



United States Department of the Interior



FISH AND WILDLIFE SERVICE
300 Westgate Center Drive
Hadley, MA 01035

In Reply Refer To:
FWS/R5/FR

John Wright, Coordinator Eastern Partnership Office
National Fish and Wildlife Foundation
1133 15th Street NW, Suite 1100
Washington, DC 20005
DUNS: 175172527

Subject: Notice of Cooperative Agreement Award #14AS0012

Dear Mr. Wright:

Your organization's application for Federal financial assistance titled "Eastern Brook Trout Joint Venture Coordination and Operations FY14" submitted to the U.S. Fish and Wildlife Service (Service)'s CFDA Program 15.608 is approved. This award is made under the authority of: Fish and Wildlife Act of 1956, 16 U.S.C. 742a – 742j. For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number. This award is made based on Service approval of your organization's proposal signed on December 30, 2013, hereby incorporated by reference into this award. Funds under this award are to be used to further refine the strategic goals and priorities of the Eastern Brook Trout Joint Venture. Funds under this award are to be used as follows:

National Fish and Wildlife Foundation (NFWF) shall: (A) Establish a list of catchments where anthropogenic fish passage barriers and poor management of riparian and in-stream habitat are identified as the primary threat to conservation of wild brook trout; (B) Collaborate with the Chesapeake Bay Program to establish a pilot program that further tests a wild brook trout monitoring framework that uses patch based metrics in conjunction with a sampling design that combines fixed annual sentinel patches and a rotating panel design for other patches; (C) Advance an integrated education and outreach campaign that raises awareness about the plight of wild brook trout among anglers and outdoor / environmental reporters by developing a state of the species report and a public dashboard that measures the impact of implementing each of the partnership's priority conservation actions; (D) Collaborate with partners to complete the catchment scale assessment of brook trout across the range of the partnership; and (E) Convene at least one all partners meeting per year to further the goals of the partnership. The total cost of this project is \$90,000. Estimated Service FY14 contribution to this project is \$90,000.

USFWS staff will: (A) Provide \$90,000 to NFWF to complete the project; (B) Participate and collaborate jointly with the recipient partner in carrying out the scope of work; (C) Assist EBTJV with its annual project solicitation and ranking process; (D) Enter all EBTJV projects, activities and accomplishments in the fisheries FIS database; (E) Participate in outreach activities to further the goals

of the Eastern Brook Trout Joint Venture; (F) Assist with the maintenance and updating of the EBTJV website and content management system; and (G) Assist with the organization and implementation of the next all partners meeting at the National Conservation Training Center.

The project period of this award begins on the signature date on this letter through December 31, 2015. Only allowable costs resulting from obligations incurred during the project period may be charged to this award. All obligations incurred under the award must be liquidated no later than 90 calendar days after the end of the project period. You must submit a written request to the Service Project Officer identified in the Project Contacts section below before the end of the stated project period if you need more time to liquidate all obligations.

This award is funded as follows:

	<u>Service</u>	<u>Recipient</u>
This obligation:	\$90,000.00	\$0.00
Award Total:	\$90,000.00	\$0.00

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

Terms of Acceptance:

Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service. Awards are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are listed by recipient type in the **Service Financial Assistance Award Terms and Conditions** posted on the Internet at <http://www.fws.gov/grants/> (attached).

Special Conditions and Provisions:

The outreach materials produced under this award must include the following statement acknowledging support from the U.S. Fish and Wildlife Service.

All of these materials must also include the U.S. Fish and Wildlife Service symbol. A print-ready symbol is available electronically upon request from the Service Project Officer.

Funding under this award will be used to produce a state of the species report. Your organization is required to send one copy of the final published document (s) to:

U.S. Department of the Interior
Natural Resource Library
Division of Information and Library Services-Gifts and Exchanges Section
1849 C Street NW

Washington, D.C. 20240

The copy can be a paper copy or saved to a compact disc. Do not send by regular U.S. Postal Service! Send all publications using your preferred courier mail service (e.g., FedEx, UPS and DHL). Expedited delivery is not required. Please include a cover letter that identifies you/your organization and states: “This publication is intended for deposit in the Natural Resource Library. This report was produced under U.S. Fish and Wildlife Service Award Number [insert Award Number]”. Do not send financial or performance reports to this address. See the Reporting Requirements section below for where to send financial and performance reports.

Please include a cover letter that identifies you/your organization and states: “This publication is intended for deposit in the NTIS. This publication was produced under U.S. Fish and Wildlife Service Award Number [insert Award Number]”. Do not send financial or performance reports to this address. See the Reporting Requirements section below for where to send financial and performance reports.

It is a national policy to place a fair share of purchases with minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal: (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable; (2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises; (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises; (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually; and (5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

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

Financial and Performance Reporting Requirements:

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

Report:	Report Period:	Report Due Date:
Interim financial & performance	Date of Signature -6/30/2015	9/28/2015

Final financial & performance	Date of Signature – 12/31/2015	3/31/2016
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Recipients must use the Standard Form (SF) 425, *Federal Financial Report* form for all financial reporting. This form is available at http://www.whitehouse.gov/omb/grants_forms/.

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. Please include the Service award number provided in the subject line of this letter on all reports.

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

Significant Developments Reports:

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

All reports must be sent to the Service Project Officer.

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

Project Period Extensions:

If additional time is needed to complete the approved project, you must send written notice to the Service Project Officer. This notice must be received by the Service Project Officer at least 90 calendar days before the authorized project period end date, and must include supporting reasons and revised end date. Extensions for time cannot be authorized for the purpose of spending an unused balance of funds that remains after the approved project activities have been completed.

Project Contacts:

The Service Project Officer for this award is:	The Recipient Project Officer for this award is:
Callie McMunigal 400 E Main Street White Sulphur Springs, WV 24986 304-536-1361 x151 Callie_McMunigal@fws.gov	John Wright 1133 15 th Street NW, Suite 1100 Washington, DC 20005 202-595-2478 John.Wright@nfwf.org

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

Sincerely,

Janice N. Rowan, Grant Specialist

Date