U.S. Fish and Wildlife Service
Office of Subsistence Management

2016 Fisheries Resource Monitoring Program

Catalog of Federal Financial Assistance Number:
15.636 Alaska Subsistence Management

Notice of Funding Availability and Application Instructions

I. Description of Funding Opportunity

The Department of the Interior, U.S. Fish and Wildlife Service, Office of Subsistence Management (OSM) administers the Fisheries Resource Monitoring Program (Monitoring Program). OSM is seeking technically sound projects for the Monitoring Program that gather information to manage and conserve subsistence fishery resources in Alaska. The Monitoring Program is also directed at supporting meaningful involvement in fisheries management by Alaska Native and rural organizations and promoting collaboration among Federal, State, Alaska Native and local organizations. The Fisheries Resource Monitoring Program encompasses awards made through Federal financial assistance under the authority of the Fish and Wildlife Coordination Act, 16 USC 661 to 667 (d), and the Alaska National Interest Lands Conservation Act (ANILCA), 16 USC 3101-3233. This Funding Opportunity, number **F15AS00052**, is the single designated biennial competition through which multiple awards will be made.

Only studies that gather, analyze, and report on information needed for subsistence fisheries management on Federal public lands in Alaska (National Wildlife Refuges, National Forests, National Parks and Preserves, National Conservation Areas, National Wild and Scenic River Systems, National Petroleum Reserves, and National Recreation Areas) will be considered.

All proposals and required information from the Application Checklist, are to be submitted to the Office of Subsistence Management by **March 11, 2015, 5:00 PM Alaska time**.

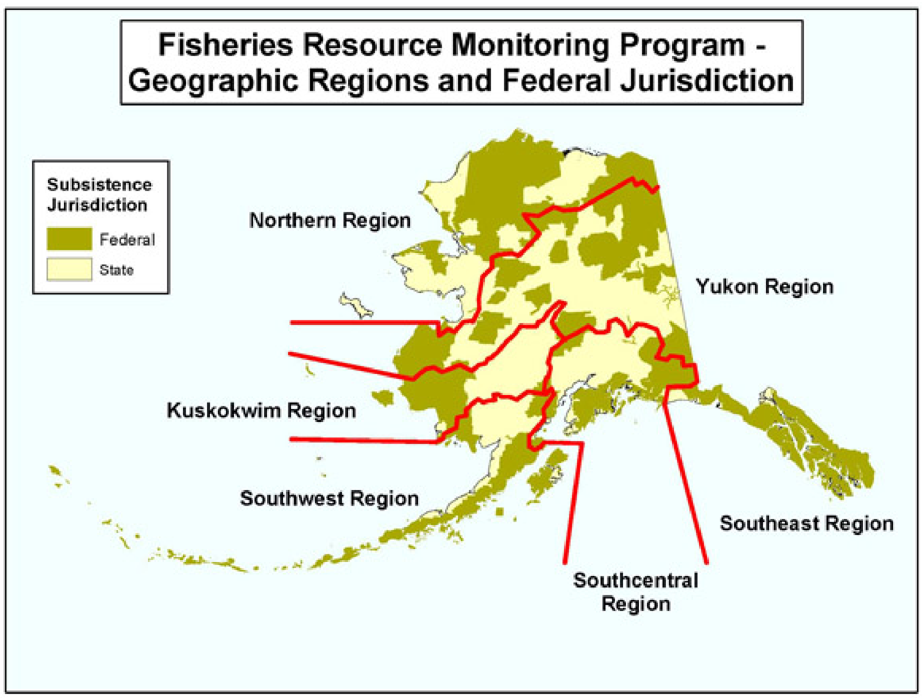
II. Award Information

The Federal Subsistence Board (Board) has established guidelines for investigation plans to successfully compete for funding. Activities that fall outside the scope of the Monitoring Program and will not be considered include: habitat protection, mitigation, restoration, and enhancement; hatchery propagation, restoration, enhancement and supplementation; and contaminant assessment, evaluation, and monitoring. These important activities are most appropriately addressed by the responsible land management or regulatory agency, not the Monitoring Program. In addition, projects for which the primary objective is capacity building (e.g., science camps, technician training, intern programs), are not eligible for funding under the Monitoring Program. However, projects with capacity building as a secondary objective are encouraged, and partnerships/capacity building is one of the ranking criteria used to evaluate investigation plans.

The Monitoring Program provides over $6 million annually in funding to support research on and monitoring of Federal subsistence fisheries in Alaska. The funding commitments to multiple year projects influence the amount of funding available for new projects. For 2016, we anticipate that on the order of $4 million will be available to fund roughly 40 new research and monitoring projects that provide information needed to manage subsistence fisheries for rural Alaskans on Federal lands, remaining funding is obligated to existing projects. The U.S. Fish and Wildlife Service and U.S. Forest Service may award multiple cooperative agreements for selected fisheries investigation projects. Continuation of funding for year two, three or four of multiple-year projects is contingent upon attainment of the study objectives and availability of future government funding. Historically, awards have ranged from $3,000 to $375,000 per year.

Although all investigation plans addressing Federal subsistence fisheries will be considered, the Office of Subsistence Management is targeting this Funding Opportunity towards specific priority issues and projects identified either by strategic planning efforts or by expert opinion from Regional Advisory Councils, fisheries managers, the Technical Review Committee, and Office of Subsistence Management staff. A link to the priority information needs is included in the application package.
http://doi.gov/subsistence/monitor/fisheries/upload/Priority-Information-Needs-2016-draft-12182014.pdf
Investigators wishing to address information needs other than those identified in the attached list must include a compelling rationale regarding strategic importance and application to Federal subsistence management.

Geographic Regions: Investigation plans should address one of six geographic regions. If the issue of concern covers more than one region, the proposal should be classified as multi-regional.



Data Types: Three broad categories of information will be considered: 1) harvest monitoring (HM), 2) stock status and trends (SST), and 3) customary knowledge and traditional ecological knowledge (CK/TEK).

Harvest monitoring studies provide information on numbers and species of fish harvested, locations of harvests, and gear types used. Methods used to gather information on subsistence harvest patterns include harvest calendars, mail-in questionnaires, household interviews, subsistence permit reports and telephone interviews.

Stock status and trends studies provide information on abundance and run timing; age, size and sex composition; migration, and geographic distribution; survival of juveniles or adults; stock production; genetic stock identification and mixed stock analyses. Methods used to gather information on stock status and trends include aerial and ground surveys, test fishing, towers, weirs, sonar, video, genetics, mark-recapture, and telemetry.

Customary knowledge and traditional ecological knowledge studies are studies of local knowledge directed at collecting and analyzing information on a variety of topics, including: fish ecology, species identification, local names, life history, taxonomy, seasonal movements, harvests, spawning and rearing areas, population trends, environmental observations, and traditional management systems. Methods used to document traditional ecological knowledge include ethnographic fieldwork, key informant interviews with local experts, place name mapping, and open-ended surveys.

For ongoing projects in the Monitoring Program for which additional years of funding is being proposed, investigators should justify continuation, placing the proposed work in context with the ongoing work being accomplished.

Proposals are awarded through cooperative agreements which require substantial involvement on the part of the OSM. The OSM anticipates being involved and responsible for the following, however final tasking will be determined before the official award is executed:

1. Participate and collaborate jointly with the recipient principal investigator in carrying out the scope of work;
2. Assist with data analysis and interpretation as needed.
3. Provide written guidelines for producing Performance and Technical (annual and final) reports.
4. Provide a review of all draft Technical reports to the Recipient's investigators, ensure that needed modifications are made before accepting reports as finished products, and post accepted reports on the Office of Subsistence Management's website for public access.
5. Share in responsibility to communicate and distribute project results to federal fishery managers, Federal Regional Advisory Councils, the Federal Subsistence Board, and the general public.
6. Review and approve any proposed modifications to the Investigation Plan by the Recipient prior to their adoption or use and the award of subsequent funds.
7. Site visits will be performed to meet federal guidelines for substantial involvement (505 DM 2, Sec 2.9), and to ensure project objectives are being met.
8. Direct or redirect the work because of interrelationships with other projects;
9. Halt one or more project activities at any time, if performance specifications are not being met.

III. Basic Eligibility Requirements

Eligible Applicants:
Individuals and organizations submitting investigation plans should have the necessary technical and administrative abilities and resources to ensure successful completion of studies. Entities submitting investigation plans may be independent investigators, Alaska Native organizations, government agencies, academic institutions, regional fishery organizations, or consulting firms.

Monitoring Program funding is intended to provide new and improved information for management of subsistence fisheries on Federal public lands, and not duplicate existing programs. Thus, OSM highly discourages agencies shifting their existing projects to the Monitoring Program

For ongoing projects in the Monitoring Program for which additional years of funding is being proposed, investigators should justify continuation, placing the proposed work in context with the ongoing work being accomplished.

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 (2 CFR 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.

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.

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:

For new projects with broad overlap of Federal and State management authority, matching funds are encouraged and should be included with all proposals. The OSM encourages a 50% match for all proposals. Matching funds will be factored into the review process based on overall value to the Government. In any case, applicants are encouraged to document matching contributions.

E. Independent project submission:

Submissions should be for a single project and not joint or combined projects. An example would be for weir projects, each weir is a single project and two weirs should not be combined into one project submission. Each weir should be an independent project submission.

IV. Application Requirements

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

A. Application for Federal Assistance form

A completed, signed and dated Application for Federal Assistance form 424 is required and can be found at (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 need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

2. **Relevance to Federal Subsistence Management:** All Fisheries Resource Monitoring Program Proposals must clearly articulate the relevance to Federal subsistence management. Proposals that do not demonstrate a clear link to Federal subsistence management will not be considered.

3. **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).

4. **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.

5. **Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities or if **not** applicable to your proposal please mark this is Not Applicable.

6. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indictors). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

7. **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. If eligibility for funding is based in whole or in part on the qualifications of key personnel, 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.***

8. **Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded or if **not** applicable to your proposal please mark this as Not Applicable.

9. **Literature Cited:** if **not** applicable to your proposal please mark this is Not Applicable.

10. **Map of Project Area:** Maps should clearly delineate the project area and be large enough to be legible. Preferably, two maps should be included; 1) a State map that highlights the location and 2) a second map that provides an overview of the study location. Label any sites referenced in the project narrative or if **not** applicable to your proposal please mark this is Not Applicable.

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/.

NOTE: For awards issued on December 26, 2014 or later, 2 CFR 200 will apply.

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.

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 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:
• No indirect cost rate • Charges all costs directly	**Indirect Cost Statement:** Our organization does not have an indirect cost rate and will charge all costs directly.	None.
• Is not an individual • Has an indirect cost rate • Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period	**Indirect Cost Statement:** We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.	Copy of approved NICRA.
• 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	**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: • 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. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	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.
• Is not an individual • Has an indirect cost rate	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an	None at the time of application. In the event an award is made,

• 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	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: • 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. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	recipient must submit a copy of their approved NICRA before charging indirect costs to the award.
• 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	**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 benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $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.	None.

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

- ☐ DUNS Registration (see requirement in Section III Basic Eligibility Requirements, A Duns Registration)
- ☐ SAM active registration (see requirement in Section III Basic Eligibility Requirements, B Entity Registration in SAM)
- ☐ **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
- ☐ **SF 424 Budget form**: A complete SF 424A or SF 424C Budget Information form
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form
- ☐ **Project summary**
- ☐ **Project narrative/investigation plan**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications, if applicable**
- ☐ **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
- ☐ **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 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: All proposals and required information from the Application Checklist, are to be submitted to the Office of Subsistence Management by **March 11, 2015, 5:00 PM Alaska time**.

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.

Applicants may request an application package from the Grants Management Specialist, Office of Subsistence Management, U.S. Fish and Wildlife Service, 1011 East Tudor Road, MS 121, Anchorage, Alaska 99503, phone: 907-786-3888, fax: 907-786-3612, email: fisheries_resource_monitoring@fws.gov. The application package may also be accessed on the web at **http://www.doi.gov/subsistence/monitor/fisheries/index.cfm** , under "Applying for Funding."

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 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**.

Applications may be mailed to: Grants Management Specialist, Office of Subsistence Management, U.S. Fish and Wildlife Service, 1011 East Tudor Road, MS 121, Anchorage, Alaska 99503, phone: 907-786-3888, fax: 907-786-3612, or electronically emailed to: fisheries_resource_monitoring@fws.gov. The application package may also be accessed on the web at http://www.doi.gov/subsistence/monitor/fisheries/index.cfm , under "Applying for Funding."

To submit an application by e-mail:
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) 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

Criteria: All proposals must clearly articulate the relevance to Federal subsistence management, and are evaluated using the following five, equally weighted criteria:

- Strategic Priorities- Studies must be responsive to identified issues and information needs. All projects must have a direct linkage to Federal Public lands and/or waters to be eligible for funding under the Monitoring Program. To assist in evaluation of submittals for projects previously funded under the Monitoring Program, investigators must include a synthesis of project findings in their investigation plans. This synthesis should clearly and concisely document project performance, key findings, and uses of collected information for Federal subsistence management.

    - Federal linkage – Study must have a direct association to a subsistence fishery within Federal Subsistence Management Program jurisdiction. That is, the subsistence fishery or stocks in question must occur in waters within or adjacent to Federal public lands (National Wildlife Refuges, National Forests, National Parks and Preserves, National Conservation Areas, National Wild and Scenic River Systems, National Petroleum Reserves, and National Recreation Areas).
    - Conservation Mandate – Risk to the conservation of species and populations that support subsistence fisheries and risk to public lands purposes.
    - Allocation Priority – Risk of failure to provide for subsistence uses.
    - Data Gaps – Amount of information available to support subsistence management. A higher priority is given where a lack of information exists.
    - Management Application - The application of proposed project data must be clearly explained and linked to current management strategies and needs.
    - Role of Resource – Importance of a species or a population to a subsistence harvest (e.g. number of subsistence users affected, quantity of subsistence harvest), and qualitative significance (e.g. cultural value, unique seasonal role).
    - Local Concern – Level of user concern over subsistence harvests (e.g., allocation, competing uses, changes in populations).

- Technical-Scientific Merit- Technical quality of the study design must meet accepted standards for information collection, compilation, analysis, and reporting. Studies must have clear objectives, appropriate sampling design, correct analytical procedures, and specified progress, annual and final reports.

- Investigator Ability and Resources- Investigators must show they are capable of successfully completing the proposed study by providing information on the ability (training, education, and experience) and resources (technical and administrative) they possess to conduct the work.

Applicants that have received funding in the past will be evaluated and ranked on their past performance, including fulfillment of meeting deliverable deadlines as outlined in Section VI. Award Administration Information under "Reporting". A record of failure to submit reports or delinquent submittal of reports will be taken into account when rating investigator ability and resources.

- Partnership-Capacity Building- Partnerships and capacity building are priorities of the Monitoring Program. ANILCA mandates that rural residents be afforded a meaningful role in the management of subsistence fisheries, and the Monitoring Program offers opportunities for partnerships and participation of local residents in monitoring and research. Investigators are requested to include a strategy for integrating local capacity development in their investigation plans. Investigators must not only inform communities and regional organizations in the area where work is to be conducted about their project plans, but must also consult and communicate with local communities to ensure that local knowledge is utilized and concerns are addressed. Letters of support from local organizations add to the strength of a proposal. Investigators and their organizations should demonstrate their ability to maintain effective local relationships and commitment to capacity building. This includes a plan to facilitate and develop partnerships so that investigators, communities, and regional organizations can pursue and achieve the most meaningful level of involvement.

  Investigators are encouraged to develop the highest level of community and regional involvement that is practical. Investigators must demonstrate that capacity building has already reached the communication or partnership development stage during proposal development, and ideally, that a strategy to develop capacity building to higher levels will be provided in the investigation plan, recognizing, however, that in some situations higher level involvement may not be desired or feasible by the local organizations. Successful capacity building requires developing trust and dialogue among investigators, local communities, and regional organizations. Investigators need to be flexible in modifying their work plan in response to local knowledge, issues, and concerns, and must also understand that capacity building should emphasize reciprocity.

- Cost Benefit

  Cost/Price Factors
  Applicant's cost/price proposal will be evaluated for reasonableness. For a price to be reasonable, it must represent a price to the government that a prudent person would pay when consideration is given to prices in the market. Normally, price reasonableness is established through adequate price competition, but may also be determined through cost and price analysis techniques.

  Selection for Award
  Applicant should be aware that the Government shall perform a "best value analysis" and the selection for award shall be made to the Applicant whose proposal is most advantageous to the Government, taking into consideration the technical factors listed above and the total proposed price across all agreement periods. Matching funds will be factored into the review process based on overall value to the Government.

Review and Selection Process:
Investigation plans will be reviewed and evaluated by Office of Subsistence Management and Forest Service staff, and then by the Technical Review Committee. This committee is comprised of

representatives from each of five Federal agencies involved with subsistence management, and relevant experts from the Alaska Department of Fish and Game. Their function is to provide evaluation, technical oversight, and strategic direction to the Monitoring Program. Based on the above criteria, funding recommendations will be made for each investigation plan. All investigation plans will be combined into the draft 2016 Fisheries Resource Monitoring Plan, which will be distributed for review and comment to Regional Advisory Councils, other organizations, agencies, and the general public during August-October 2015. Subsequently, the Federal Subsistence Board reviews the 2016 Monitoring Plan. Investigators will be notified in writing of the status of their project.

VII. <u>Award Administration</u>

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.

Significant Development 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.

VIII. Agency Contacts

Durand Tyler, Grants Management Specialist, Office of Subsistence Management, U.S. Fish and Wildlife Service, 1011 East Tudor Road, MS 121, Anchorage, Alaska 99503, phone: 907-786-3886, fax: 907-786-3612

IX. Paperwork Reduction Act Statement: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Availability is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No. 4040-0004, which expires on 08/31/2016. The public reporting burden for this collection of information is estimated to average around four hours per application and ten hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS:BPHC, Falls Church, VA 22041-3808.