U.S. Fish and Wildlife Service

National Fish Habitat Partnership Program (NFHP)

Application & Award Requirements

October 2021

The U.S. Fish and Wildlife Service (USFWS) will issue awards selected for funding under this program. Prior to award, entities selected for funding must complete all requirements and submit all documentation to the USFWS as described in this document.

# Paperwork Reduction Act Statement

## OMB Control Number: 1018-0100, Expiration Date: 7/31/2021

We are collecting this information in accordance with this program’s authorizing legislation. Your response is required to obtain or retain a benefit. The information you provide will be used as the basis for award and to evaluate performance. We may not conduct or sponsor, and you are not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. We estimate that it will take you on average about 40 hours to complete an initial application, about 3 hours to revise the terms of an award, and about 8 hours per report to prepare and submit financial and performance reports, including time to maintain records and gather information. Actual time for these activities will vary depending on program-specific requirements. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, USFWS, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

# Program Authority

Awards under this program are made under the authority of the America's Conservation Enhancement Act—National Fish Habitat Conservation Through Partnerships ([Pub. L. 116-188 [S. 3051], 134 Stat. 924-938](https://www.congress.gov/116/plaws/publ188/PLAW-116publ188.pdf)).

Awards are made under the Assistance Listing Number and Title [15.608, “Fish and Wildlife Management Assistance”](https://sam.gov/fal/b91c80ff49584d2c8a4ec459e0b4de4f/view).

# System for Award Management Registration and Unique Entity Identifier Requirements

Entities selected for funding under this program must register in the [System for Award Management](https://sam.gov/content/home) (SAM.gov) to do business with the federal government as a financial assistance recipient, which includes completion of the SAM.gov “Financial Assistance General Certifications and Representations”. Once registered in SAM.gov, recipients must maintain an active registration by renewing their registration at least annually through the life of their Federal award(s). The USFWS is prohibited from making an award until the anticipated recipient’s required SAM.gov registration is complete. Entities already registered in SAM.gov should review their registration to confirm they are registered as a financial assistance recipient, which includes completion of the SAM.gov “Financial Assistance General Certifications and Representations”.

Before registering in [SAM.gov](https://sam.gov/content/home), all entities must obtain a unique entity identifier (UEI). Through April of 2022, UEIs are issued as Data Universal Numbering System (DUNS) numbers by Dun & Bradstreet (D&B). Requesting a DUNS number takes about 10 minutes. Receiving a DUNS number takes 1-2 business days when using the [D&B web form](https://fedgov.dnb.com/webform/pages/CCRSearch.jsp). For more information, see the [SAM.gov Entity Registration](https://sam.gov/content/entity-registration) web page.

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will request a Unique Entity Identifier in [SAM.gov](https://sam.gov/content/home). For more information on this transition, see the U.S. General Service Administration’s [UEI Transition Update](https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update) web page. If seeking a UEI after April 2022, refer to the [SAM.gov website](https://sam.gov/content/home) for current instructions.

Please note there is no cost to obtain a UEI or register in SAM.gov. While there are third-party vendors who will charge a fee for assisting you with meeting these requirements, please be aware that you can obtain a DUNS number from [D&B](https://fedgov.dnb.com/webform/pages/CCRSearch.jsp) and register in [SAM.gov](https://sam.gov/content/home) for free. Help is also available for free from the system Help Desk. We recommend using the links in this document to access and bookmark the [D&B web form](https://fedgov.dnb.com/webform/pages/CCRSearch.jsp) and the [SAM.gov website](https://sam.gov/content/home). Using a web browser keyword search to find these sites may lead you to an unofficial third-party website made to look like the official site.

The only exception to the SAM.gov registration and UEI requirements is for individuals receiving funds as an individual unrelated to any business or organization they may own, operate, or work within.

# Grants Management System Registration Requirement

The USFWS uses [GrantSolutions](https://home.grantsolutions.gov/home/) to manage our financial assistance program. Applicants selected for funding under this program must register in and conduct award business with the USFWS in GrantSolutions. To complete the application process and receive an award, your organization and organization officials must be established in GrantSolutions.

To register your organization in GrantSolutions, send an email to help@grantsolutions.gov with the following information:

Subject: New Organization Request

* Organization name
* Point of contact first and last name, email, and phone number
* Organization type
* EUI (through April of 2022, provide your DUNS number)
* Organization EIN
* Address

Organizational details should match those in the organization’s SAM.gov registration. To establish organization official accounts and user role(s), complete a [Recipient User Account Request Form](https://www.grantsolutions.gov/home/getting-started-request-a-user-account/) for each official and email it to help@grantsolutions.gov. At a minimum, registered organizations must assign the “Authorizing Official” and the “Principal Investigator/Program Director” roles. Use the following role matrix to determine the appropriate role(s) to assign to organization officials.

**Table: Recipient GrantSolution (GS) Role to Task Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Authorizing Official (ADO) | Principal Investigator, Program Director (PI/PD) | Support Specialist (GSS) | Financial Officer (FO) | Financial Support Staff (FSS) |
| Enter Applications, Amendments, ReportsView Awards, View and Create Notes | X | X | X | X | X |
| Submit Applications, Amendments | X | X |  |  |  |
| Submit Reports | X | X |  | X |  |

For more information, see the [GrantSolutions Recipient Training and FAQs](https://home.grantsolutions.gov/home/grant-recipient-support-and-reference/) web page. For GrantSolutions registration, submission, and other assistance contact their Customer Support by telephone at 1-866-577-0771 or by email at help@grantsolutions.gov.

# Grants Payment System Registration Requirement

Domestic recipients are required to register in and receive payment through the U.S. Treasury’s Automated Standard Application for Payments (ASAP) system. Entities selected for funding under this program must be registered to receive payments from the USFWS in the ASAP system. The USFWS cannot obligate award funds until this registration is complete. For ASAP registration instructions, see the USFWS [ASAP Payments Wiki](https://fawiki.fws.gov/display/ASAP/ASAP%2BPayments).

# Intergovernmental Review

For U.S. state and local government applicants, a state intergovernmental review may be required prior to submission per [Executive Order 12372](https://www.govinfo.gov/content/pkg/FR-1982-07-16/pdf/FR-1982-07-16.pdf). To determine if this review is required, state and local government applicants must contact their State’s Single Point of Contact (SPOC). The SPOC list is available on the [OMB Office of Financial Management’s web page](https://www.whitehouse.gov/omb/office-federal-financial-management/).

# Application Requirements

The USFWS will issue awards to the applicants selected for funding under this program. To receive an award, applicants selected for funding must submit a complete application package to the USFWS in GrantSolutions. Once selected projects are approved by the NFHP Board and Secretary of the Interior, applicants selected for funding will be sent additional instructions, a GrantSolutions Directed Announcement identification number where all application documentation must be submitted, and a submission deadline.

Application packages submitted to the USFWS in GrantSolutions must reflect the applicant’s final, approved project scope and budget and include the following standard forms, documentation, and statements, as described below. The GrantSolutions Directed Announcement will provide all required standard forms unless otherwise indicated below. Submission in GrantSolutions of the standard forms requiring signature is the equivalent of a wet or digital signature.

## SF-424, Application for Federal Assistance form

All applicants must submit the Standard Form (SF)-424, Application for Federal Assistance. The form must be complete and signed by an Authorized Representative. The Authorized Representative’s signature on this form represents their certification to the USFWS that the entity’s financial management system meets [Title 2 of the Code of Federal Regulations (2 CFR) §200.302](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.302) financial management requirements. The non-Federal entity’s financial management system must be sufficient to:

1. Permit the preparation of required reports
2. Trace funds to a level of expenditures adequate to establish that the entity has used such funds per Federal statutes, regulations, and terms and conditions of the Federal award
3. Provide for the requirements in [2 CFR §200.302(b)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#p-200.302(b)), and
4. Comply with the records retention and access requirements in [2 CFR §§200.334-337](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subject-group-ECFR4acc10e7e3b676f).

Applicants requesting more than $100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](https://www.ecfr.gov/current/title-43/subtitle-A/part-18#Appendix-A-to-Part-18). If this application requests more than $100,000 in Federal funds, the Authorized Official’s signature on the SF-424, Application for Federal Assistance form also represents the entity’s certification of the statements in 43 CFR Part 18, Appendix A.

When completing the SF-424 Application form, enter only the amount requested from this Federal program in Box 18a, Estimated Federal Funding. Include any other Federal sources of funding in Box 18e. Estimated Other Funding and identify any such sources and amounts in the required [Budget Narrative](#_Budget_Narrative).

## SF 424D, Assurances for Construction Programs form

For construction projects, applicants must submit as signed and dated SF- 424D, “Assurances for Construction Programs” form.

## SF-424A, Budget Information for Non-Construction Programs form

For non-construction projects, applicants must complete and submit the SF-424A, “Budget Information for Non-Construction Programs” form. Federal award recipients and subrecipients are subject to [Federal award cost principles in 2 CFR 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subpart-E). Show funds requested from this Federal program separately from any other Federal sources of funding. In “Section A - Budget Summary”, enter the funding requested from this Federal program in the first row. Enter funding requested or received from any other Federal program(s) for this project in subsequent row(s). Enter each Federal program’s Assistance Listing Number in the corresponding fields on the form. For this program’s Assistance Listing Number, see the [Program Authority](#_Program_Authority) section of this document.

## SF-424C, Budget Information for Construction Programs form

For construction projects, applicants must complete and submit the SF-424C “Budget Information for Construction Programs”. Show funds requested from this Federal program separately from any other Federal sources of funding.

## SF-429, Request to Acquire, Improve, or Furnish Real Property forms

For projects that include acquisition of real property, applicants must complete and submit the SF-429, “Real Property Status Report (Cover Page)” and the SF-429-B, “Real Property Status Report Attachment B (Request to Acquire, Improve, or Furnish)” forms. These forms are required when real property will be acquired under the award with Federal funds, with recipient cost share or matching funds, or as a third-party in-kind contribution. The SF-429 forms will not be available in GrantSolutions. Applicants must download the forms from the Grants.gov Post-Award Reporting Forms web page and then compete and submit them as attachments to the application in GrantSolutions.

## Project Narrative

Applicants must upload their final approved project narrative in GrantSolutions. Project narratives must provide enough information to support completion of required environmental compliance reviews.

## Budget Narrative

Applicants must provide a budget narrative that describes and justifies requested budget items and costs. Describe any [items of costs that require prior approval](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.407) under the [Federal award cost principles](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subpart-E), including any subawarding, transferring, or contracting out work anticipated under the award. Describe how the SF-424 Budget form “Object Class Category” totals were determined. If equipment previously purchased with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any third-party cash or in-kind contributions that a partner or other entity will contribute to the project. For in-kind contributions, identify the source, the amount, and the valuation methodology used to determine the total value. See [2 CFR §200.306](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.306) for more information.

## Indirect Costs Information and Statement

Individuals applying for and receiving funds separate from a business or non-profit organization they may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, you must not include any indirect costs in your proposed budget.

For all other entities, the Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the Office of Management and Budget. If the Department of the Interior is your organization’s cognizant agency, the Interior Business Center (IBC) will negotiate your indirect cost rate. Contact the IBC by phone 916-930-3803 or using the [IBC Email Submission](https://ibc.doi.gov/ICS/contact-us) [Form](https://ibc.doi.gov/ICS/contact-us). See the [IBC website](https://ibc.doi.gov/ICS/icrna) for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved indirect cost rate during the award renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients may not shift unallowable indirect costs under this award to another Federal award unless specifically authorized to do so by legislation. For more information on indirect costs, see [2 CFR §200.414](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.414) and the USFWS “[Indirect Cost Guidance](https://www.fws.gov/grants/pdfs/USFWSIndirectCostsGuidance_2021-06-04.pdf)”.

All organizations must submit the applicable statement from the list of options below and attach required documentation, as described in the applicable statement.

**U.S. state or local government entities receiving more than $35 million in direct Federal funding** must include the following statement in their application and attach a copy of their most recently negotiated rate agreement:

* We are a U.S. state or local government entity receiving more than $35 million in direct Federal funding. We submit our indirect cost rate proposals to our cognizant agency. Our current indirect cost rate is [insert rate]. Attached is a copy of our most recently negotiated rate agreement/certification.

**U.S. state or local government entities receiving $35 million or less in direct Federal funding** must include the applicable statement from this list:

* We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We prepare and retain for audit an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII. Our current indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award].
* We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We have not prepared an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII and elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until we choose to establish a rate per 2 CFR 200. We understand we must notify the USFWS in writing if we establish a rate that changes the methodology used to charge indirect costs during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the USFWS.

**All other organizations** must include the applicable statement from this list and any related documentation in their application. Please note, an organization with a current negotiated (including provisional) rate may not elect to charge the 10% de minimis rate of Modified Total Direct Costs during the period covered by their current negotiated rate.

* We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
* We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the USFWS a copy of our approved rate agreement before charging indirect costs to the Federal award.
* We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the USFWS a copy of our approved rate agreement before charging indirect costs to the Federal award.
* We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the USFWS in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the USFWS.
* We are an organization that will charge all costs directly.

## Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regard to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regard to activities, costs, or time commitment of key personnel”. If any overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application regarding activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with “We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the USFWS in this application, we will immediately notify the USFWS in writing.”

## Uniform Audit Reporting Statement

All U.S. states, local governments, Indian tribes, institutions of higher education, and non-profit organizations expending $750,000 USD or more in Federal award funds in the entity’s fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse’s Internet Data Entry System](https://harvester.census.gov/facides/Account/Login.aspx), in accordance with [2 CFR 200 subpart F](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subpart-F). U.S. state, local government, Indian tribes, institutions of higher education, and non- profit applicants must include in their application a statement indicating if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available on the [Federal Audit Clearinghouse](https://harvester.census.gov/facdissem/Main.aspx) website.

## Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation at [2 CFR](https://ecfr.federalregister.gov/current/title-2/subtitle-B/chapter-XIV/part-1402/subpart-B) [§1402.112](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XIV/part-1402/subpart-B/section-1402.112), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. In the procurement of supplies, equipment, construction, and services by recipients and their subrecipients, the conflict of interest provisions in [2 CFR §200.318](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.318) apply. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass- through entity in accordance with [2 CFR §200.112](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-B/section-200.112). Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the USFWS Project Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported to them by subrecipients. The USFWS will examine each disclosure based on its particular facts and the nature of the award and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR §200.339](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR86b76dde0e1e9dc/section-200.339), Remedies for noncompliance, including suspension or debarment (see also [2 CFR §180](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-180)).

## Disclosure of Lobbying Activities

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. If the Federal share of this application or subsequent award is more than $100,000 and your organization made or agreed to make any payment using non-appropriated funds for lobbying in connection with this application or subsequent award, your organization must complete and submit the [SF-LLL, “Disclosure](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) [o](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html)f [Lobbying Activities”](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) form. For more information on when additional submission of this form is required, See [43 CFR 18](https://www.ecfr.gov/current/title-43/subtitle-A/part-18?toc=1).

# Review of Risk Posed by Applicants

Prior to award, the USFWS will evaluate risk posed by applicants selected for funding per [2 CFR §200.206](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.206) and use the results to establish award monitoring plans, set award reporting requirements, and determine if one or more specific award conditions in [2 CFR §200.208](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.208) should be applied to the award. We document our risk assessments on the USFWS “[Financial Assistance Recipient Risk Assessment](https://www.fws.gov/grants/pdfs/FWS3-2462RiskAssessmentWeb_12-31-2020.pdf)” form.

Prior to approving awards for Federal funding above the simplified acquisition threshold (currently $250,000), we must review and consider any information about or from the applicant found in the [Federal Awardee Performance and Integrity Information System](https://www.fapiis.gov/fapiis/#/home). We will consider this information when completing the risk review.

# General Award Terms and Conditions

For the general administrative and national policy requirements applicable to USFWS awards, see the [USFWS General Award Terms and Conditions](https://www.fws.gov/grants/index.html). The USFWS will describe all program- and project-specific special award terms and conditions in the Notice of Award.

# Award Reporting Requirements

This section describes the USFWS award recipient reporting requirements.

## Financial Reports

Recipients must use the [SF-425, Federal Financial Report](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) form for financial reporting. At a minimum, all recipients must submit a final financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award. The USFWS will describe all financial reporting requirements and schedules in the Notice of Award.

## Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals was not met, if appropriate; and any other pertinent information relevant to the project results. Final performance reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim performance reports on the frequency established in the Notice of Award.

For awards that include construction, onsite technical inspections and certified percentage of completion data may be relied on to monitor progress. Additional performance reports for construction activities may be required only when considered necessary. Awards that include both construction and non-construction activities require performance reporting for the non-construction activities. The USFWS will describe all project-specific performance reporting requirements in the Notice of Award.

Reports to Partnerships and Reports to the Board will be made available at the Partnership or Boards request.

## Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any 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. The recipient should also notify the USFWS in writing of any 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.

## Real Property Status Reports

Recipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. Recipients must use the [SF-429-A form](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) to report on the status of real property acquired under the award. The USFWS will include recipient-specific real property reporting requirements, including the required standard form or data elements, reporting frequency, and report due dates, in the Notice of Award.

## Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award.

Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. For more information, see the [U.S. Office of Government Ethics website](https://oge.gov/). The USFWS will examine each disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the USFWS will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the USFWS may result in any of the remedies for noncompliance described in [2 CFR §200.339](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR86b76dde0e1e9dc/section-200.339), including termination of the award.

## Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the [System for Award Management](http://www.sam.gov/) and made available in the designated integrity and performance system (currently the [Federal](https://www.fapiis.gov/fapiis/%23/home) [Awardee Performance and Integrity Information System](https://www.fapiis.gov/fapiis/%23/home)) about certain civil, criminal, or administrative proceedings per [Appendix XII to 2 CFR 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20XII%20to%20Part%20200).