



# United States Department of the Interior



FISH AND WILDLIFE SERVICE  
500 Gold Ave SW  
Albuquerque, New Mexico 87102

August 29, 2014

Friends of Brazoria National Wildlife Refuge  
Attn: Ed Barrios  
Post Office Box 505  
Lake Jackson, Texas 77566  
DUNS: 098571925

Subject: Notice of Cooperative Agreement Award F14AC01065

Dear Mr. Barrios:

Your organization's application for Federal financial assistance titled "Houston Urban Nature Garden" submitted to the U.S. Fish and Wildlife Service's (Service) CFDA Program 15.654 is approved. This award is made under the authority of: Fish and Wildlife Conservation Act of 1934 (16 U.S.C. 2901-2911); Fish and Wildlife Act of 1956 (16 U.S.C. 742(a)-754); Refuge Recreation Act of 1962 (16 U.S.C. 460k-460k(4)); National Wildlife Refuge System Administration Act of 1966 (16 U.S.C. 668dd); Youth Conservation Corps Act of 1972 (16 U.S.C. 1701-1706); Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-47011); The National Wildlife Refuge System Act of 1997 (Public Law 105-57); National Wildlife Refuge System Volunteer and Community Partnership Act of 2004 (Public Law 108-327). For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number. This award is made based on Service approval of your organization's proposal signed on July 21, 2014, hereby incorporated by reference into this award. Funds under this award are to be used to: build opportunities for people in urban communities to find, value, and care for nature. This project engages youth in the Houston urban community through the Student Conservation Association (SCA) and the Houston based group, The Woods Project, in the creation of five pocket habitat gardens. The created habitat located in Houston city parks or Buffalo Bayou park green space enhances the opportunity of natural places for the Houston urban population to connect with nature. These natural places contribute to initial stepping stones that can lead people to other natural places, including the Houston area NWRs. The created habitat also becomes an Urban Conservation Treaty for migratory sites. The Service will be responsible for planting, designing, acquiring supplies, constructing garden beds, and developing sustainable partnerships with local community as part of our substantial involvement.

The project period of this award begins on September 1, 2014, and ends on November 15, 2015. Only allowable costs resulting from obligations incurred during the project period may be charged to this award. All obligations incurred under the award must be liquidated no later than **90 calendar days after the end of the project period**. You must submit a written request to the Service Project Officer identified in the Project Contacts section below before the end of the stated project period if you need more time to liquidate all obligations.

This award is funded as follows:

	<u>Service</u>	<u>Recipient</u>
This obligation:	\$18,000.00	\$0.00
<b>Award Total:</b>	<b>\$18,000.00</b>	<b>\$0.00</b>

**System for Award Management (SAM) Registration:** Under the terms and conditions of this award, your organization must maintain an active SAM registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If your organization's SAM registration expires during the required period, the Service will suspend payment under this and all other Service awards to your organization until you update your organization's SAM registration.

**Terms of Acceptance:**

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. Awards 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 listed by recipient type in the **Service Financial Assistance Award Terms and Conditions** posted on the Internet at <http://www.fws.gov/grants/pdfs/USFWSFAAwardTermsandConditions8-7-14.pdf>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service Project Officer.

**Payments:**

Your organization has completed enrollment in U.S. Treasury's Automated Standard Application for Payment (ASAP) system. When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the award number identified in the subject line on letter followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP.

**Reporting Requirements:**

**Financial and Performance Reporting Requirements:**

Annual interim financial and performance reports and final financial and performance reports are required under this award. The report periods and due dates under this award are:

<b>Report:</b>	<b>Report Period:</b>	<b>Report Due Date:</b>
Interim financial & performance	September 1, 2014 – September 30, 2015	December 29, 2015
Final financial	October 1, 2015 – November 15, 2015	February 13, 2016
Final performance	October 1, 2015 – November 15, 2015	February 13, 2016

Recipients must use the Standard Form (SF) 425, *Federal Financial Report* form for all financial reporting. This form is available at <http://www.whitehouse.gov/omb/grants/forms/>.

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. Please include the Service award number provided in the subject line of this letter on all reports.

Financial and performance reporting due dates may be extended by the Service upon receipt of a written request addressed to the Service Project Officer identifying the type of report to be extended, the requested revised due date, and a justification for the extension. The Service Project Officer may approve an additional extension if justified by a catastrophe that significantly impairs the recipient's operations. Requests for reporting due date extensions must be received by the Service Project Officer no later than one day before the original reporting due date.

**Significant Developments Reports:**

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer 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.

**Project Plan and Budget Amendments:**

Recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, certain types of post-award changes in budgets and projects shall require the *prior written approval* of the Service Project Officer. State, local, or Indian tribal governments must refer to 43 CFR 12.70 for additional information on the types of changes that require prior written approval. Commercial organizations, institutions of higher education, hospitals and other non-profit organizations must refer to 43 CFR 12.925 for additional information on the types of changes that require prior written approval.

**Project Period Extensions:**

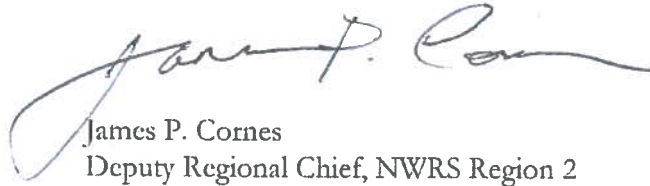
If additional time is needed to complete the approved project, you must send written notice to the Service Project Officer. This notice must be received by the Service Project Officer at least 30 calendar days before the authorized project period end date, and must include supporting reasons and revised end date. Extensions for time cannot be authorized for the purpose of spending an unused balance of funds that remains after the approved project activities have been completed.

**Project Contacts:**

The Service Project Officer for this award is:	The Recipient Project Officer for this award is:
U.S. Fish and Wildlife Service Texas Mid-Coast NWR Complex POC: Julie Chisolm 2547 County Road 316 Brazoria, TX 77423 Ph: 979-964-4011 Ext. 22	Friends of Brazoria National Wildlife Refuge Attn: Ed Barrios Post Office Box 505 Lake Jackson, TX 77566 Ph: 979-297-1815

Please contact Julie Chisolm with any questions. Please include the Service award number provided in the subject line of this letter in all written communications.

Sincerely,



James P. Cornes  
Deputy Regional Chief, NWRS Region 2

Enclosure  
Agreement F14AC01065  
Notice of Funding Availability

# Grant and Cooperative Agreement

CHOOSE ONE:

- COOPERATIVE AGREEMENT  
 GRANT

CHOOSE ONE:  EDUCATION  FACILITIES  RESEARCH  SDCR  TRAINING

1. GRANT/COOPERATIVE AGREEMENT NUMBER F14AC01065		2. SUPPLEMENT NUMBER		3. EFFECTIVE DATE 09/01/2014		4. COMPLETION DATE	
5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No., Street, City/County, State, Zip) FRIENDS OF BRAZORIA WILDLIFE REFUGE S Attn: ATTN GOVERNMENT POC 2547 COUNTY RD 316 BRAZORIA TX 77422-7703				6. ISSUED BY Program Financial Assistance R2 Mailing Address: 500 Gold Ave. SW Albuquerque NM 87102			
7. TAXPAYER IDENTIFICATION NO. (TIN)				9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Martin Cornell 979-297-2235			
8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.							
10. RESEARCH, PROJECT OR PROGRAM TITLE HOUSTON URBAN NATURE GARDEN							
11. PURPOSE See Schedule							
12. PERIOD OF PERFORMANCE 09/01/2014 through 11/15/2015							
13A. AWARD HISTORY		13B. FUNDING HISTORY					
PREVIOUS		PREVIOUS					
\$0.00		\$0.00					
THIS ACTION		THIS ACTION					
\$18,000.00		\$18,000.00					
CASH SHARE		TOTAL					
\$0.00		\$18,000.00					
NON-CASH SHARE							
\$0.00							
RECIPIENT SHARE							
\$0.00							
TOTAL							
\$18,000.00							
14. ACCOUNTING AND APPROPRIATION DATA 01							
PURCHASE REQUEST NO.		JOB ORDER NO.		AMOUNT		STATUS	
0020055636							
15. POINTS OF CONTACT							
	NAME	MAIL STOP	TELEPHONE	E-MAIL ADDRESS			
TECHNICAL OFFICER	Julie Chisolm		979-964-4011	julie_chisolm@fws.gov			
NEGOTIATOR							
ADMINISTRATOR	Michelle Willcox		505-248-7486	Michelle_Willcox@fws.gov			
PAYMENTS							
16. THIS AWARD IS MADE UNDER THE AUTHORITY OF: 2 CFR 215 Uniform Administrative Requirements for Grants and Cooperative Agreements							
17. APPLICABLE STATEMENT(S), IF CHECKED:				18. APPLICABLE ENCLOSURE(S), IF CHECKED:			
<input type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS				<input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS			
<input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT				<input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS			
UNITED STATES OF AMERICA				COOPERATIVE AGREEMENT RECIPIENT			
CONTRACTING/GRANT OFFICER		DATE		AUTHORIZED REPRESENTATIVE		DATE	
Michelle L Willcox michelle_willcox@fws.gov		09/02/2014		No Signature Required			

## Grant and Cooperative Agreement

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
00010	<p>CFDA Number: 15.654                      DUNS Number: 098571925+0000                      POC: Julie Chisolm, (979) 964-4011 x 22</p> <p>11. PURPOSE:                      Funds provided to the Texas Mid-Coast NWR Complex by Connecting People with Nature, in support of five nature gardens and restoration sites in the Houston Metropolitan Area, will be given to the Friends for assistance in purchasing native plants and supplies needed for the gardens. The design of the gardens, in partnership with the Friends, will be completed and the plants ordered and purchased from local nurseries and the Master Gardner Organization. This is able to be accomplished in coordination with public law National Wildlife Refuge System Volunteer and Community Partnership Act of 2004 (Public Law 108-327).                      Delivery: 11/15/2015                      Payment Terms:                      PP01                      Delivery Location Code: 0008349374                      FWS TEXAS MIDCOAST REFUGES COMPLEX                      2547 CR 316                      BRAZORIA TX 77422 US</p> <p>Account Assignment: K G/L Account: 6100.411C0                      Business Area: F000 Commitment Item: 411C00 Cost Center: FF02RTTM00 Functional Area: FG0166100.000000 Fund: 145F1611MD Fund Center: FF02RTTM00 Project/WBS: FG.GO166102CPWN2 PR Acct Assign Line: 01                      Period of Performance: 09/01/2014 to 11/15/2015</p> <p>Agreement with the Friends of Brazoria                      Obligated Amount: \$18,000.00                      Continued ...</p>				18,000.00





**U.S. Fish and Wildlife Service  
Texas Mid-coast National Wildlife Refuge Complex**

Visitor Facility Enhancement  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.654

**Notice of Funding Availability and Application Instructions**

**I. Description of Funding Opportunity**

Funds will be provided in support of our partnership with the Friends of the Brazoria National Wildlife Refuge (NWR) on the Houston Urban Nature Gardens. Funds provided to the Texas Mid-Coast NWR Complex by Connecting People with Nature (CPWN), in support of five nature gardens and restoration sites in the Houston Metropolitan Area, will be given to the Friends for assistance in purchasing native plants and supplies needed for the gardens. The design of the gardens, in partnership with the Friends, will be completed and the plants ordered and purchased from local nurseries and the Master Gardner Organization. This is able to be accomplished in coordination with public law "National Wildlife Refuge System Volunteer and Community Partnership Act of 2004 (Public Law 108-327)."

**II. Award Information**

This Single Source Award is being awarded in accordance with DOI Policy 505 DM 2.14 B (4) Unique Qualifications. There will be one single-source cooperative agreement awarded in the amount of \$18,000. This agreement is part of the CPWN funding provided by U.S. Fish & Wildlife Service (USFWS) to the Texas Mid-Coast NWR to enhance outreach and education with the Houston urban area. The USFWS will be substantially involved in projects under this funding opportunity. In particular, the USFWS will be responsible for the following: planting, designing, acquiring supplies, constructing garden beds, and developing sustainable partnerships with local community

**III. Basic Eligibility Requirements**

**Eligible Applicants:**

This agreement is reserved for the Friends of Brazoria National Wildlife Refuge.

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 in the agreement.

## **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 Form (SF) 424, Application for Federal Assistance (i.e., SF 424, SF 424a, 424b, Certification. Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

## **B. Project Summary**

The Houston Urban Nature Gardens, located around Houston, Texas, will be created to build opportunities for people in urban communities to find, value, and care for nature. This project engages youth in the Houston urban community through the Student Conservation Association (SCA) and the Houston based group, The Woods Project, in the creation of five pocket habitat

gardens. The created habitat located in Houston city parks or Buffalo Bayou park green space enhances the opportunity of natural places for the Houston urban population to connect with nature. These natural places contribute to initial stepping stones that can lead people to other natural places, including the Houston area NWRs. The created habitat also becomes an Urban Conservation Treaty for migratory sites.

### C. Project Narrative

1. **Statement of Need:** These packet gardens contribute to the initial stepping stones that can lead people to other natural places. In this project, we will partner with The Woods Project and SCA in the participation and organization of these habitat-service learning projects. Funding for this project became available through the CPWN.
2. **Project Goals and Objectives:**
  - Objective 1: Create five pocket habitat gardens in Houston at Houston City Parks or Buffalo Bayou increasing the opportunity for access to natural places by Houston urban population.
  - Objective 2: Establish five urban habitat service learning projects for Houston youth through partner youth conservation groups.
3. **Project Activities, Methods and Timetable:** The accomplishment of the five habitat gardens in Houston (Objective 1) will be measured by their completion in the fall of 2014. Success for Objective 2 will be measured through significant involvement by youth conservation service groups and a spring 2015 planting will also measure the success of Objective 1.
4. **Stakeholder Coordination/Involvement:** The Friends of Brazoria NWR will be responsible for the purchasing of plants, trees, flowers, sod, mulch, timber and any other needed supplies. No other involvement is anticipated.
5. **Project Monitoring and Evaluation:** The project will be evaluated at the end of each objective.
6. **Description of Entities Undertaking the Project:** The Friends of Brazoria NWR, a non-profit organization, will be responsible for purchasing the plants and supplies for the pocket gardens.
7. **Sustainability:** N/A
8. **Literature Cited:** N/A
9. **Map of Project Area:** N/A

## E. 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 sub-awards 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 of this Federal program appears on the first page of this funding opportunity.

## F. 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 USFWS' 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 with 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"> <li>No indirect cost rate</li> <li>Charges all costs directly</li> </ul>	<p><b>Indirect Cost Statement:</b> Our organization does not have an indirect cost rate and will charge all costs directly.</p>	None.
<ul style="list-style-type: none"> <li>Is not an individual</li> <li>Has an indirect cost rate</li> <li>Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period</li> </ul>	<p><b>Indirect Cost Statement:</b> We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.</p>	Copy of approved NICRA.
<ul style="list-style-type: none"> <li>Is not an individual</li> <li>Has an indirect cost rate</li> <li>Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period</li> <li>May or may not have recently submitted a new NICRA proposal to the cognizant agency. If not, will do so within the required timeframe, in the event an award is made</li> </ul>	<p><b>Indirect Cost Statement:</b> 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"> <li>Although the USFWS 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.</li> <li>Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.</li> <li>Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.</li> <li>We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or</li> </ul>	Copy of most recent expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.

	<p>to satisfy cost-sharing or matching requirements without the prior written approval of the USFWS.</p> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has never established a NICRA in the past</li> <li>• Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made</li> </ul>	<p><b>Indirect Cost Statement:</b> Our indirect cost rate is [insert a description of the 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"> <li>• Although the USFWS 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.</li> <li>• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.</li> <li>• Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.</li> <li>• 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 USFWS.</li> </ul> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	<p>None at the time of application. In the event an award is made, the recipient must submit a copy of their approved NICRA before charging indirect costs to the award.</p>
<ul style="list-style-type: none"> <li>• Is not an individual, state, local or Federally-recognized Indian tribal government</li> <li>• Has never established a NICRA in the past</li> <li>• Cannot charge all costs directly</li> </ul>	<p><b>Indirect Cost Statement:</b> 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</p>	<p>None.</p>

<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>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 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 USFWS' **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](mailto:ics@nbc.gov)  
 Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>



## G. 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](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**".

## H. 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.

## I. 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 in 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:** N/A

**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:***

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 USFWS program point of contact identified in the Grants.gov funding opportunity.

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

***To submit 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. Email your application to the USFWS program point of contact identified in the Grants.gov funding opportunity.

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

***To submit 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 USFWS' financial assistance management system.

## **VI. APPLICATION REVIEW**

**Criteria:** This Single Source Award is being awarded in accordance with DOI Policy 505 DM 2.14 B(4). See Additional Information of Eligibility Section.

**Review and Selection Process:** This Single Source Award is being awarded in accordance with DOI Policy 505 DM 2.14 B(4). See Additional Information of Eligibility Section.

## **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 email

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 USFWS. 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 email, within 30 days of the final review decision.

**Domestic Recipient Payments:** Prior to award, the USFWS program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, 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 USFWS program. However, ***do NOT submit any banking information to the USFWS until it is requested from you by the USFWS program!***

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

**Award Terms and Conditions:** Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the USFWS 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 USFWS 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 USFWS 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 USFWS 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 the 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 USFWS 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 USFWS will specify in the notice of award document the reporting and reporting frequency applicable to the award.

#### **VIII. Agency Contacts**

U.S. Fish and Wildlife Service  
Texas Mid-Coast NWR Complex  
Project Officer: Julie Chisolm  
2547 County Road 316  
Brazoria, Texas 77422  
Ph: 979-964-4011 Ext. 22