMGBP* will accept proposals in two categories:

- A. Research-related proposals:
  - Emphasize the importance of explicitly linking the research proposal objectives to one of the priority information needs identified in Appendix I.
  - Priority given to research proposals that 1) demonstrate a grasp of the important literature related to the information needs and 2) contain scientific rigor (e.g., sample sizes justified with power analysis showing the likelihood of finding an effect). Descriptive, manipulative, or experimental projects each have distinct advantages depending on the identified management uncertainty or impending policy decision. The burden is on the principal investigator to justify the study design and its relevance to the identified priority information need. For example, many webless species may need work defining some basic life history characteristics as a precursor to more complex questions.
- B. Management-related proposals:
  - Emphasize the importance of explicitly linking the management proposal objectives to one of the priority information needs identified in Appendix I.
  - Priority given to management proposals demonstrating a grasp of the important literature related to the management needs/issues and proposals that contain a possible future monitoring effort evaluating the management effect.
  - Proposals for training workshops for implementing surveys or other identified management activities.
  - Start-up expenses related to establishing a new monitoring program (e.g., marshbird monitoring or dove banding), but not long-term operational costs.

- Seed funds for critically important habitat and/or equipment (with the understanding that the program would pay a fraction, not the whole cost of the project).

Project proposals should be no more than 15 pages in length (not including letters of support) and should follow the format described below:

- 1. Cover Page:** Project title, Principal Investigator(s) name, address, email address, phone number, and affiliation. Indicate the total amount of *WMGBP* funding requested for FY2016 and future years if a multi-year proposal.
- 2. Justification:** Explain why the project is needed and how it relates to the priorities identified in Appendix A. Explain what new information will be generated by your project and how is it pertinent to migratory shore and upland game bird management. How will your work contribute to the overall management or conservation of the selected species? Be sure to cite any literature that demonstrates the significance of the topic. If asking for a multi-year funding request, please clearly explain why more than one year of funding is needed to achieve the primary objectives.
- 3. Objectives or Hypotheses:** The proposal should have specific and concise objectives or hypotheses to be tested for research projects. For multi-year requests, identify the objectives for each year. For continuing multi-year projects: if objectives have changed since the original proposal, highlight and explain these changes. For management oriented projects, explain how the project will improve management.
- 4. Scope and Location:** Provide a description and general map of the proposed study or management area(s) and other important features as necessary. Address if the project encompasses an appropriate portion of the population range to address the stated problems/issues? Also, explain what level of coordination will be required with state or federal natural resource agencies while working on the project.
- 5. Experimental Design:** This section is critical to determining scientific merit of the proposal. Describe all principal field and laboratory methods, including citation of references; specify sample sizes, and provide power analyses if applicable. For management projects, include details about the proposed management practice and potential for long-term funding outside of *WMGBP* (e.g., initial implementation of new monitoring program or a habitat acquisition or easement. If animals are going to be handled during the project, explain what procedures will be followed to maintain animal health. Applicants are encouraged to have an Animal Care and Use Committee (ACUC) review any project that requires the handling of animals (This is in the applicant's best interest so final results can get published in a peer reviewed journal).
- 6. Anticipated Products:** The *WMGBP* is interested in getting information out to the public and scientific community in a timely and effective manner. List products or data

sets expected to be generated and how they will be made available (e.g., through web sites, scientific journal, thesis, technical report series, etc.).

*Note: All funded projects will be required to submit an annual progress report and final report to the program manager.*

If your study will take longer than the funding request period to accomplish the stated objectives, please identify sources of funding that are needed to accomplish the stated objectives and whether those sources are secured or unsecured. In other words, if you request one year of funding but it will take two or more years to meet your objectives, how will you fund the study in Year 2 and beyond?

- 7. Management Implications:** What is the significance of the work to management of migratory shore and upland game bird species? Be as specific as possible. For example, rather than stating that "this information is critical to management...", explain HOW the information could be used to improve management (e.g., what are the practical applications to harvest management, habitat conservation, monitoring capabilities, etc.).
- 8. Relationship to Other Projects:** Describe the relationship of the proposed work to other projects in terms of complementary scientific objectives, direct collaboration, and/or shared resources.
- 9. Literature Cited:** As appropriate.
- 10. Personnel:** One paragraph description of the principal investigator and collaborators' experience and responsibilities to the project (do not submit resumes or CVs).
- 11. Schedule:** Beginning date, milestones, and completion date.
- 12. Letters of commitment:** Attach any letters of commitment from funding cooperators, or other endorsements in support of the proposal (e.g., letters of support from state conservation agencies where the work will occur). Letters from funding cooperators are required and should provide details of matching contributions to the project including a statement authorizing applicant use of matching contributions.

#### 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 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.

#### 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.

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

Use the budget format provided below as a general guideline so it is clear what *WMGBP* funding is requested and its intended use.

Include matching contributions **ONLY** if there is a high likelihood you will indeed receive them. If part of a larger study, include **ONLY** the costs directly relevant to the study element being considered for *WMGBRMP* funding.

Acceptable matching contributions include real purchases as well as in-kind costs (e.g., full time agency staff or tenured professor's salaries, student or technician salaries covered by other sources) provided they are reasonable and commensurate with the particular study element. For example, if the proposal is to add or augment an element to an existing study, you may pro-rate a portion of the total costs for, say, maintaining a field camp.

Requests for salaries for principal investigators, students or technicians are acceptable provided they are reasonable and commensurate with the person's involvement in the

particular study element. Indicate the actual time the person will spend on project (e.g., 4 weeks @ \$800/wk). However, WMGBRMP funds cannot be used for cost recovery of full-time agency or tenured professors' salaries.

The review committee will scrutinize budgets in detail and will recommend either funding the request as submitted or will work with project applicants to modify budgets based on review committee recommendations.

Applicants should be aware that program funds will not be available June of 2016 at the earliest. Thus, budgets should not include anticipated expenditures of WMGBRMP funds before that date.

For projects requesting MULTI-YEAR funding: Provide detailed annual budgets for each year for each of the years for which funding is requested.

*Note: The entire proposal should be submitted as ONE file in either Word or PDF (preferable) format, not multiple files. The budget table should be incorporated into the proposal document, NOT submitted as a separate attachment.*

**Sample Budget Table**

<b>BUDGET (US Dollars) for FY16</b> (multi-year proposals repeat for each year that funds are requested)		<b>Funding Sources --- Indicate in-kind contributions in <i>italics</i></b>					
<i>Expense category with examples (add or delete items as appropriate)</i>	<b>WMG BRM</b>						
<i>Status of funding (secured, highly probable, requested)</i>	<b>Reque sted</b>						
<b>Personnel</b>							<b>TOTAL</b>
<b>PI salary (name: xx weeks @ \$xxx/wk)</b>							
<b>Technician salaries (xx weeks @ \$xxx/wk)</b>							
<b>Graduate Students (\$xxxx/year)</b>							
<b><i>Travel/accommodations</i></b>							
<b>Commercial travel</b>							
<b>Chartered aircraft (xx hrs @ \$/hr)</b>							
<b>Lodging (xx days @ \$/day)</b>							
<b>Freight</b>							
<b>Mileage (mileage rate \$/mile)</b>							
<b><i>Materials/equipment</i></b>							
<b>Transmitters and telemetry equipment</b>							

<b>Surgical supplies</b>							
<b>Camping gear</b>							
<b>Fuel</b>							
<b>Food</b>							
<b>Boats/motors</b>							
<b>Capture gear</b>							
<i>Contractual</i>							
<b>Veterinary services</b>							
<b>ARGOS data acquisition and processing</b>							
<b>Vehicle/vessel charter</b>							
<b>Laboratory analyses</b>							
<i>Administrative overhead</i>							
<b>Is this overhead required by your agency? Indicate yes or no, or explain under #16, Budget Justification</b>							
<b>TOTALS by funding source</b>							
<b>RATIO of matching contributions to requested <i>WMGBRMP</i> funds =</b>							
<b>RATIO of <u>non-US-Federal</u> matching contributions to requested <i>WMGBRMP</i> funds =</b>							
<b>FOR MULTI-YEAR REQUESTS ONLY (this should include in-kind costs noted in above table)</b>							
<b>Funding source</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>TOTAL</b>			
<i>WMGBRMP</i>							
<b>Other</b>							
<b>Other</b>							
<b>Other</b>							
<b>Other</b>							
<i>Annual totals</i>							

**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. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

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 first 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@ibc.doi.gov  
Internet address: <https://www.doi.gov/ibc/services/finance/indirect-cost-services>

- F. Single Audit Reporting Statements:** As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, 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/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**".
- G. Assurances:** Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects Use the **Assurances for Non-Construction Programs (SF 424B)** for all other 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 proposal AND the Federal share 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.
- 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**

- 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.
- Project summary**
- Project narrative**
- Timetable**
- Description of key personnel qualifications**
- 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 Single Audit reporting requirements.
- SF 424 budget form:** A complete SF 424A or SF 424C Budget Information form.
- Budget justification**
- Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment.
- NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- Conflict of Interest statement,** when applicable.

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

## V. Submission Instructions

**SUBMISSION DEADLINE:** 11:59 pm EDT, May 20, 2016. Proposals submitted later than 11:59 EDT May 20, 2016 will not be considered for evaluation. It is the responsibility of the recipient to ensure Service receipt of their proposal by the deadline. The Service bears no responsibility for misplaced or mishandled proposals when the recipient did not alert the Service to the incoming proposal and method of transmission prior to the submission deadline.

### **Submit proposal applications electronically to the program manager listed below:**

Mark Seamans  
Project Manager, Webless Migratory Game Bird Research and Management Program  
USFWS - Division of Migratory Bird Management  
755 Parfet Street, Suite 235  
Lakewood, CO 80215  
Tel: 303-275-2388  
email: [mark\\_seamans@fws.gov](mailto:mark_seamans@fws.gov)

All instructions for proposal submittal are included in this document. Additional copies of this document and additional information on the *WMGBP* can be found at <http://www.fws.gov/migratorybirds/NewReportsPublications/Research/WMGBMR/WMGBMR.html>. Hard copies of application materials can be requested from the agency contact listed above.

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

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity. Please select **ONE** of the submission options:

#### ***To submit an application by mail:***

The Government does recognize that some applicants may not have access to email and in those cases we will accept proposals by fax or mail providing they are postmarked by midnight EDT May 20, 2016. Should you wish to submit a proposal via fax or mail service, you **MUST** call the contact listed under item V above to inform them that you have submitted a proposal in this format prior to close of business

May 20, 2016 (5:00pm EDT). Please keep in mind that the recommended proposal submission process is via email to prevent unwanted delays to other vendors' proposals being considered for evaluation.

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:***

Proposals must be submitted electronically by email to the contact listed in Section V by midnight EDT May 20, 2016 to ensure expeditious and efficient review of proposals received by the Government. Applicants should request an automatic email notification of delivery when they send their application.

Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to the Service program point of contact identified in the Grants.gov funding opportunity.

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

***To submit an application through Grants.gov:***

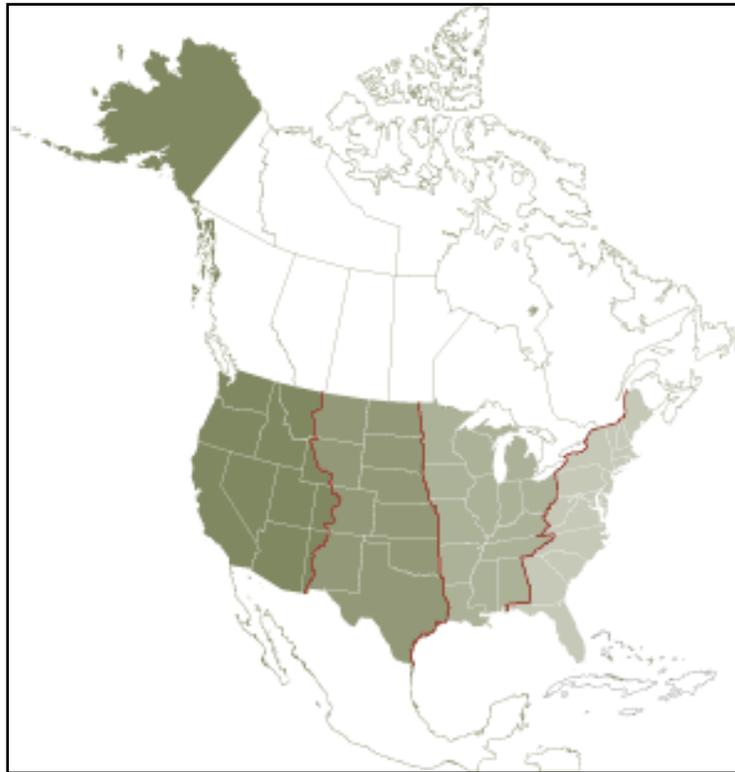
Go to the Grants.gov Apply for Grants page ([http://www07.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www07.grants.gov/applicants/apply_for_grants.jsp)) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

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

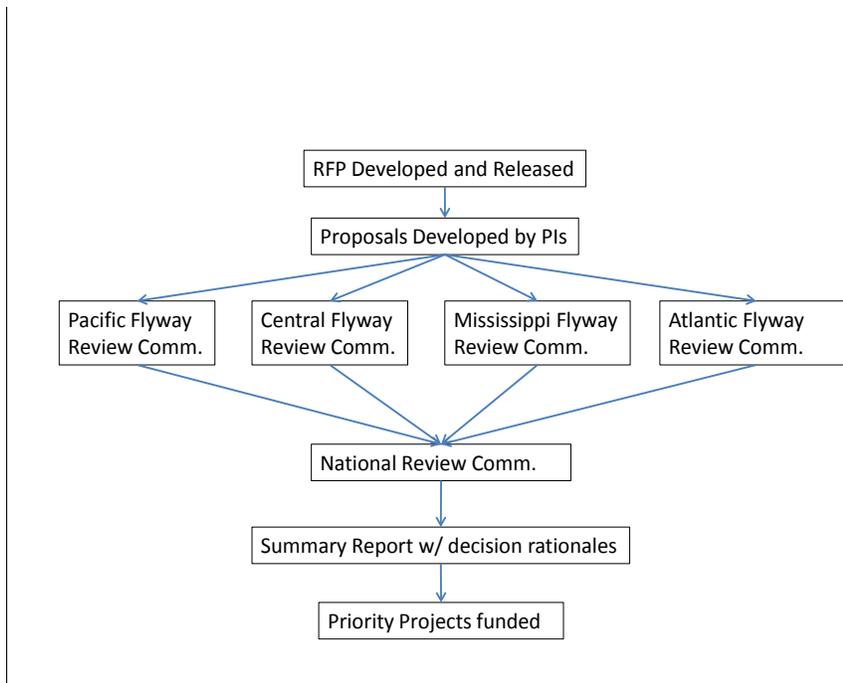
## VI. Application Review

### Review and Selection Process:

All proposals will be ranked by four regional review committees that follow the boundaries of the North American Flyways (See Fig. 1 and Fig. 2). The Flyway-based committees are composed of individuals with knowledge of the research and management needs for these species. They will use the criteria presented in Appendix B to help rank projects. The chairperson of each Flyway-based review committee will serve on a National Review Committee (NRC), which will make the final project selections based on input from each Flyway-based committee. The NRC will be composed of the Flyway-based Chairs, the U.S. Fish and Wildlife Service Program Manager, and Representatives from the Migratory Shore and Upland Game Bird Support Task Force. Proposals will be evaluated and ranked based on how well the proposal addresses the priorities identified for the 16 species of Migratory Shore and Upland Game Birds (see Appendix I for priorities). The National Review Committee will develop a justification for selected projects and provide unsuccessful applicants with comments on why their project was not selected for funding.



**Figure 1.** Map of North American Flyway boundaries in the United States. Proposals working on the 16 species identified in Table 1 will be accepted from throughout North America.



**Figure 2.** Diagram of review process for the Webless Migratory Game Bird Research and Management Program.

**Review and Selection Process:**

Applications will be evaluated and scored by the Flyway review committees during late May to early June 2016. Proposal rankings by the Flyway-based review committees will be used as a primary basis for selecting proposals, along with considerations for the most efficient use of WMGBRMP funds. A suite of proposals will be recommended to the U.S. Fish and Wildlife Service, Division of Migratory Bird Management for funding approval. The U.S. Fish and Wildlife Service will make final decisions (pending funding availability) by June 10, 2016.

**Anticipated Award Date:**

Contract awards will be announced no later than June 10, 2016.

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.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service’s risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

## **VII. Award Administration**

**Award Notices:** Following review, award notices will be provided to all applicants by email, mail, or phone during June 2016. Notice of a successful proposal is not an authorization to begin performance (pre-award costs are incurred at the recipient's risk). If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. **Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.**

**Domestic Recipient Payments:** Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

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

**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.**

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

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

**Recipient Reporting Requirements:**

**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.

**Significant Developments 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.

**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.

**Other Mandatory Disclosures:** The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal 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 also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to awards with a total Federal share of more than \$500,000, except those to individuals and foreign public entities.

### **VIII. Agency Contacts**

Submit proposals and direct technical questions to:

Mark Seamans  
Project Manager, Webless Migratory Game Bird Research and Management Program  
USFWS - Division of Migratory Bird Management  
755 Parfet Street, Suite 235  
Lakewood, CO 80215  
Tel: 303-275-2388  
email: [mark\\_seamans@fws.gov](mailto:mark_seamans@fws.gov)

## **Appendix A – Priority Information Needs**

To date, priority information needs have been developed for the following groups: 1) mourning and white-winged doves; 2) hunted rails (sora, clapper, king, and Virginia) and Wilson’s snipe; 3) sandhill cranes; 4) American woodcock; 5) American coots, common moorhens, and purple gallinules; and 6) band-tailed pigeons, scaly-naped pigeons, Zenaida dove, and white-tipped doves. Proposals should address the priorities listed below for each species group. A full description and justification of each priority is available on the U.S. Fish and Wildlife Service website: <<http://www.fws.gov/migratorybirds/NewReportsPublications/Research/WMGBMR/WMGBMR.html>>. Hard copies of the priorities are available by contacting the program manager listed in Section IV.

### **Mourning and White-winged Dove Priorities:**

- Implement a national banding program for doves.
- Implement a national dove parts collection survey
- Develop independent measures of abundance and/or trends for doves
- Create a database of predictors of dove vital rates

### **Hunted Rails and Wilson’s snipe Priorities:**

- Implement a national monitoring program
- Continue to improve the Harvest Information Program sampling frame
- Improve the rails and snipe parts collection survey
- Estimate vital rates to support population modeling

### **Sandhill Crane Priorities:**

- Improve Sandhill Crane Harvest-Management Decision Structures.
- Improve the Eastern Population Sandhill Crane Survey.
- Better understand distribution and population trends for sandhill crane populations in the west.
- Assess Effects of Habitat Changes on the Rocky Mountain Population of Sandhill Cranes.
- Improve Population Abundance Estimates for the Mid-Continent Population of Sandhill Cranes.

### **American Woodcock Priorities:**

- Develop a demographic-based model for assessing American woodcock population response to harvest and habitat management.
- Develop communication strategies to increase support for policies and practices that benefit American woodcock and other wildlife of young forests.
- Improve understanding of migration, breeding, and wintering habitat quality for American woodcock.
- Improve the American woodcock Singing-ground Survey.

### **American Coot, Common Moorhen, and Purple Gallinule Priorities:**

- Implement a national marshbird monitoring program
- Support National Wetlands Inventory updates and improvements
- Continue to improve the Harvest Information Program sampling frame
- Determine the origin of harvest in select high harvest states in order to help inform monitoring programs

### **Band-tailed Pigeon, Zenaida dove, white-tipped dove, and scaly-naped pigeon:**

- Reliable demographics of band-tailed pigeons
- Association of food availability with abundance and distribution of band-tailed pigeons
- Status assessment of white-tipped doves in south Texas to determine distribution, population abundance, and biology
- Population and harvest data collected annually for Zenaida doves and scaly-naped pigeons
- Adaptive harvest strategy for Zenaida doves and scaly-naped pigeons

## **Appendix B – Webless Migratory Game Bird Program Proposal Evaluation Criteria**

Three of the categories have a maximum of 30 points which can be assigned in a continuous fashion; the fourth category has a maximum 10 points. Descriptions of point allotments are only guidelines for assisting reviewers in assigning points to proposals. Proposal scores will be used to help direct discussions by review committees.

**Possible Points**

30		<b>I. Existing information related to the policy/management question</b>
	30 pts.	Little information available; Project would greatly improve management.
	20 pts.	Moderate information available but uncertainty exists about policy/management question.
	10 pts.	Extensive information available; it needs to be assembled in a usable format (needs to be assembled to begin asking more defined questions).
	0 pts.	Policy/management decision outcome depends on factors beyond the inputs of reliable information.
30		<b>II. Policy/management question and application of resulting information</b>
	30 pts.	Project addresses an <b>immediate</b> information or management need required to inform a pending policy or management decision.
	20 pts.	Project addresses a <b>future or anticipated</b> information or management need required to inform a pending policy or management decision.
	10 pts.	Project addresses a need identified only in the proposal.
	0 pts.	Long-term or short-term policy/management application poorly defined; e.g., “we don’t know much about the species, so we should study them.”
30		<b>III. Scientific Merit</b>
	30 pts.	Objectives are clearly stated, procedures are well designed, results are attainable, quantifiable estimates will be statistically reliable and comparable to other studies, staffing and budget are adequate.
	15 pts.	Most objectives are well stated, some design flaws or some procedures do not speak to objectives, some results may not be attainable with current budget/personnel estimates.
	0 pts.	Objectives fuzzy, poor design or results not attainable, results will not be statistically reliable or will be difficult to compare, budget and manpower are inadequate (zero automatically kills the proposal).
10		<b>IV. Funding</b>
	10 pts.	> 75% of funding from other sources.
	5 pts.	50 - 75% of funding from other sources.
	3 pts.	33 - 49% of funding from other sources.
	0 pts.	0 – 32% of funding from other sources.
100		<b>TOTAL</b>