

**U.S. Fish and Wildlife Service
South Atlantic Landscape Conservation Cooperative**

Funding for projects supporting the South Atlantic Conservation Blueprint
Catalog of Federal Domestic Assistance (CFDA) Number: 15.669

Notice of Funding Availability and Application Instructions

I. Description of Funding Opportunity

Background

The South Atlantic Landscape Conservation Cooperative (South Atlantic LCC) is a partnership of federal, state, and private organizations dedicated to conserving a landscape capable of sustaining the nation's natural and cultural resources for current and future generations (<http://www.southatlanticlcc.org>). The 1-3 year mission of the cooperative is to create a shared blueprint for landscape conservation actions that sustain natural and cultural resources (<http://www.southatlanticlcc.org/page/conservation-blueprint>). The South Atlantic Conservation Blueprint (Blueprint) is a spatially-explicit, living plan that describes the places and actions needed to meet the Cooperative's shared conservation objectives in the face of future change. Version 1.0 of this Blueprint is now complete and development of version 2.0 is underway with an expected completion by June 2015.

Needs for supporting improvements in the Blueprint

The South Atlantic LCC has identified two specific needs for supporting future improvements in the Blueprint that are not already being supported by partners in the region. In support of the South Atlantic LCC, and consistent with Secretarial Order 3289, awards issued pursuant to this announcement must address one of the two needs listed below.

Need 1 - Improving the connection between conservation actions in the South Atlantic Conservation Blueprint and South Atlantic LCC Ecosystem Indicators

Version 2.0 of the South Atlantic Conservation Blueprint will include more explicit quantitative connections between conservation actions in the Blueprint (<http://data.southatlanticlcc.org/ConservationActionsHandoutforBlueprintworkshop.pdf>) and the implications for the South Atlantic LCC Ecosystem Indicators (<http://www.southatlanticlcc.org/page/indicators>). While the staff of the cooperative has some technical capacity to model these connections, additional modelling support is needed. This is particularly important for quantifying how conservation actions in one ecosystem can influence indicators in another. For example, quantifying how actions like Land/Water Protection in Upland Hardwoods and Livelihood/Economic Incentives in Open Pine ecosystems affect Estuarine Indicators like the Coastal Condition Index.

This project will involve close collaboration with the staff of the South Atlantic Landscape Conservation Cooperative to:

1. Improve current models or develop new models to predict how conservation actions will impact South Atlantic LCC Ecosystem Indicators
2. Improve current spatial layers or develop new layers depicting the past, present, and future condition of South Atlantic LCC Ecosystem Indicators
3. Help incorporate models from 1&2 into updates to the Conservation Blueprint

Due to the particularly close collaboration needed on this project, at least one member of the project team (e.g., postdoc, research associate) must be located in the South Atlantic LCC office in Raleigh, NC. Office space will be provided. The rest of the project team (e.g., Principal Investigators, support staff) does not need to be local and can be located anywhere either inside or outside of the United States.

Need 2 - Improving the connection between restricted range and at-risk species conservation and the South Atlantic Conservation Blueprint

Although the version 1.0 of the Blueprint does a reasonable job of identifying important conservation areas within the South Atlantic LCC, the current Blueprint does not explicitly identify those areas and conservation actions within those areas that are necessary to conserve restricted range and at-risk species (www.southatlanticlcc.org/page/conservation-blueprint). Although some of the cooperative's natural resource indicators were specifically chosen to represent restricted range and at-risk species, the next version of the Blueprint will still be limited in how well it can provide explicit quantitative predictions of: 1) How actions in specific places would help specific restricted range and at-risk species and 2) How much more conservation is needed and where for each species.

This project will involve close collaboration with the staff of the South Atlantic Landscape Conservation Cooperative to:

1. Develop a list of restricted range and at-risk species of interest to partners within the South Atlantic LCC. Condense this list to a set of priority species for which habitat models and monitoring programs are desirable and feasible.
2. Compile information on the occurrences of these priority species and model their habitats throughout the South Atlantic LCC.
3. Compile information on stressors or limiting factors for these species (current and future).
4. Identify population and/or habitat objectives for these species if these do not currently exist.
5. Develop a set of conservation actions to address limiting factors and achieve population/habitat objectives to be incorporated into the South Atlantic Conservation Blueprint. Identify specific performance measures for each identified conservation action.

6. Identify or develop a set of standard monitoring protocols for priority species and their habitats within the SALCC. Identify resource and coordination needs for achieving monitoring objectives across the ecoregion.

7. Ensure that information related to priority species/habitats in the SALCC is easily accessible and in the right form for use by individuals involved in rare and at-risk species conservation decisions.

This project will enable those South Atlantic LCC partners who are working on conservation of at-risk species to focus investments so as to get the greatest outcomes for these species. This project will also assist in status assessments for at-risk species by making available a consistent approach to assessment of threats to species' habitats. As a result of more focused conservation investment and better information on status of species and threats to habitats it is anticipated that many species will be conserved without the need for federal listing.

II. Award Information

Approximately \$300,000 will be available to fund projects addressing the two issues in the description of funding opportunity (Approximately \$150,000 for each issue). Applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards. Funding will be provided through cooperative agreements and the substantial involvement by the U.S. Fish and Wildlife Service (Service) is expected to include facilitation of partner involvement, additional modeling, data management, and integration of the ongoing work of the cooperative into the inputs and outputs of the project.

III. Basic Eligibility Requirements

Eligible Applicants:

All potential applicants are eligible. This includes federal, state, tribal, or local agencies, institutions of higher education, and commercial or non-profit organizations. 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.

A. DUNS Registration

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

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

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

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

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

B. Entity Registration in SAM

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

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

Cost sharing or matching is not required, but is encouraged. Refer to Federal Regulations (43 CFR 12) cited in this NOFA on allowable cost sharing or matching. If cost sharing or matching is being furnished by a third party, the submitted proposal must contain a signed letter of commitment from the third party

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. 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 to discretionary programs and for single source awards must use the SF 424, Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>) Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

B. Project Summary

Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the project. For projects addressing Need 1, include why your organization is uniquely suited to support the modeling improvements discussed in that Need. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

C. Project Narrative

- 1. Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period).
- 2. Project Activities, Methods and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.
- 3. Description of Entities Undertaking the Project:** Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***
- 4. 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.

D. Budget Form

Complete the **Budget Information for Non-Construction Programs (SF 424A)** or **Budget Information for Construction Programs (SF 424C) form**. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available online at

<http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions
- 2 CFR Part 225, Cost Principles for States and Local Governments
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

Links to the full text of these Federal cost principles are available on the Internet at <http://www.fws.gov/grants/>.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program’s CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service’s approval and estimate its cost.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
<ul style="list-style-type: none"> • No indirect cost rate • Charges all costs directly 	<p>Indirect Cost Statement: Our organization does not have an indirect cost rate and will charge all costs directly.</p>	None.
<ul style="list-style-type: none"> • Is not an individual • Has an indirect cost 	<p>Indirect Cost Statement: We have an approved NICRA covering part/all of the proposed project period. A copy of</p>	Copy of approved NICRA.

<p>rate</p> <ul style="list-style-type: none"> • Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period 	<p>that NICRA is attached.</p>	
<ul style="list-style-type: none"> • Is not an individual • Has an indirect cost rate • Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period • May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made 	<p>Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: “We submitted a new NICRA proposal to our cognizant agency on [insert date].” OR “In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made”]. We understand that:</p> <ul style="list-style-type: none"> • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	<p>Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.</p>
<ul style="list-style-type: none"> • Is not an individual 	<p>Indirect Cost Statement: Our indirect cost rate is [insert a description of the</p>	<p>None at the time of application. In the</p>

<ul style="list-style-type: none"> • Has an indirect cost rate • Has never established a NICRA in the past • Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made 	<p>rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that:</p> <ul style="list-style-type: none"> • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	<p>event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.</p>
<ul style="list-style-type: none"> • Is not an individual, state, local or Federally-recognized Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made 	<p>Indirect Cost Statement: We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe</p>	<p>None.</p>

	<p>benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.</p>	
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Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service’s **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

Negotiating an Indirect Cost Rate with the Department of the Interior:

For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
 Acquisition Services Directorate, Interior Business Center
 U.S. Department of the Interior
 2180 Harvard Street, Suite 430
 Sacramento, CA 95815
 Phone: 916-566-7111
 Email: ics@nbc.gov
 Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

F. Statements Regarding A-133 Single Audit Reporting: Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. All U.S. state, local government, federally-

recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements**".

G. Assurances

Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF 424B)** if the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. Certification and Disclosure of Lobbying Activities:

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

Application Checklist

- 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**
- A-133 Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding

applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements

- 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

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

V. Submission Instructions

SUBMISSION DEADLINE: July 22, 2014

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) 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 email

To submit an application by e-mail:

Format all of your documents to print on Letter size (8 1/2" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to the Service program point of contact identified in the Grants.gov funding opportunity.

VI. APPLICATION REVIEW

Criteria: The following 5 criteria will be used to review and rank the final list of proposals. Review Team members will recuse themselves from scoring any proposal in which there is a conflict of interest.

- 1) Does the proposal address the entire need?
- 2) Is the project technically sound?
- 3) Can the project be successfully completed?
- 4) How well does the project make connections with existing efforts?
- 5) How cost efficient is the project?

Review and Selection Process:

Project proposals will be evaluated through the following review processes:

- 1) Submissions will be screened by the South Atlantic LCC Science Coordinator for eligibility and conformance to the announcement provisions.
- 2) A South Atlantic LCC Project Review Team will evaluate and score full proposals and present funding recommendations

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

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

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

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:

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.

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

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

VIII. Agency Contacts

Rua S. Mordecai
U.S. Fish & Wildlife Service
Science Coordinator, South Atlantic Landscape Conservation Cooperative
1751 Varsity Drive, 2nd Floor, Rm. 218
Raleigh, NC 27606-2576
919.707.0122
rua_mordecai@fws.gov