

Dear Successful Small Grants Applicant,

Congratulations. This letter is to advise you that your 2009 NAWCA Small Grant proposal was selected for funding by the North American Wetlands Conservation Council on March 16, 2009. As your FWS Program Officer's, we will write your assistance award. This letter explains the information you are required to provide, and how to provide it, to assist us in advancing your award process. Please review the items below and respond, as appropriate, at your earliest convenience.

1) NEPA, NHPA, or Contaminants Survey – These reviews are initiated by Joint Ventures and FWS Regional Offices. Even though the responsibility for compliance is shared, ultimately it is the grant recipient who must ensure that the appropriate review is carried out. Please confirm that your project has received, or is receiving, National Environmental Protection Act (NEPA), National Historic Preservation Act (NHPA) cultural resource, and contaminants (for Federal lands) clearances. Please mail, email, or fax me any relative document you receive from your Joint Venture Coordinator, the FWS Regional Historic Preservation Officer, or your State Historic Preservation Officer. This responsibility is normally more of a burden for grantees with restoration and enhancement projects than it is for grantees conducting acquisitions. Your assistance award will not be completed until there is documentation that you have complied with the clearance requirements. Please note that a new review process will be required if project tracts are substituted or added or additional restoration is planned or initiated at any time during the project period.

2. Data Universal Numbering System - Each grant recipient, excluding FWS recipients, must provide a DUNS number. When you submitted your proposal with the SF424, you should have included a DUNS number. Please verify that the SF424 previously submitted contains the current DUNS number.

If you or your organization did not have one upon submission, a DUNS number may be obtained from Dun and Bradstreet by calling 1.866.705.5711 on weekdays from 8:00 A.M. to 5:00 P.M. EST/EDT. Generally, it takes approximately 10 minutes to obtain the number. It is also possible to obtain a DUNS number via Internet; however, it may take several weeks to process the request (<http://www.dnb.com>). The DUNS number must be associated with the Grant Recipient organization's physical address. If the DUNS number/billing address is different than the Project Officer address, please indicate such and submit this information to me so that two copies of the agreement may be sent.

3. SMARTLINK Account - SMARTLINK is an electronic drawdown grant payment system used by the DBHC. Grant recipients must establish a SMARTLINK account to access NAWCA funds. SMARTLINK is part of the Payment Management System that is administered by the Department of Health and Human Services.

Visit our SMARTLINK website at <http://www.fws.gov/birdhabitat/SmartLinks/index.shtm> for detailed instructions on establishing a SMARTLINK account and updating an existing one.

a. If you have an existing SMARTLINK account established with the FWS, you must confirm that you 1) would like to have the new award funds deposited in the existing account and 2) confirm that all existing SMARTLINK account information is valid (including contact and bank account information). Simply send an email message to **DBHCSmartlink@fws.gov** and provide the following:

- SMARTLINK Payee Account Number
- DUNS number
- organization name
- the project title of the new award
- confirmation that the name of the person requesting payments has not changed
- confirmation that the banking information on file has not changed
- confirmation that the organization address has not changed

b. If you do **not** have a SMARTLINK account established with the U.S. Fish and Wildlife Service, visit our SMARTLINK website and follow the instructions to do so. The SMARTLINK website is located at <http://www.fws.gov/birdhabitat/SmartLinks/index.shtm>

It takes approximately 20 business days to establish a new account. A new user package will be sent to the contact person identified on your Contact Information from once the account has been established.

If you have any Smartlink questions please feel free to contact the Smartlink Coordinator at **DBHCSmartlink@fws.gov** or by telephone at 703-358-1958

4. Grant Administration Standards – Your project will be subject to the **U.S. Grant Administration Standards-January 2006**. The Division has consolidated previously used versions of the Standards, including one specifically for Small Grants, and the result is being provided so that you will be able to better know and understand how your grant is to be administered and the responsibilities you have in that regard. These standards, in question and answer format, are in many ways unlike any that have been issued to Small Grant Recipients in the past and, thus, are not interchangeable with any you may have operated with previously. In the interest of initiating projects early, and making appropriately-related decisions and preparations, feel free to access the copy imbedded at the website described as U. S. Grant Administration Standards – January, 2006, and posted, as follows:

Standards link: <http://www.fws.gov/birdhabitat/Grants/NAWCA/files/GrantStandards.pdf>,

5. Real Property Acquisition - If you are acquiring real property, requirements are presented in **section F.** of the U. S. Grant Administration Standards located on our website at <http://www.fws.gov/birdhabitat/Grants/NAWCA/files/GrantStandards.pdf> . **IT IS ESSENTIAL THAT YOU READ AND UNDERSTAND THE VARIOUS PROCEDURES FOR ACQUISITION AND THAT YOU OBTAIN THE PROPER DOCUMENTATION.** Do not hesitate to contact us with any questions.

6. Pre-agreement project costs - Pre-agreement project costs are authorized, with limitations, as fully described in the Grant Administration Standards. Please review the pre-agreement cost sections of the standards and/or call me before you incur costs for which you will request NAWCA reimbursement.

7. Award Receipt - Your assistance award will be completed over the next several weeks or months, depending upon how well we are able to complete the required preliminary paperwork. Your agreement cannot be written until all of the preliminary paperwork has been completed, including NEPA and NHPA clearances and the completed SMARTLINK forms or confirmation to use an established SMARTLINK account.

The FWS grant officer reviews the proposal and assembles the documents to be included by reference in the grant agreement, including any pertinent correspondence between FWS and the applicant. If the grant officer finds any problems related to compliance with law, policy, or administrative procedures, we will contact the recipient's project officer to seek a resolution. If there are no problems, or when problems have been resolved, the FWS financial officer will email the recipient a PDF of the signed Assistance Award, new grant information letter, and audit report. The new grant information letter will also provide a link to the Grant Administration Standards as referenced in #4.

It is not necessary for the recipient to sign the Grant Agreement. The recipient agreed to abide by the laws, regulations, and policies governing the NAWCA grant program when the assurances associated with the Application for Federal Assistance (Standard Form SF424) were signed and submitted with the project proposal. If there are any inaccuracies in the presentation on the signature page of the project contact, project description, requested or match amounts, etc., please bring these to our attention immediately.

8. Unilateral Issuance - The assistance award does not require the signature of the grant recipient. If you are unwilling or unable to accept the assistance award as issued, you must contact the FWS Program Officer about your concerns within 14 days of the date the agreement was signed by the issuing USFWS official. If you did not notify the Program Officer, we assume that you have accepted the agreement and agree to its requirements and conditions.

9. Questions - If you have questions regarding any of the information above, please feel free to contact us via e-mail, Rodecia McKnight, rodecia_mcknight@fws.gov, or by phone at 703.358.2266 or Ken Kriese at ken_kriese@fws.gov, or by phone at 703-358-1888. The Division phone number is 703.358.1784; you will get either the Secretary or an answering machine. The Division facsimile number is 703.358.2282.

We look forward to working with you. Thanks for your cooperation, and good luck on your project.