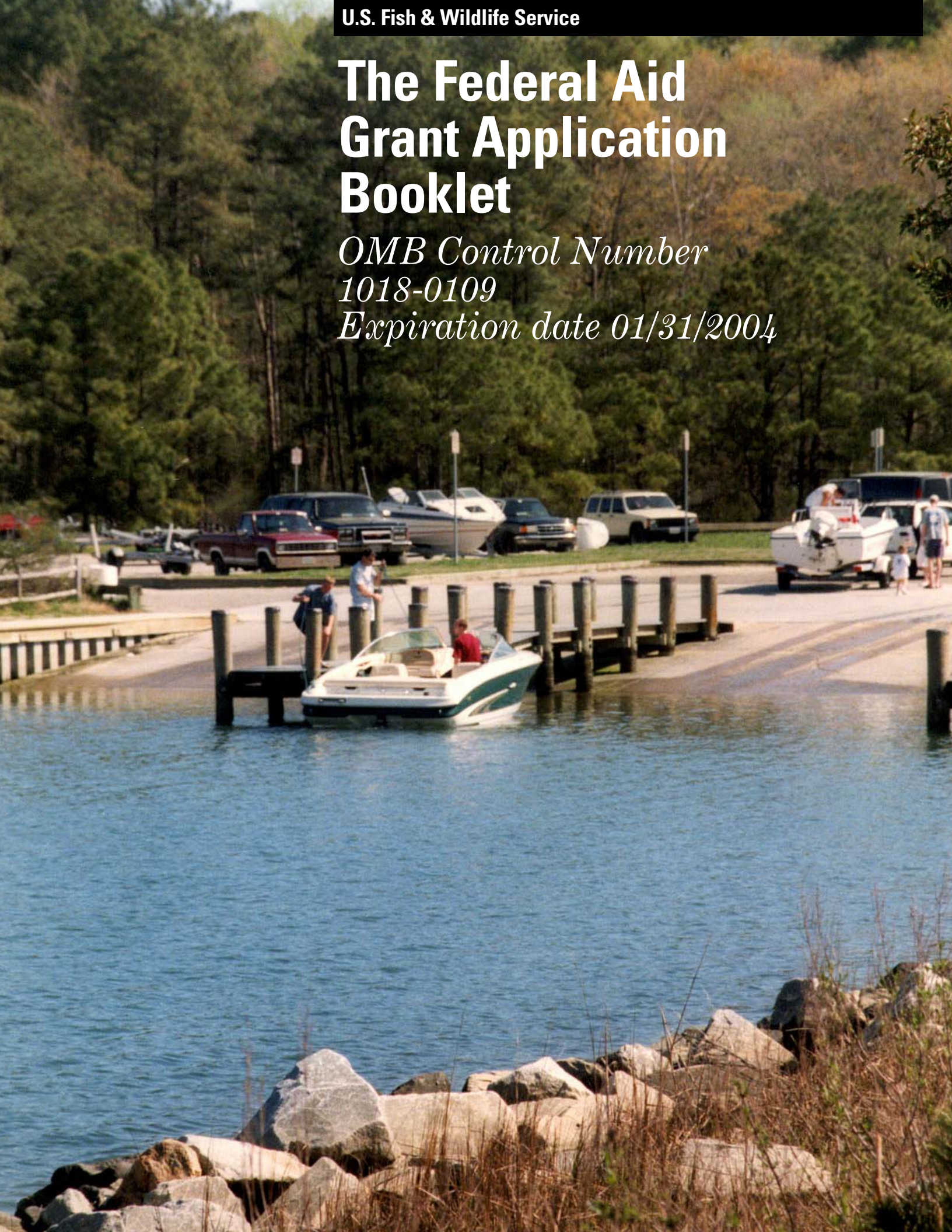


The Federal Aid Grant Application Booklet

*OMB Control Number
1018-0109*

Expiration date 01/31/2004



**Department of the Interior
U.S. Fish and Wildlife Service
Division of Federal Aid
Grant Programs**



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Authorized under the following Acts:

Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777-777l)

Federal Aid in Wildlife Restoration Act (16 U.S.C. 669-669i)

Partnerships for Wildlife Act (16 U.S.C. 3741)

Coastal Wetlands Planning, Protection and Restoration Act (16 U.S.C. 3954)

Endangered Species Act, Sec 6 (h) (16 U.S.C. 1361)

Clean Vessel Act of 1992 (16 U.S.C. 777)

Migratory Bird Treaty Act (16 U.S.C. 703-712)

Covering the following types of projects and grants:

Sport Fish Restoration Projects

Wildlife Restoration Projects

Wildlife Conservation and Restoration Projects

Coastal Wetland Restoration

Clean Vessel Pumpout Projects

Boating Infrastructure

Partnerships for Wildlife

Endangered Species, Sec 6 (h)

Land Acquisition

Coordination

Strategic Planning

Comprehensive Management

Surveys and Inventories

Training and Education

Facilities Development

Construction

Operations and Maintenance

Development

Research

Single and Multi-Project

Habitat and Population Management

Hunter and Aquatic Education

Outreach and Communications

Information Collection Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501) please note the following information. This information collection is authorized by the Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777-777l), Federal Aid in Wildlife Restoration Act (16 U.S.C. 669-669i), Partnerships for Wildlife Act (16 U.S.C. 3741), and the Coastal Wetlands Planning, Protection and Restoration Act (16 U.S.C. 3954). This information collection covers the following types of grant programs: Sport Fish Restoration, Wildlife Restoration, Coastal Wetland Restoration, Clean Vessel, Boating Infrastructure, Partnerships for Wildlife and Endangered Species [Sec 6(h)]. We are collecting information relevant to the eligibility, substantiality, relative value, and budget information from applicants in order to make awards of grants under these programs. We are collecting financial and performance information to track cost and accomplishments of these grant programs. Completion of these application and reporting requirements will involve a paperwork burden of approximately 80 hours per grant proposal and two hours per grant amendment; this does not include any burden hours previously approved by OMB for standard or Fish and Wildlife Service forms. Your response to this information collection is voluntary, but necessary to receive benefits in the form of a grant, and does not carry any promise of confidentiality. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information collection has been approved by OMB and assigned control number 1018-0109. The public is invited to submit comments on the accuracy of the estimated average burden hours for application preparation and to suggest ways in which the burden may be reduced. Comments may be submitted to: Information Collection Clearance Officer, Mail Stop 222 ARLSQ, U.S. Fish and Wildlife Service, Washington, D.C. 20240.



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Who is eligible to participate in these grant programs and for what purpose?

Federal Aid in Wildlife Restoration Programs



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Federal Aid in Sport Fish Restoration Programs



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Coastal Wetland Restoration Program



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We work with several programs, they are listed below, along with their individual purpose and eligible recipients.

Any State fish and wildlife agency of the 50 States and the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the United States Virgin Islands, and American Samoa. The purpose of the Wildlife Restoration grant must be for restoration, conservation, management, and enhancement of wild birds and wild mammals, and must provide for public use and benefit from these resources. Eligible activities include: educating responsible hunters, shooters and archers in skills, knowledge, and attitudes regarding the safety in firearms, public target ranges development, operations and maintenance of either archery or firearm ranges. The Wildlife Conservation and Restoration Program is also authorized under Wildlife Restoration.

Any State fish and wildlife agency of the 50 States and the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the United States Virgin Islands, and American Samoa. Grants must be for the restoration, conservation, management, and enhancement of sport fish, and the provision for public use of and benefits from these resources. Sport fish, by definition, are limited to aquatic, gill breathing, vertebrate animals bearing paired fins, and having material value for sport or other recreation. Also eligible are grants which address the enhancement of the public's understanding of water resources and aquatic life forms, and the development of responsible attitudes and ethics towards the aquatic environment.

Any State agency designated by the Governor of a coastal State to participate on behalf of the State is eligible. A coastal State is any State bordering on the Atlantic, the Pacific, or the Arctic Ocean, the Gulf of Mexico, Long Island Sound, or one or more of the Great Lakes. The Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and American Samoa are also eligible. Coastal wetlands conservation grants must be for the long-term conservation of lands and waters, hydrology, water quality and fish and wildlife that depend upon these lands and waters. For the Coastal Wetlands Conservation Program, grant work must be in the first tier of counties along the coast of any State except Louisiana.



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Clean Vessel Program



The responsible agency of the fifty States and the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the United States Virgin Islands, and American Samoa. Grants must be for the surveying and planning the installation of pumpout/dump stations, and to fund the construction and renovation or maintenance of pumpout/dump stations to be used by recreational vessels, with the purpose of preventing recreational boat sewage from entering U.S. waters. Educational activities are also eligible for funding.

Boating Infrastructure

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The responsible agency of the 50 States as designated by the State government and the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the United States Virgin Islands, and American Samoa. The purpose of the Boating Infrastructure Grant Program is to provide funds to States for the development and maintenance of facilities for transient nontrailerable recreational vessels.

Partnerships for Wildlife

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Any State fish and wildlife agency of the 50 States and the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the United States Virgin Islands, and American Samoa in partnership with third parties. The purpose of these projects must be to: inventory fish and wildlife species; determine and monitor the size, range, and distribution of populations of fish and wildlife species; identify the extent, condition, and location of the significant habitats of fish and wildlife species; identify the significant problems that may adversely affect fish and wildlife species and their significant habitats; take actions to conserve fish and wildlife species and their habitats; or take action for which the principal purpose is to provide opportunities for the public to use and enjoy fish and wildlife through nonconsumptive activities. This program applies to any wild members of the animal kingdom that are in an unconfined state, except animals that are: (1) taken for recreation, fur, or food; (2) Federally listed as endangered or threatened species under the Endangered Species Act; or (3) marine mammals defined by the Marine Mammal Protection Act.

Endangered Species Section 6 Grants

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Any State agency that has a cooperative agreement with the Secretary of the Interior; as well as the Commonwealth of Puerto Rico; the Commonwealth of the Northern Mariana Islands; Guam; the United States Virgin Islands; and American Samoa. The purpose of the Endangered Species Section 6 Grants program is to provide Federal financial assistance to any State, through its appropriate agency, which has entered into a cooperative agreement to assist in the development of programs for the conservation of endangered and threatened species. Currently, all 50 States, D.C. and some insular territories have such an agreement. Eligible activities include all types of projects (including land acquisition) with the potential of restoring a threatened or endangered species, or the monitoring of a candidate or recovered species.

Multistate Grants

The program authorizes grants to benefit fish and wildlife conservation in at least 26 states, a majority of states in a region, or a regional association of state fish and wildlife agencies.

Grant Programs

Wildlife Restoration Act

- Restore and manage wild birds and wild mammals
- Provide for public use of and access to wild birds and wild mammals
- Provide hunter education
- Funded by hunters and recreational shooters

Sport Fish Restoration Act

- Restore and manage sport fish
- Provide for public use of and access to sport fish
- Provide aquatic education
- Funded by anglers and recreational boaters

Coastal Wetlands Planning, Protection and Restoration Act

- Acquire coastal wetlands
- Restore or enhance coastal wetland ecosystems
- Provide long-term conservation of coastal lands and waters
- Funded by Sport Fish Restoration account

Endangered Species Act (Section 6)

- Acquisition, enhancement and protection of habitat
- Recovery and conservation of species
- Surveys and research
- Funded under Section 6 of the Act through Congressional appropriation

Partnerships for Wildlife Act

- Inventory and conserve nongame species
- Provide watchable wildlife recreational and educational opportunities
- Identify and manage species and their habitats
- Funded by Congressional appropriations and State and private partners

Clean Vessel Act

- Survey needs and make plans for pumpout facilities
- Construct and maintain pumpouts and dump stations
- Educate boaters on use of facilities and impacts of overboard discharge
- Funded by Sport Fish Restoration



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Types of Projects Eligible for Funding



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Coordination: supports administrative activities of Federal Aid Program.

Strategic Plans and Comprehensive Management Systems (CMS)

- permits funding under either of two options:
 - (1) strategic plan for sport fish and/or wildlife resource management or
 - (2) CMS for all or part of a State agency's resource management
- allows for funding a grant to develop either of the two funding options above

Land Acquisition: The acquisition of real property for

- protecting or maintaining habitat conditions for fish or wildlife species;
- developing or improving habitat conditions to enhance carrying capacity;
- providing public access for the use of fish and wildlife resources; and
- constructing buildings or other structures needed by the State to meet program needs.

Motorboat Access Facilities and Activities: necessary for the purpose of accommodating sport anglers using motor boats.

- acquisition, development, renovation and improvement projects;
- multipurpose projects designed to provide benefits for sport anglers using motor boats and other compatible recreation to the extent of the prorated share of the facility cost attributable to each purpose;
- undertakings to compensate for or mitigate recreational or resource losses caused by the boating access improvement, and that are necessary to secure permits or approval of the boating facility;
- research, surveys, planning, appraisals, permits, public involvement or other preliminary requirements to evaluate, design, program, or schedule future boating access improvements are allowable as an on-going development or access planning project;
- operation and maintenance of facilities acquired or constructed with Federal Aid funds or by other funds are eligible when such facilities are necessary for carrying out an approved Federal Aid project; or
- channel improvements, vegetation clearance, navigation aids and other modifications to expedite access to open water from launching facilities.

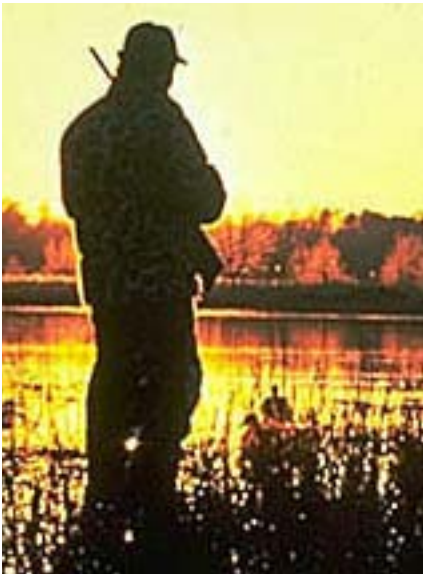
Clean Vessel Act Facilities and Activities: necessary for addressing the need for facilities enabling recreational boaters to dispose of boater sewage in an environmentally sound manner, including:

- identification of recreational boater sewage disposal needs and plans for addressing identified needs;
- construction, renovation and maintenance of pumpout facilities, and;
- education plans to increase boater awareness of related opportunities and environmental impacts.

Operations and Maintenance: Activities necessary for the functioning of a facility. For the upkeep of a facility to allow the facility to function including routine housekeeping and minor repairs as well as the supplies, materials, and tools necessary to carry out the work.



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Development Grants for

- **Population Management:** supports restoration and management of sport fish and wildlife populations through stocking or transplant efforts.
- **Habitat Management:** supports development and improvement of habitat for sport fish and wildlife populations.
- **Facilities Construction:** supports activities providing public access to or enhancing public use of wildlife or sport fish resources; and supports development of facilities for educational or administrative purposes that further Federal Aid objectives.

Research: Activities necessary for

- providing solutions to problems involving fish or wildlife resources; or
- determining factors affecting the demands or needs for fish and wildlife resources.

Surveys and Inventories: Activities necessary for

- determining the abundance, characteristics, or condition of fish or wildlife populations;
- determining the status or condition of habitats;
- determining current use or demands for fish or wildlife resources and information about the resource users; or
- monitoring environmental conditions relating to wildlife and sport fish.

Hunter and Aquatic Education

- educates hunters to develop the skills, knowledge, and attitudes necessary for responsible hunters;
- provides education or training on fishing skills and aquatic resources;
- supports construction of educational facilities; and
- supports construction of shooting ranges.

Technical Guidance: Activities necessary for

- improving environmental conditions affecting fish or wildlife resources;
- protecting and/or creating fish or wildlife habitat; or
- managing fish and wildlife populations, areas, and habitats for increased production or for public benefits from fish or wildlife resources.

Outreach and Communications (Recreational Boating and Fishing Foundation RBFF)

- improve communications with anglers, boaters, and the general public regarding angling and boating opportunities;
- reduce barriers to participation in these activities;
- advance adoption of sound fishing and boating practices;
- promote conservation and the responsible use of the Nation's aquatic resources; and
- further safety in fishing and boating.

Outreach: State efforts to increase public awareness and understanding of Federal Aid Programs, accomplishments, and the user-pay/user-benefit approach.

- The Service encourages outreach activities that provide opportunities for public use, understanding, and awareness of fish and wildlife restoration.

A. Instructions

Agencies shall use the following standard application forms when applying for Federal Aid Grants. These forms, in PDF fillable/printable format, can be found at the Federal Aid Training Program webpage at <http://www.nctc.fws.gov/fedaid/toolkit/toolkit.pdf>. At your request, the Regional Office will mail a diskette or CD with fillable forms in PDF format for your use on any personal computer and printer.

Application

SF-424 Face Sheet,

and as appropriate:

- SF-424A Budget Information (Non-Construction)
- SF-424B Standard Assurances (Non-Construction)
- SF-424C Budget Information (Construction)
- SF-424D Standard Assurances (Construction)

Financial

- SF-269 Financial Status Report
- SF-270 Request for Reimbursement

Lobbying

- SF-LLL Disclosure for Lobbying Activities

Other Assurances

- DI-2010 Department of Interior Assurances form
- National Environmental Policy Act Compliance (NEPA)
- Endangered Species Act Section 7 Compliance (ESA)
- National Historic Preservation Act Compliance (NHPA)
- Suspension and Debarment Certification
- Drug Free Environment Certification
- E.O. 11988, Floodplain Management
- E.O. 11990, Protection of Wetlands
- E.O. 12898, Federal Actions to Protect Environmental Justice in Minority Populations and Low Income Population (Environmental Justice)
- American with Disabilities Act (ADA)

and the following U.S. Fish and Wildlife Service forms as applicable:

- 3-1552 Grant Agreement (OMB Approval 1018-0049)
- 3-1591 Amendment to Grant Agreement (OMB Approval 1018-0049)

Complete the SF-424 face sheet and the appropriate parts A or C and SF-424B assurances for nonconstruction projects or SF-424D assurances for construction projects.

A Grant Agreement (3-1552) form is required for all grants. Complete and have it signed by an Agency Official authorized to do so and include it with all grant proposal submissions. An Amendment to Grant Agreement (3-1591) is only required when changes in grant cost, period, or scope of work must be made.

In-kind match is an agency or third party noncash contribution such as volunteer services, land, equipment, supplies, etc. There are specific requirements to document the value of this on the SF-424, in budget/cost information, and in performance reports. See 43 CFR 12.64 for specific guidance on in-kind match, (especially how to calculate the value of volunteer services used as in-kind). There are also specific requirements in 43 CFR 12.64 for time accounting and documentation of volunteer time.





Budgets

A preapplication shall be used for all construction, land acquisition and land development projects or programs when the need for Federal funding exceeds \$100,000, unless the Federal agency determines that a preapplication is not needed. A preapplication is used to:

- Establish communication between the agency and the applicant,
- Determine the applicant's eligibility,
- Determine how well the project can compete with similar projects from others, and
- Discourage any proposals that have little or no chance for Federal funding before applicants incur significant costs in preparing detailed applications.

Applicants shall use the appropriate Budget Information and Standard Assurances on the SF-424 for either construction or non-construction projects. They shall use the construction version when the major purpose of the project or program is construction, land acquisition or land development.

Budgets shall provide an estimated total by project objective and should match the objectives described in the proposal (see instructions for proposals below). Total grant costs are entered on the Grant Agreement 3-1552 or the Amendment to Grant Agreement 3-1591, the obligating documents.

Attach a schedule listing projects and dollar amounts within a grant. The total from the schedule should match the total on the Grant Agreement or Amendment to Grant Agreement.

Example:

(Name of Grant) Grant XX FY-XX Grant Number XX
 Start Date _____ End Date _____

Project	Estimated Cost	
A O&M	WR	600,000
B Habitat Improvement	SFR	250,000
C Construction	BA	<u>20,000</u>
TOTAL		870,000

(this total goes to Grant Agreement or Amendment)

WR = Wildlife Restoration
 SFR = Sport Fish Restoration
 BA = Boating Access

Grant Proposals

Applicants should include a project statement for each separate project under a grant proposal. The project statement should include:

- **Objectives and need for assistance.** Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for the assistance and state the principal and any subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included, footnoted, or referenced.
- **Results or benefits expected.** Identify costs and benefits to be derived. For example, show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public. For all projects list benefits and to whom or what resource, and quantify them in a standard measure such as dollars, acres, miles, etc.



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■ **Approach.** Outline a plan of action pertaining to the scope and details regarding how the proposed work will be accomplished. Cite factors which might accelerate or decelerate the work and reasons for taking this approach as opposed to others. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements. Provide for each project quantitative projections of the accomplishments to be achieved and target dates for completion. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and target expected completion dates. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project. Explain the methodology that will be used to determine if the needs identified are being met and if the results and benefits identified are being achieved. List each organization, cooperator, consultant, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

■ **Geographic location.** Give a precise location of the project and area to be served by the proposed project. Maps or other graphic aids may be attached. Add latitude and longitude where possible; this is desired for all site specific development, such as boating access, construction, or land acquisition projects.

■ If applicable, provide the following information:

(1) For research and demonstration assistance requests list the name, training and background for key personnel engaged in the project.

(2) Describe the relationship between this project and other work planned, anticipated, or underway under Federal assistance.

(3) Explain the reason for all requests for supplemental assistance and justify the need for additional funding. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify.

(4) For other requests for changes, or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded or if the individual budget items have changes more than the prescribed limits, explain and justify the change and its effect on the project.

■ For the following types of programs, the Regional Office may request the following additional information:

(1) **Federal Aid in Wildlife Restoration:** For Hunter Education grants, If the work includes the construction of training facilities such as ranges, provide a description of each facility by type, capacity, and cost.

(2) **Boating Infrastructure Projects:** How this project benefits the public and how is that benefit measured. Proposals will need to respond to the ranking criteria in §50 CFR 86.60.

(3) **Partnerships for Wildlife Projects:** Describe the partnership involved in this project and what the relative contribution to the partnership is.



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(4) **All land acquisition projects, regardless of program, must include:** In "Approach," describe the present ownership and habitat type of the real property to be acquired, and how the area will be managed. Include a listing of the lands, estimated costs, and the legal rights to be acquired (i.e., fee title, easements, or other long-term acquisition.) Also provide:

- (a) a legal description of the real property to be acquired;
- (b) an Appraisal prepared by a State-certified appraiser;
- (c) a Review Appraisal prepared by a State-certified appraiser;
- (d) a Purchase Option or Agreement; and
- (e) a Statement of Just Compensation.

■ **Section 6 of the Endangered Species Act:** Prerequisites for participation in grants under Sec. 6 are that the State establishes and maintains an adequate and active program for the conservation of endangered and threatened species [50 CFR 81.2], and has entered into a Cooperative Agreement with the Secretary of the Interior [50 CFR 81.3] which must be reconfirmed annually. Federal payments shall not exceed 75 percent of the program costs, except when two or more states have a common interest in one or more endangered or threatened species and may enter jointly into an agreement with the Secretary, thereby increasing the Federal share to 90% [50 CFR 81.8].

■ **Surveys and Inventory:** Ongoing grants must be reviewed every six years and address each of the following factors.

(1) **Adequacy:** Are the data answering the decision-makers' questions? The review should evaluate whether the data acquired from the survey are actually meeting the stated purpose. Analysis of trend data will identify whether data being collected are sufficient in answering the agency's management questions or whether data gaps exist. Timeliness of data collection, analysis and availability is important.

(2) **Necessity:** Are the data used by decision makers? In determining the necessity of a particular survey, consideration should be given to what data are actually being collected and their use in management decisions. Survey utility should be considered in the context of the agency's data needs, given necessary prioritization and allocation of staff and monetary resources.

(3) **Reliability:** Are the decision makers confident in the data? Survey design should be based on sound science and key results should be statistically reliable. A review of the literature will show whether the methodology is still current or if there are other state-of-the-art techniques that might prove more suitable. Validity of the survey approach and whether assumptions are met should be considered as well as whether sample sizes are sufficient to achieve desired levels of precision.

(4) **Efficiency:** Are the data being collected in a cost efficient manner? Data collection is costly, both in staff time and dollars expended. The cost of data collection and analysis should be assessed relative to applicability and use of the data by decision makers.





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- **Habitat Management:** In “Approach,” include the number of acres/hectares to be created or improved and the methods or techniques to be employed. If the work proposed involves the construction, enlargement, or rehabilitation of dams subject to Federal design requirements, provide evidence that an engineer qualified in the design and construction of dams has reviewed the design and specifications. For construction costing more than \$100,000, include written assurance that a qualified engineer will approve engineering plans and specifications, approve the feasibility determination, supervise the construction, and furnish a report of final inspection.
- **Facilities Construction:** In “Approach,” provide a description of the capacity, type of construction, etc. of facilities. If specifically requested, include plans and specifications. If applicable, describe third party arrangements for operation and/or maintenance of the facility, including how revenue from any user fees will be handled. For construction costing more than \$100,000, include written assurance that a qualified engineer will approve engineering plans and specifications, approve the feasibility determination, supervise the construction, and furnish a report of final inspection.
- **Research:** In “Need,” include a brief discussion of the literature review relative to the problem. In “Approach,” describe how the research will be carried out, including the method(s) to be employed and the schedule to be followed. If the work (or major portion of the work) will be performed under an agreement with a third party, such as a university, identify the performer. Also include the name of the principal investigator.
- **All projects** must meet all applicable NEPA, Endangered Species Act (Section 7), National Historic Preservation Act, and other compliance requirements. Information will be collected as mandated under those and other Acts to satisfy compliance requirements. (This burden is included in the 80 hour estimate per application.)



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Sportfish and Wildlife Grant Compliance Issue Matrix

The ■ indicate compliance issues that may need to be considered when planning a specific type of grant.

Compliance Issue	NEPA	NHPA	ESA	E.O. 11990	E.O. 11988	FPPA	ADA	COE Permits	Exotic Animals	AWA	Invasive Species	Environmental Justice	Coastal Zone	Coastal Barriers	META
Grant Type															
Coordination	■						■								
Strategic Plans and Comprehensive Management Systems	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Land Acquisition	■	■	■	■	■	■	■	■			■	■	■	■	■
Operation and Maintenance	■	■	■	■	■	■	■	■			■	■	■		■
Fish and Wildlife Population Management	■		■						■	■	■	■			■
Habitat Management	■	■	■	■	■	■	■	■	■		■	■		■	■
Facilities Construction	■	■	■	■	■	■	■	■				■	■	■	■
Research	■		■						■	■		■			■
Surveys and Inventories	■		■							■		■			■
Hunter and Aquatic Education	■	■	■				■					■			
Technical Guidance	■											■			
Motorboat Access Facilities	■	■	■	■	■	■	■	■				■	■	■	■
Clean Vessel Act Facilities	■	■	■	■	■	■	■	■				■	■	■	■
Boating Infrastructure	■	■	■	■	■	■	■	■				■	■	■	■
Outreach and Communication	■					■						■			■

NEPA National Environmental Protection Act
 NHPA National Historic Preservation Act
 ESA Endangered Species Act
 E.O. Executive Order
 META Migratory Bird Treaty Act
 FPPA Federal Plant Pest Act
 ADA American Disabilities Act
 COE Corps of Engineers
 AWA Animal Welfare Act

Financial and Accomplishment Reporting

Accomplishment and Performance

Accomplishment and Performance reports shall compare the proposed work, approved as part of the Grant Agreement, with the actual work accomplished. Any deviation, including, but not limited to, cost, time, quality, or quantity shall be reported.

Financial Reports

Grantees shall use the SF-269 series documents provided by our Regional Offices, on diskette or CD, or on our website.

Payment

How do grantees get paid? Payments are made only to grantee officials authorized to enter into grant agreements and request funds. Payments to grantees are made for the Federal share of allowable costs incurred by the grantee in accomplishing approved grants. All payments are subject to final determination of allowability based on audit. Requests for payments by check are submitted on Standard Form SF-270, Request for Reimbursement. Grantees must submit a SF-270 and supporting documentation to the FWS Project Leader, who will review, approve, and forward to USFWS Finance for processing the payment.

NOTE: Grantees will be told at the time the grant is issued if they are a regular or special grantee.

a. For regular grants, payments within 24 hours by Electronic Fund Transfer (EFT) from the grantor are accomplished by completing a SF-1199A Direct Deposit Sign Up Form and forwarding it to Health and Human Services (address at FWS Regional Offices) for authorization in the payment management system SMARTLINK. Requests for payment are submitted by grantee directly to SMARTLINK. Payment is monitored/authorized by the FWS Regional Office.

b. For special grants, payments within 24 hours by Electronic Fund Transfer (EFT) from the grantor are accomplished by completing a SF-1199A Direct Deposit Sign Up Form and forwarding it to Health and Human Services (address at FWS Regional Offices) for authorization in the payment management system SMARTLINK. Funds are then requested by submitting through FAX or E-mail an invoice/request for review and approval by the FWS project leader. After approval is received, the grantee may request funds electronically through SMARTLINK.



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The U.S. Fish and Wildlife Service, Division of Federal Aid, awards grants to successful applicants from States and certain other entities to benefit fish and wildlife resources. Applications may be mailed to the following addresses for review by the Regional Office serving your need.

Region 1 AS-CA-GU-HI-ID-NV-OR-MP-WA	U.S. Fish and Wildlife Service 911 NE 11th Avenue Portland, OR 97232-4181	Comm: 503/231 6128 FAX: 503/231 6996
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Region 2 AZ-NM-OK-TX	U.S. Fish and Wildlife Service P. O. Box 1306 Albuquerque, NM 87103-1306 -OR- 625 Silver SW, Suite 325 Albuquerque, NM 87102	Comm: 505/248 7450 FAX: 505/248 7471
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Region 3 IA-IL-IN-MI-MN-MO-OH-WI	U.S. Fish and Wildlife Service 1 Federal Drive Ft. Snelling, MN 55111-4056	Comm: 612/713 5130 FAX: 612/713 5290
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Region 4 AL-AR-FL-GA-KY- LA-MS-NC- PR-SC-TN-VI	U.S. Fish and Wildlife Service 1875 Century Blvd., Suite 324 Atlanta, GA 30345	Comm: 404/679 4159 FAX: 404/679 4160
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Region 5 CT-DC-DE-MA-MD-ME-NH-NJ- NY-RI-VA-VT-WV-PA	U.S. Fish and Wildlife Service 300 Westgate Center Drive Hadley, MA 01035-9589	Comm: 413/253 8508 FAX: 413/253 8487
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Region 6 CO-KS-MT-ND-NE-SD-UT-WY	U.S. Fish and Wildlife Service P. O. Box 25486 Denver Federal Center Denver, CO 80225 -OR- Lake Plaza North Bldg. 134 Union Blvd., 4th Floor Lakewood, CO 80228	Comm: 303/236 7392 FAX: 303/236 8192
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Region 7 AK	U.S. Fish and Wildlife Service 1011 East Tudor Road Anchorage, AK 99503	Comm: 907/786 3435 FAX: 907/786 3575
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Washington, D.C. National Issues and Program Coordination	U.S. Fish and Wildlife Service 4401 N. Fairfax Drive Suite 140 Arlington, VA 22203	Comm: 703/358 2156 FAX: 703/358 1837
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**U.S. Department of the Interior
U.S. Fish and Wildlife Service
1849 C Street, NW
Washington, DC 20240**

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