

**U.S. Fish and Wildlife Service
Division of Science Applications**

Pacific Islands Climate Change Cooperative
Catalog of Federal Domestic Assistance (CFDA) Number: 15.669

**Notice of Funding Opportunity
Marine Communities Impacted by Extreme Climate Events**

I. Description of Funding Opportunity

Under this FY2017 Notice of Funding Opportunity, the U.S. Fish and Wildlife Service Pacific Region is requesting applications for a project that will address the needs of the Pacific Islands Climate Change Cooperative (PICCC). The statutory authorities for this opportunity are the Endangered Species Act of 1973 (16 U.S.C. 1531-1544, 87 Stat. 884), and the Fish and Wildlife Conservation Act (16 U.S.C. 2901-2911; 94 Stat. 1322).

The PICCC is a self-directed, non-regulatory conservation alliance whose purpose is to assist those who manage native species, island ecosystems and key cultural resources in adapting their management to climate change for the continuing benefit of the people of the Pacific Islands. As a member of an international network of Landscape Conservation Cooperatives, the PICCC supports projects that provide critical scientific information needed by its members. Funding is provided through the US Fish and Wildlife Service, Pacific Region (FWS R1). See <http://piccc.net> for a map of the PICCC geographic area and a description of the PICCC, its priorities, and its strategic plan.

Implementation of the PICCC strategic plan involves execution of multi-year adaptation initiatives, which allow the PICCC to apply the appropriate and needed science, communication, consultation, evaluation, and coordination products and services to resource managers, decision-makers, and others to support climate adaptation. These adaptation initiatives can have multiple science components, including original research, development of syntheses, and science communication.

Communities, organizations and agencies responsible for the preservation or conservation of cultural and natural resources in Hawai‘i and the U.S.-affiliated Pacific Islands are faced with multiple challenges. The progression of global anthropogenic climate change combined with the impacts of extreme climate events pose a substantial risk throughout the remainder of the century and beyond.

Hawaii and the U.S.-affiliated Pacific Islands are currently, or have recently been, impacted by extreme climate events (e.g., the on-going El Niño, drought, coral bleaching, tropical cyclone damage, and others due to extreme climate variability). As such, there is a unique and timely opportunity for communities, resource managers, researchers and decision-makers to learn from

the extreme climate events and better position themselves for future variability and adaptation to climate change.

For FY2017, the PICCC is interested in supporting such efforts in marine communities¹ in Hawaii and U.S.-affiliated Pacific Islands. Through this Notice of Funding Opportunity, the PICCC is soliciting statements of interest and proposals from teams comprised of communities, marine resource managers², researchers and/or decision-makers that are confronting the impacts of extreme climate events and are seeking management or policy responses in preparation for future events and adaptation to climate change.

The PICCC will select one or more teams that best demonstrate the ability to collaborate and work cooperatively with the PICCC in an adaptation initiative to:

- Understand the impacts of extreme climate events on the biophysical environment and marine resources at island-wide or archipelagic scales;
- Evaluate the effects of response decisions and actions (or possibly, inaction);
- Learn from past responses to other extreme climate events; and
- Establish or update marine resource policies and management actions to better respond to future variability and adaptation to climate change.

Statements of Interest and full Proposals will be evaluated using criteria described in Section VI. FWS R1 reserves the right to make no awards under this announcement. In the event PICCC seeks to undertake multiple adaptation initiatives, division of available funds among the adaptation initiatives is not explicit; the final amount awarded under each adaptation initiative is at the discretion of FWS R1.

II. Award Information

A total estimated amount of up to \$150,000 for adaptation initiatives involving marine communities may be awarded. Maximum award amount is \$150,000. The approximate start date is between December 2016 and May 2017, and the anticipated end date for the initiatives is September 30, 2019. This funding opportunity is subject to the availability of funds. The financial assistance instrument may be a cooperative agreement or interagency agreement, due to the substantial involvement of the U.S. Fish and Wildlife Service (Service). The Service will be responsible for the following:

- Approving the work plan for the Adaptation Initiative,

¹ For the purposes of this Notice of Funding Opportunity, marine communities are inclusive of the coastal and oceanic biophysical environment as well as the human population that inhabits this environment and relies on its resources for subsistence, cultural, social, and/or economic purposes.

² For the purposes of this Notice of Funding Opportunity, marine resource managers include entities that possess management responsibility and/or governance authority in the coastal and oceanic environment involving land and water use, resource conservation, transportation, navigation, agriculture, fisheries and aquaculture, culture and historic preservation, tourism, and human health. Such entities may include local or national governmental agencies, traditional governance bodies, and community-based management organizations.

- Developing proposals for ancillary projects related to this Adaptation Initiative,
- Consulting with the project team on interpretation of science data and/or analyses,
- Reviewing and approving the format and content of communications products,
- Conducting an evaluation of the Adaptation Initiative products and outcomes,
- Facilitation of conversations with stakeholder groups on the study findings/implications.

FWS R1 reserves the right to offer partial funding to adaptation initiatives by funding discrete activities, portions, or phases of the proposed initiative. If a decision is made to partially fund the proposed initiative, it will be done in a manner that does not prejudice any applicants or affect the basis upon which the proposed initiative, or portion thereof, was evaluated and selected, and that maintains the integrity of the competition and the selection/evaluation process.

Under this announcement, the following will not be funded: "construction grant" projects; land acquisition; or projects the principal purpose for which is general operating support.

III. Basic Eligibility Requirements

Eligible Applicants:

There are no restrictions on applicants for this announcement. All potential applicants are eligible to apply. Statements of Interest and invited Proposals are strongly encouraged to be co-developed and involve participation and collaboration among marine resource managers, community stakeholders, researchers and/or decision-makers. U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

Cost sharing or matching is not required. Applicants may use their own funds, in-kind or other resources for a voluntary match or cost share. Only eligible and allowable costs, as defined under the applicable regulation (2 CFR Part 200) may be used for matches or cost shares.

IV. Application Requirements

A. Statement of Interest. All parties responding to this solicitation must submit a Statement of Interest (SOI) by the submission deadline in Section V using the template below. Failure to follow the template guidelines may result in an SOI being removed from consideration. An acknowledgment of receipt will be sent to the applicant within five business days.

Template for Statements of Interest (SOI)

Two pages total (with a standard font at 10 point or larger with one-inch margins). Statements of Interest must be submitted in Portable Document Format (PDF).

Project administrative information (roughly ½ page)

- Project title
- Short description (generally one sentence)
- Name of lead agency/institution/organization requesting funding
- Project lead contact or Project Manager
- Mailing address
- City, State, ZIP/Postal Code
- Country
- Telephone, fax, and e-mail

Partnerships & communication (roughly ½ page)

- Description of the collaborative partnerships involved in this project.
- List of additional investigators & affiliations involved in project.

- Description of how the results of the work will be communicated to relevant audiences.

Project summary (roughly 1 page)

Please provide a brief narrative summary of the project based on the Funding Opportunity Description and the SOI Evaluation Criteria.

Estimated budget

Please provide an estimated budget, including relevant indirect costs.

- B. Request for Full Proposal.** Selected SOI applicants will be invited to develop full proposals. Proposals will not be accepted from investigators other than those invited as part of this process. Proposal contents and format are detailed below. Proposals will be evaluated using the criteria detailed in Section VI. The PICCC Science Coordinator reserves the right to contact applicants for clarification of technical elements of a proposal. Neither an invitation to submit a full proposal, nor a contact from the Science Coordinator concerning proposal details necessarily mean that the project will be funded. All adaptation initiatives must comply with PICCC requirements regarding data management, as specified in the PICCC Data Management Manual available on the PICCC website. A full proposal must contain the following elements:

C. Proposal Cover Page

Project title: Brief but descriptive title of proposed project

Principal investigator (PI): List the name of the Principal Investigator. All communications and notifications will be directed to this individual and to the Fiscal Contact (see below). Other participants should be listed below.

Phone number of PI: Email of PI: Name of project fiscal contact: List the name of the fiscal contact. All communications and notifications will be directed to this individual and to the PI.

Phone number of fiscal contact: Email of fiscal contact: Names/Affiliations of other cooperators and partners (no contact information required):

Proposed start date and estimated duration of project (e.g., Start Date: 1 January 2017, 12 months):

Total project funding requested from the PICCC:

Funding from other sources to be applied to this project: List additional funding sources.

Keywords: (list three *general* keywords that best characterize the proposed project; it is unnecessary to include climate or climate change as a keyword)

Summary: The summary should provide a synopsis of the overall proposal. Key sections from the full proposal that *must* be summarized are: (1) Objectives/Justification, (2) Background, (3) Procedures/Methods, (4) Expected Products and Information/Technology Transfer, and (5) Personnel/Cooperators/Partners.

- D. Application.** A completed, signed and dated SF 424, Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

E. Project Narrative

Note: The narrative must be limited to no more than ten (10) pages, single-spaced with one-inch margins and 12-point font, and formatted for standard 8.5x11-inch paper.

Objectives/justification: Explain the objective of the proposed project. Describe the significance and priority of the issue to be addressed and explain how the project relates to that issue. Identify instances in which the issue or question has been cited as a regional conservation or management priority.

Background: Describe the scientific or technical issues that underlie the proposed activity, including available relevant findings, related ongoing activities, problems to be addressed, and the value of anticipated results. The results of any related projects supported by members of the PICCC should be described, including their relation to the currently proposed work.

Procedures/methods: List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. The narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

Geographic scope: Describe the area within the Pacific Islands region that will be the subject of your study. If specific maps are included in the proposal, they should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

Expected results and products: Describe expected products to be generated from the project (e.g., models, data sets, associated products and metadata, written reports, scientific publications, maps, software, etc.). PIs may consult the PICCC Data Manager with regard to resources/time needed to comply with PICCC Data Management Policy requirements. Specifically identify products to be developed within a period of one to two years and key milestones for producing those products.

Technology/information transfer: Identify intended users of project results or products and describe how results or products will be made available for application by clients and customers (e.g., resource-and land-management agencies or entities, other federal agencies, state and local governments, universities, non-government organizations, and communities). Describe your communications strategy and how you will develop and deliver project results to key, identified audiences (PIs are encouraged to work with the PICCC Communications Manager in scoping their communications needs to ensure their budget reflects the resources/time required).

Documentation of management application / relevance: Describe what will be done at the start of the project to ensure project deliverables will respond to management information needs, including how any PICCC member organizations will be involved in planning and

implementing the project. Describe how the project approach will ensure that expected products meet the needs of resource managers. Describe the interactions between investigators and the intended users of the scientific output of the project.

Cooperators/partners: Indicate all cooperators or partners making significant contributions to the success of the proposed project. Describe the inclusion of natural and cultural resource managers in the study team. Provide brief summaries of the respective roles and types of contributions (e.g., financial, in-kind, technical) to the achievement of the project objectives. Include names, addresses, affiliations, phone, and email addresses if possible. Indicate arrangements and mechanisms for establishment and execution of partnerships. Summarize how this project will rely upon, build upon, or otherwise leverage either (1) existing PICCC funding or projects or (2) the funding and resources of partners and collaborators.

Facilities/equipment/study area(s): Describe facilities, major equipment, computing infrastructure and field-study areas utilized in the project.

Work and reporting schedule: Provide a timetable for achievement of milestones, other accomplishments, and completion of the project.

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

Description of Entities Undertaking the Project: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Summarize briefly the qualifications of each principal investigator, co-investigator, and any other personnel with primary responsibilities and making significant contributions to the success of the proposed project. Refer to CVs as appropriate. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

Legal and policy-sensitive aspects: Address any issues related to legal or policy mandates. Include any necessity for state or federal permits (e.g., the need for permits to collect or hold wild animals, to access federal or private lands, or any restrictions on the dissemination of data or products). If field work will be completed on federal lands, identify indicate whether arrangements have already been made for access to the land.

Literature Cited

E. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A) form. The budget forms are available on the Internet at <http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at <http://www.ecfr.gov/>.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

F. Budget Justification

In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the Service's approval and estimate its cost.

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.

3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in [Title 2 of the Code of Federal Regulations Part 200, section 200.68](#). We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period
6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service

award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.

- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service’s **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

Negotiating an Indirect Cost Rate with the Department of the Interior: Entities that do not have a NICRA must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

G. Single Audit Reporting Statements: As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization’s most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled “**Single Audit Reporting Statements**”.

- H. Assurances:** Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.
- I. Certification and Disclosure of Lobbying Activities:** Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.
- J. Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist for Full Proposals

- Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

- SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424-Individual form.
- Proposal cover page**
- Project narrative**
- Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.
- SF 424 budget form:** A complete SF 424A or SF 424C Budget Information form.
- Budget justification**
- Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment.
- NICRA:** When applicable, a copy of the organization’s current Negotiated Indirect Cost Rate Agreement.
- SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- Conflict of Interest statement,** when applicable.

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions

SUBMISSION DEADLINE: Statements of Interest must be submitted by Wednesday, August 1, 2016 at 4:30 p.m. Hawai’i Standard Time. SOIs and invited full proposals must be submitted electronically as PDF documents. Absent compelling circumstances which justify the acceptance of a late submission and that do not affect the integrity of the competition, late submissions will not be reviewed or considered. If you do not have the capability to submit electronically, please contact Jeff Burgett (Ph: 808-687-6149, FAX: 808-664-8937).

Schedule for Submission, Review, Awards:

Conference Call(s) for Applicant Questions	June 30
Deadline for submission of Statements of Interest*	August 1
Technical Review	August 8-19
Applicants Notified and Full Proposals Requested	September 1
Deadline for Invited Full Proposals*	October 31
Technical and Other Reviews	November 4-18
Applicants Notified of Intent to Award.....	NLT December 31

*Submission deadlines for Statements of Interest and Proposals are 4:30 p.m., Hawaii Standard Time (GMT-10).

PICCC will host 2 one-hour public conference calls during which applicants can ask any questions about the Funding Guidance.

Date & Times:

For Central Pacific (Hawai'i, American Samoa) and Mainland U.S. Participants:
Thursday, June 30, 10 am Hawai'i, 1 pm PDT

For Central Pacific and Western Pacific Participants:

Thursday, June 30, 3 pm Hawai'i, 4 pm American Samoa
Friday, July 1, 1 pm RMI, Noon FSM, 11 am Guam & CNMI, 10 am Palau

Dial-In Number: +1-888-538-9570
Conference Code: 3219732#

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. If your SOI is selected for a full proposal, you will use these forms to complete your submission.

Submit your application by e-mail:

Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to Jeff Burgett, PICCC Science Coordinator, at jeff.burgett@piccc.net. Dr. Burgett is the Service program point of contact identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official before being scanned. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

VI. Application Review

Review and Selection Process:

Statements of Interest and full proposals will be evaluated as follows:

1. Submissions will be screened upon receipt for eligibility and for conformance to the

announcement provisions.

2. Screened SOIs and Proposals will be reviewed against the criteria by PICCC's Adaptation Initiative Working Group and possibly other individuals with relevant technical expertise. Confidential information will be restricted to these reviewers, and they will be bound by confidentiality assurances. Reviewers will also follow standard conflict of interest approaches and will be excused from ranking proposals with which they are associated.
3. The Adaptation Initiative Working Group will develop a final list of candidate adaptation initiatives, based on the proposal review rankings, modified as appropriate to ensure a balance with respect to ongoing work by the PICCC and other regional climate change focused entities.
4. The Adaptation Initiative Working Group will prepare a recommendation of ranked adaptation initiatives for consideration and endorsement by the PICCC Steering Committee. The PICCC Science Coordinator will, if warranted, consult with the applicants regarding a proposal revision to satisfy concerns raised. The endorsed adaptation initiative(s) will be forwarded to FWS R1 for evaluation and final selection.
5. Successful initiative(s) will be notified of FWS intent to award. This is an informal notification, provided to applicants as a courtesy. Final awards are contingent upon all appropriate legal and administrative reviews and processing. Final discretion on funding decisions for specific projects remains with the FWS R1 Assistant Regional Director for Science Applications. Unsuccessful applicants will be notified and provided with reviewer comments on their proposal.

Criteria for Evaluation of Statements of Interest (SOIs).

SOIs will be evaluated according to the following criteria, with the relative weights shown in parentheses. Proposals may earn a maximum of 100 points.

(25%) Applicability to PICCC Priority on Marine Communities. SOI clearly demonstrates its applicability to marine communities (as defined above) that are currently, or have recently been, impacted by extreme climate events.

(25%) Management Relevance. SOI clearly addresses a policy or management need involving climate change adaptation and preparedness at an island-wide or archipelagic scale, and will assist resource managers and communities in developing or implementing sound decisions and actions that can increase the resilience of marine resources to climate change. The need for the information, science products or services is supported and documented.

(25%) Co-Developed Approach: SOI clearly demonstrates a sound co-developed approach involving collaboration among stakeholders, managers, researchers and decision-makers to develop and utilize products and services in marine resource management planning and/or decision-making.

(25%) Feasibility. The policy or management outcomes identified in the SOI are feasible and have a high probability of success. The proposed adaptation initiative team has the required expertise, capacity and authority to achieve the outcomes and the work plan is appropriate for the proposed budget and timeframe.

Criteria for Evaluation of Full Proposals.

Invited proposals will be evaluated according to the following criteria, with the relative weights shown in parentheses. Proposals may earn a maximum of 100 points.

(25%) Technical Merit and Quality of Proposed Research. The project uses a credible approach that reflects the current state of the field of study, has project objectives, overall strategy, study design, methodology, and analyses that are well-reasoned and appropriate to accomplish the specific research objectives of the project.

(30%) Management Significance. The proposed adaptation initiative addresses immediate, real-world planning and decision-making needs as identified by marine resource management organizations or agencies in the Pacific Island Region. The proposal identifies relevancy of intended results to marine communities and demonstrates how the research, information products and services provided will add value and influence resource management decisions and policies to better respond to future climate variability and adaptation to climate change.

(25%) Coordination and Engagement. The proposed adaptation initiative is led by a collaborative team that includes researchers, marine resource managers, community stakeholders and/or decision-makers. The roles and contributions of the team members are well-described, and convey a logical approach to achieving desired outcomes. The adaptation initiative is coordinated or leveraged with other resources or activities (including those of the study team members). The adaptation initiative includes a communications strategy to effectively disseminate and utilize research findings and information to influence management actions and policies to better respond to future climate variability and adaptation to climate change.

(15%) Adaptation Initiative Team Qualifications. The proposal documents the adaptation initiative team's applied and relevant past work, breadth of skill/knowledge to successfully perform the proposed work, and the integration, leadership, governance, and organizational approach to achieve the proposed policy or management outcomes.

(15%) Budget/Work Plan. The proposed budget and work plan are reasonable and practical in relation to the proposed level of work, expected outcomes, and complexity and scope of effort. The budget adequately accounts for communications and data management requirements. The proposed adaptation initiative is cost-effective and makes good use of available resources and partnerships.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service's risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a

particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted

emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Significant Developments Reports: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

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

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the

recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

For any questions about the project requirements or the application process, please contact Jeff Burgett, the PICCC Science Coordinator, at jeff.burgett@piccc.net, or (808) 687-6149.