



# USFWS Small Grants Process

## Applicant Binder Instructions for Organizations

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**THIS BINDER MUST BE DOWNLOADED, OPENED, AND COMPLETED USING ADOBE.**

This PDF binder contains two documents that must be completed as part of the USFWS Small Grants application process. After downloading this PDF file, you will be able to open, complete, and save both documents directly to this PDF binder.

- A. Application for Federal Assistance, SF-424
- B. Small Grants Process Application

Both documents must be signed by either a digital signature using Adobe or by printing, signing, and scanning the documents.

Applicants needing to register in either SAM.gov or ASAP.gov can send a request for assistance to [fwhqfasupport@fws.gov](mailto:fwhqfasupport@fws.gov).

Please complete and return this PDF binder to the FWS Project Officer you are working with.

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. UEI:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:



## USFWS Small Grant Process

### **Submission Instructions:**

The complete project proposal must be submitted to the USFWS Program Officer associated with your application.

### **Before submitting an application, please review the following requirements:**

**Obtain Unique Entity Identifier (UEI):** A UEI is a unique, 12-character alphanumeric ID assigned by the System for Award Management (SAM.gov) that allows the applicant to do business with the Federal government. An applicant can begin the process of obtaining a new UEI by following the instructions provided here: <https://sam.gov/content/entity-registration>.

**Register in SAM.gov:** All applicants other than individuals, must be registered in SAM.gov before submitting a formal application for Federal funding to a Federal awarding agency. Applicants must maintain an active registration by annually updating information with SAM.gov. If your SAM.gov registration expires, the USFWS will be unable to approve financial amendments to your grant until your registration is reactivated. New applicants can find further information on registering in SAM.gov here: <https://sam.gov/content/entity-registration>.

**Enroll in ASAP:** Applicants who receive a USFWS grant will be required to enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) to receive payments under their grant. Applicants that have not previously registered with ASAP should contact the USFWS Project Officer to obtain the ASAP Enrollment Form. This form must be completed and submitted with your application package if applicable. Applicants with projects approved for funding will be initiated for enrollment in the ASAP system with further instructions provided by Treasury on completing the enrollment process. Please note, any recipient of federal funding may only draw down funding from ASAP on an as needed basis. Payments must minimize the time between requesting funds and your subsequent disbursement of those funds to pay for allowable costs on a reimbursable basis.

Assistance is available to all applicants needing to register with SAM.gov and/or enroll in ASAP by emailing [fwfqfasupport@fws.gov](mailto:fwfqfasupport@fws.gov).

### **Small Grant Application and Project Details:**

Applicant Name:
Opportunity Number:
Descriptive Project Title:
USFWS Grant Program:

### **Project Abstract Summary/Public Description:**

The Project Abstract is a concise (*4,000 characters or less*) summary of a grant project. The summary typically describes the mission and goals of the project, the population it will serve, and what impact it may have on the community.

**NOTE:** In accordance with OMB Memorandum M-22-02, DOI recommends use of the listed minimum OMB project description elements within the GS Project Abstract Summary. Reference core elements below:

- Should avoid acronyms or Federal or agency-specific terminology, and
- Include a plain language description Award purpose, and
- Activities to be performed,
- Deliverables and Expected Outcomes, and
- Intended beneficiary(ies) as well as
- Subrecipient activities if known or specified at the time of award

**Project Narrative Critical Elements:**

**Need** – This section identifies an eligible issue, problem, or opportunity that must be addressed in order to ensure the conservation of fish, wildlife, or habitat.

- Explain why the project is necessary for funding under the respective grant program and how completion of the project helps to fulfill the purpose for which the program was established by Congress.
- Provide a brief summary of any data or evidence to support the need statement (i.e., fish/wildlife/habitat surveys, population metrics, angler/hunter/wildlife watcher surveys) and why the proposed project is necessary for funding.
- Articulate the null alternative (the consequence of not funding and completing the project).

**Objective(s)**

- State the outcome(s) of the proposed project in terms, to the best of your ability, that are specific and quantifiable.
- The stated outcome(s) should be specific to what will be achieved by the end of the proposed project (not the outcomes that happen 2, 5, or 10-years later).
- The proposed project may have one or more objectives.

**Approach**

- Describe the methods and activities that will be funded and implemented to achieve each of the stated objectives of the proposed project.
- The approach section should clearly articulate the full scope of the proposed project to include:
  - Who will be involved in completing the various aspects of the project. Please include information about potential or identified contractors or subrecipients will be involved in the project.
  - Where will the project be completed. Please describe all project areas.
  - When will the project be completed.
  - How will the project be completed. Please describe all activities (from start to finish) to include earth moving activities, equipment utilized, sampling methods.
- The approach section must be written to include a level of detail so that USFWS staff are fully aware of and understand the proposed project. This is important for USFWS staff to review and document the proposed project activities are compliant with various Federal statutes such as the National Environmental Policy Act, Endangered Species Act, and National Historic Preservation Act.



**Timeline**

- State the desired time period during which work on the proposed project will begin and end. Include timeline of when significant project events or milestones are anticipated.

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**Project Budget:**

Enter dollar amounts needed in each category to complete award activities.

<b>Expenses</b>	<b>Project Costs</b>
Personnel	
Fringe ( __%)	
Travel	
Supplies	
Equipment	
Contractual (Total)	
Other (Specify)	
<i>Subtotal</i>	
Total Direct Costs	
Indirect Costs*( __% MTDC)	
<b>Total Expenses</b>	

**Budget Narrative:**

Explain all requested budget items/costs in the Budget Narrative. Demonstrate a clear connection between costs and the proposed project activities. Describe how cost estimates for your project were determined.

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost, which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000. If requesting equipment costs, the applicant must provide a statement explaining the nature and purpose of the equipment to be purchased along with a per unit cost.

**Indirect Cost Rate:** Applicants must indicate how they will charge indirect costs, including the rate to be applied. *Individuals applying for grant funding are ineligible to receive reimbursement for indirect costs and must not include them in the proposed budget.*

- De Minimis Rate: If eligible, state if your organization is opting to use the de minimis rate of up to 15% of total modified direct costs. Entities that do not have a current Federal negotiated indirect cost rate (including provisional rate) may propose to use the de minimis rate. For more information, refer to 2 CFR 200.414(f).
- Negotiated Rate: State if you will negotiate with your cognizant agency. If your organization has previously negotiated a rate, attach a copy of the most recently negotiated rate agreement (active or expired).

**Required Statements:**

**Overlap or Duplication of Effort Statement:**

Applicants must state in their application if the activities, costs, or time commitment of key personnel proposed in this application overlap with those in any other Federal proposal or award or not. If no overlap exists, include a statement to that effect. If any overlap exists, provide:

- Activities: Description any overlapping activities.
- Costs: Description of any overlapping costs.
- Time: Description of any overlapping key personnel time.
- A copy of any overlapping or duplicative proposal submitted to any other potential funding entity.
- Details on when any overlapping proposal was submitted, to whom, and the expected date of the funding decision.

**Pre-award Costs:**

To qualify for pre-award cost reimbursement, an applicant must demonstrate in the application that the pre-award activities are necessary and reasonable for accomplishing the overall program objectives and would have been approved had they occurred within the project period. Applicants should include in the Required Statements section of the application a statement on whether or not pre-award costs are requested. Should a recipient request pre-award costs, a detailed explanation of why pre-award costs are necessary must be included.

**Applicant Contact Information:**

**Principal Investigator**

Name:  
Title:  
Phone:  
Email:

**Authorized Representative**

Name:  
Title:  
Phone:  
Email:

**USFWS Contact Information:**

**Program Officer**

Name:  
Title:  
Phone:  
Email:

By signing this application, I certify that I am authorized so apply for federal financial assistance on behalf of this organization. I also certify that all statements contained in this application are true, complete and accurate to the best of my knowledge.

Signature of Authorized Representative: \_\_\_\_\_