



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Falls Church, Virginia 22045



In Reply Refer To:
AWSR/POP

March 22, 2018

Mr. Frank Peterson
President
Recreational Boating and Fishing Foundation
500 Montgomery Street, Suite 300
Alexandria, Virginia 22314

DUNS: 080996981

Subject: Notice of Cooperative Agreement Award F18AC00145

Dear Mr. Peterson:

Your organization's application for Federal financial assistance titled "*National Outreach and Communication Program Notice for Funding Opportunity for Federal Fiscal Years 2018-2022*" submitted to the U.S. Fish and Wildlife Service's (Service) National Outreach and Communication Program (NOCP) CFDA Program 15.653 is approved. This award is made under the authority of the Sportfishing and Boating Safety Act of 1998 (Public Law 105-178) and subsequent reauthorizations. This award is made based on Service approval of your organization's proposal signed on February 21, 2018, hereby incorporated by reference into this award. Funds under this award are to be used to:

Implement strategies identified in the Strategic Plan for the National Outreach and Communication Program (NOCP), including activities to: 1) improve communications with anglers, boaters, and the general public regarding angling and boating opportunities; 2) reduce barriers to participation in angling and boating; 3) advance the adoption of sound angling and boating practices; 4) promote conservation and the responsible use of the nation's aquatic resources; and 5) further safety in angling and boating.

In addition to implementing the program outlined above the parties agree to collaborate under the criteria outlined in the cooperative agreement. Specifically:

The RBFF staff will:

- 1) Actively seek guidance from Service staff with new initiatives and program direction.

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- 2) Seek input from the Service Director (or designee) on their organization's administration, program focus, and normal operations as these pertain to issues presented to the RBFF Board of Directors for input, review, or comments, including participating in the comprehensive and intensive strategic planning development process for RBFF fiscal years 2020-2023.
- 3) Seek to implement RBFF programs on individual national fish hatcheries and national wildlife refuges as jointly agreed upon.
- 4) Ensure Service staff are invited to participate in RBFF sub-grant award processes where Service funding will be the primary funding source of the sub-award.
- 5) Actively promote Service programs and initiatives related to fishing, boating and aquatic conservation on RBFF websites, social media platforms and publications as appropriate.

The Service staff will:

- 1) Participate in advisory committees for the evaluation and selection of RBFF subgrant awards;
- 2) Facilitate the participation of individual national fish hatcheries and national wildlife refuges in the implementation of RBFF programs as agreed upon;
- 3) Participate in the interview process for senior level RBFF staff selections, along with members of the RBFF staff and/or Board of Directors;
- 4) Serve as the liaison between RBFF and various federal and state agencies and actively encourage such agencies to participate in RBFF programs; and
- 5) Actively promote RBFF programs on websites and publications managed by the Service as appropriate.

The performance period of this award is April 1, 2018 through March 31, 2023. This is the period of Federal sponsorship. This project will be funded incrementally over time provided the Recipient makes satisfactory progress each fiscal year with implementing strategies and activities associated with the NOCP and complies with the terms and conditions of this award as stated herein. If the Recipient meets these conditions, then it shall submit annual budget amendments that include a federal form SF424, a detailed budget narrative and other applicable information to the Service for review and approval. Requests to extend the period of performance must be submitted to the Project Officer before the last day of the period of performance.

The Service's obligation to provide incremental funding up to the total anticipated award amount is contingent on: 1) the Recipient making satisfactory performance in implementing strategies and activities associated with the NOCP, and 2) the availability of funds. No legal liability on the part of the Service exists unless and until the Service obligates funds and notifies the Recipient in writing that funds are available for the purposes of this award.

This award is funded as follows:

	<u>Service</u>	<u>Recipient</u>
This obligation (Fiscal Year 2018)	\$12,052,354.68	\$0
Award Total:	\$12,052,354.68	\$0

Pre-award Costs

The Recipient is authorized to be reimbursed for all direct pre-award expenses incurred 14 calendar days prior to the April 1, 2018 date of this award and necessary to comply with the proposed project schedule/period of performance. Pre-award expenses are allowable only to the extent they are authorized by the approved SF-424, scope of work, and project budget hereby incorporated by reference under this award.

Cost-share

The Recipient will provide additional cost-share for this project in an effort to leverage Federal funds and to maximize the benefits of this agreement. Non-Federal contributions will come in the form of cash and/or in-kind services. Cash donations will be managed by the Recipient. Cash and in-kind contributions must be used for purposes eligible as outlined in this agreement.

All in-kind, non-Federal services and contributions will be tracked by the Recipient. The value of the in-kind contributions such as product use and incorporation in industry packaging, public service announcement placements, etc. will be supported by documentation from each provider with the value of the contribution described and determined. The Board of Directors of the Recipient will be responsible for setting annual in-kind service/contribution objectives for the RBFF and tracking the progress of the RBFF in achieving these objectives. The value of these contributions should be reported on the SF-425 as part of the total Recipient costs.

Program Income

The approved project includes activities that will generate program income. Income earned during the period of performance of this award shall be retained by the Recipient. Program income generated as a result of this cooperative agreement will be added to the funds committed for this program by the Service and used to advance program objectives. Recipient must report program income generated through the performance of this project on the Standard Form (SF) 425, Federal Financial Report form (see Reporting Requirements section below).

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 or requesting 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 terms and conditions of Service awards flow down to subrecipients and contractors, unless a particular award term or condition specifically indicates otherwise. The Federal regulations applicable to Service recipients and their subrecipients and**

contractors are listed by recipient type in the Service Financial Assistance Award Terms and Conditions posted on the Internet at <http://www.fws.gov/gants/>. If you do not have access to the Internet and require a printed copy of the award terms and conditions, contact the Service Project Officer identified below.

If Recipient decides to not accept this award, Recipient must notify the Service Project Officer in writing within 30 calendar days of that decision.

Special Conditions and Provisions

Environmental Compliance Reviews

Recipients of Federal grants and cooperative agreements are responsible for ensuring that all project activities comply with the requirements of the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA).

Equipment

Equipment authorized for purchase and similar use under this award will be managed according to 43 CFR 12.72 unless advised otherwise by the Service.

Publications

Recipient shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position that the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products or services.

All information submitted for publication or public releases of information regarding this project shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government." Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

Recipient must include this provision in subawards made under this award to any recipient other than a state, local, or Federally-recognized Indian tribal government.

Natural Resource Library

Funding under this award will be used to produce special reports and publications regarding fishing and boating participation. 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

Mr. Frank Peterson
F18AC00145

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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 F18AC00145". Do not send financial or performance reports to this address. See the Reporting Requirements section below for where to send financial and performance reports.

National Technical Information Service

Funding under this award will be used to produce reports on fishing and boating participation. Your organization is required to send one copy of the final published report to:

National Technical Information Service
5301 Shawnee Road
Alexandria, Virginia 22312

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 F18AC00145". Do not send financial or performance reports to this address. See the Reporting Requirements section below for where to send financial and performance reports.

Organizations Hiring Contractors

The Recipient has an obligation to protect themselves from potential liability when hiring any contractor to perform work activities approved under this award on property owned by the Recipient by checking references and ensuring that any contractor hired is licensed, bonded, and has valid employee insurance coverage for events of injury or bodily harm.

Subawards

In accordance with 2 CFR 180, before issuing any subaward of any amount or any contract expected to total \$25,000 or more, the Recipient must confirm that the subawardee and principals (see 2 CFR 180.995) or the contractor are/is not suspended or debarred from receiving Federal funds. The Recipient does this by:

- (a) Checking SAM Exclusions;
- (b) Collecting a certification from that person; or
- (c) Adding a clause or condition to the covered transaction with that person.

The Recipient may check SAM Exclusions by going to <http://sam.gov>. Search for subrecipients by their DUNS number (see 2 CFR 25). Search for principal participants by their name(s). Search for contractors by their business name(s). If no exclusion record is found, the entity or individual is not suspended or debarred from receiving Federal funds. If an exclusion record is found that prohibits the entity from receiving Federal funds, the Recipient must not obligate funds to that entity/individual. Contact the Service Project Officer with any questions.

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Service Logo

The Service logo is reserved for official publications or other products of the U.S. Fish and Wildlife Service (Service). Use of the Service logo without prior written approval is prohibited. Restrictions on use of the Service logo were published in the Federal Register on February 13, 1984 (Vol. 49, No. 30, page 5387), and 18 USC 701 provides for enforcement.

To obtain approval for the use of the official U.S. Fish and Wildlife Service logo on a joint publication, grant, partnership or agreement with the Service, including electronic publications such as Web sites, contact Mr. Mark Newcastle in the External Affairs office at (703) 358-2196 for assistance. Approvals granted are for one time use or purpose. Additional usages require re-authorization. The logo cannot be used or be perceived as an endorsement for advertising purposes.

The restrictions described above apply also to the use of the images of the Federal Duck Stamps and the Federal Aid in Wildlife Restoration and Federal Aid in Sport Fish Restoration symbols, and the "blue goose" image used to identify national wildlife refuges.

Payments

Your organization has completed enrollment in U.S. Treasury's Automated Standard Application for Payment (ASAP) system (https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm). 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	April 1, 2018 -- March 31, 2019	June 29, 2019
Interim financial & performance	April 1, 2019 – March 31, 2020	June 29, 2020
Interim financial and performance	April 1, 2020 – March 31, 2021	June 29, 2021
Interim financial and performance	April 1, 2021 – March 31, 2022	June 29, 2022
Final financial and performance	April 1, 2022 – March 31, 2023	June 29, 2023

Recipients must use the Standard Form (SF) 425, *Federal Financial Report* form for all financial reporting. This form is available at <http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>.

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 (see 2 CFR 200.328(d))

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.

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, 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. Non-Federal entities that have received a Federal award including the

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term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. 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, 31 U.S.C. 3321, and 41 U.S.C. 2313).

Project/Program Plan and Budget Revisions

The Recipient is required to report deviations from the approved budget, project scope, or objective, and request prior approvals for these revisions in accordance with 2 CFR 200.308 if the deviation results in a budget modification that exceeds 10% of the aggregate amount specified in this agreement.

Period of Performance Extensions

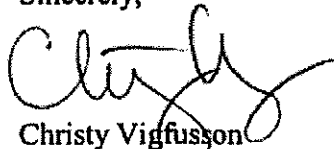
If additional time is needed to complete the approved project, you must send written notice to the Service Project Officer. This notice must be received by the Service Project Officer at least 30 calendar days before the authorized performance period end date, and must include supporting reasons and 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:
Linda Friar U.S. Fish and Wildlife Service 5275 Leesburg Pike, Mailstop FAC Falls Church, Virginia 22045 703-358-2056 linda_friar@fws.gov	James Hemenway Recreational Boating and Fishing Foundation 500 Montgomery Street, Suite 300 Alexandria, Virginia 22314 703-519-0013 jhemenway@rbff.org

Please include the Service award number, provided in the subject line of this letter in all written communications. Contact Linda Friar if you have any questions.

Sincerely,



Christy Vigfusson
Acting Chief, Division of Policy and Programs
Wildlife and Sport Fish Restoration

cc:
Stephanie Long, USFWS
Linda Friar, USFWS
James Hemenway, RBFF