United States Geological Survey

WATER RESOURCES RESEARCH ACT PROGRAM ANNUAL BASE GRANTS FISCAL YEAR 2025

https://water.usgs.gov/wrri/

Notice of Funding Opportunity - Fiscal Year 2025
Funding Opportunity Number (FON) G25AS00486

Closing Date: 09/16/2025

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BASIC INFORMATION

Announcement Type: Notice of Funding Opportunity

Funding Opportunity Number: G25AS00486

Assistance Listing Number(s): 15.805

Estimated Total Program Funding: $8,325,000

Expected Number of Awards: 54

Award Ceiling: $438,156

Award Floor: $146,052

The amount available to each Institute or Center in FY 2025 will be $146,052. A total of $438,156 will be available to the regional Institute in Guam, which serves Guam, the Federated States of Micronesia and the Commonwealth of the Northern Mariana Islands. A total of $292,104 will be available to the regional Institute in Hawaii, which serves Hawaii and American Samoa. The Government's obligation under this program is contingent upon the availability of appropriated funds.

Cost Sharing Required?
Yes

Closing Date Explanation
Electronically submitted applications must be submitted no later than 5:00 p.m., ET, on the listed application due date.

OMB Control Number: 1028-0097, Expiration Date: March 31, 2026

Executive Summary

This Program Announcement is issued under the provisions of section 104 of the Water Resources Research Act of 1984 (codified at 42 USC 10301 et seq.) and amended by Public Laws 101-397, 104-147, 106-374, 109-471, and 117-58. The Water Resources Research Act directs the Secretary of the Interior to administer program grants to Institutes established under the provisions of section (a) of the Act. Water Resources Institutes or Centers have been established in each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam. The Institute in Guam also serves the Federated States of Micronesia and the Commonwealth of the Northern Mariana Islands. The Institute in Hawaii also serves American Samoa. Institute Directors or their designee(s) are responsible for submitting applications. Responsibility for administration of the State Water Resources Research Institute program has been delegated to the U.S. Geological Survey (USGS).

Section 104(b) of the Water Resources Research Act of 1984 requires the Institutes or Centers to:
(1) "plan, conduct, or otherwise arrange for competent applied and peer reviewed research that fosters –

    (A) improvements in water supply reliability;
    (B) the exploration of new ideas that –
       (i) address water problems; or

(ii) expand understanding of water and water-related phenomena;
(C) the entry of new research scientists, engineers, and technicians into water resources fields; and
(D) the dissemination of research results to water managers and the public.

(2) "cooperate closely with other colleges and universities in the State that have demonstrated capabilities for research, information dissemination, and graduate training in order to develop a statewide program designed to resolve State and regional water and related land problems."
(3) "cooperate closely with other institutes and other organizations in the region to increase the effectiveness of the institutes and for the purpose of promoting regional coordination."

Applications submitted under this Announcement are to be in furtherance of these objectives and promote the national mission and objectives of the U.S. Geological Survey which are focused on providing water-quality and -quantity information, understanding water availability, addressing the influence of climate on water resources, and responding to water-related emerging needs. Specific areas of emphasis are at the discretion of the individual Institute or Center Directors.

ELIGIBILITY

Eligible Applicants
25 – Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility
Applications will be accepted only from Institutes or Centers established pursuant to the provisions of Section 104 of the Water Resources Research Act of 1984, as amended. The applicant may consider project proposals only from faculty members or affiliates at institutions of higher education in its State.

APPLICATIONS not eligible for funding

A. Applications for research on health effects involving human subjects.

B. Applications for research involving oceanography (estuarine research applications are acceptable).

C. Applications for research that do not meet program objectives as outlined.

D. Applications submitted by an Institute or Center that has not met reporting requirements on a previous award by the USGS.

E. Federal employees may, and are encouraged to, collaborate with college or university investigators in this program.

F. Federal employees may not serve as a principal investigator (PI) but may serve as a Co-PI.

G. Federal employees and agencies may not receive federal funds for any purpose under these awards.

H. Federal employees and agencies may not serve as a source of matching funds under these awards.

Excluded Parties: USGS conducts a review of the System for Award Management (SAM) Exclusions database (SAM.gov) for all applicant entities and their key project personnel prior to

award. USGS cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

Cost Sharing Requirement

Cost Sharing Required?

Yes.

This program has a match requirement.

> A. Each applicant must match each Federal dollar provided with not less than one dollar from non-federal sources.

Note: Guam, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, and American Samoa are exempt from the matching requirement.

> B. The matching requirement applies to the overall application, not the individual projects within the application.
> C. The matching requirement should be met during each 12-month budget period.
> D. Matching funds obligated shall be reflected on line 10.i. of each Federal Financial Report, Standard Form 425.
> E. Matching funds may contain indirect costs and non-federal salaries and benefits. The applicant's negotiated indirect cost rate (NICR) may be applied to **both** qualifying federal and non-federal direct costs, and the result used to satisfy part of the matching requirement under the non-federal share. The NICR shall not be applied to tuition and equipment costs. **Federal funds shall not be used to pay indirect costs.** Regulations pertaining to allowable matching funds are provided in the Code of Federal Regulations at 2 CFR 200.306.

GET READY TO APPLY

Required System Registrations

Unique Entity Identifier and SAM.gov Registration

Before applying, all **applicants** except individuals applying as a natural person **must be registered in SAM.gov**. During the SAM.gov registration the entity will obtain their Unique Entity Identifier (UEI).

The SAM.gov registration process can take several months. If your organization is not already registered in SAM.gov, begin the registration process as soon as possible.

To register in SAM.gov, go to the SAM.gov website and use the available resources to complete registration.

- **Financial assistance registrants** must review and certify compliance with the SAM.gov "Financial Assistance General Representations and Certifications".
- **Already registered?** You already have a Unique Entity ID. Before applying, check that your "Financial Assistance General Representations and Certifications" on SAM.gov is complete. Remember to renew your registration every year to keep it active while you

have an award or application in progress. You can update your registration whenever you need, including during renewal.

- **Need help?** For additional information and contact information on the [SAM.gov Help page.](#)

PROGRAM OVERVIEW

Program Goals

- Research for water resources in each State or Territory served by the Water Resources Research Institutes under the Water Resources Research Act.

Program Description

Water Resources Institutes have been established in each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam. The Institute in Guam also serves the Federated States of Micronesia and the Commonwealth of the Northern Mariana Islands. The Institute in Hawaii also serves American Samoa. Responsibility for administration of the State Water Resources Research Institute program has been delegated to the U.S. Geological Survey (USGS).

Section 104(b) of the Water Resources Research Act of 1984 requires the Institutes to:
1. "plan, conduct, or otherwise arrange for competent applied and peer reviewed research that fosters –
   A. improvements in water supply reliability;
   B. the exploration of new ideas that –
      i. address water problems; or
      ii. expand understanding of water and water-related phenomena;
   C. the entry of new research scientists, engineers, and technicians into water resources fields; and
   D. the dissemination of research results to water managers and the public.
2. "cooperate closely with other colleges and universities in the State that have demonstrated capabilities for research, information dissemination, and graduate training in order to develop a statewide program designed to resolve State and regional water and related land problems."
3. "cooperate closely with other institutes and other organizations in the region to increase the effectiveness of the institutes and for the purpose of promoting regional coordination."

Applications submitted under this Announcement are to be in furtherance of these objectives and promote the national mission and objectives of the U.S. Geological Survey which are focused on providing water-quality and -quantity information, understanding water availability, addressing the influence of climate on water resources, and responding to water-related emerging needs. Specific areas of emphasis are at the discretion of the individual Institute Directors.
Funding Opportunity Goals: Research for water resources in each State or Territory served by the Water Resources Research Institutes under the Water Resources Research Act.

Legislative Authority

This Program Announcement is issued under the provisions of section 104 of the Water Resources Research Act of 1984 (codified at 42 USC 10301 et seq.) and amended by Public Laws 101-397, 104-147, 106-374, 109-471, and 117-58. The Water Resources Research Act directs the Secretary of the Interior to administer program grants to Institutes established under the provisions of section (a) of the Act.

Type of Award

Projects will be funded through a Grant.

PREPARE YOUR APPLICATION

Application Content and Format

1. SF-424, Application for Federal Assistance

Available with this announcement, applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the amount requested from this Federal program in the "Federal" funding box on the SF-424 Application form. Include any other Federal sources of funding in the "Other" box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the "Budget Narrative" section below).

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All required application forms are available with this announcement on Grants.gov.

2. Project Narrative

Each application **that is submitted to Grants.gov** shall consist of the following items. All project proposals must be submitted at **https://www.grants.gov**. Files must be entered or uploaded as **a single pdf document along with the budget workbook (Excel file)**. No zipped or compressed files.

    A. Signed SF 424, Application for Federal Assistance
    B. SF 424A Budget Information
    C. Signed Assurances
    D. Approved Indirect Rate Agreement(s) for all indirect costs (including indirect rate agreement for subaward university if indirect costs included as match in subaward)
    E. Signed Matching Funds Commitment Letter
    F. Proposal Summary Budget workbook (Excel) for the entire application (all proposed projects) using provided budget template, including completed tabs for
        1. Budget Summary
        2. Project Summary
        3. Administration
        4. Information Transfer
        5. Education and Outreach
        6. Project 1 – 15 (filled out depending on the number of individual projects that are identified for funding).

The Budget Breakdown, Budget Justification, and the Budget Summary are to be created from the fillable EXCEL template available at https://water.usgs.gov/wrri/files/wrra-104b-budget-files.zip This link MUST be copied and pasted into your browser. Folder must be saved and then extracted. <mark>This new template must be completed and submitted with the proposal package.</mark>

G. A snapshot of the relevant *Budget Breakdown Table* **must be provided** along with the *Budget Justification* for every proposal component (e.g., Program Administration, Information Transfer, etc.). Justification of federal and matching funds must be kept separate for each proposal component.

H. Program Administration/Management Description - **3 page maximum, excluding budget and budget justification**.

I. Information Transfer Description, if applicable - **2 page maximum, excluding budget and budget justification**.

J. Education and Outreach Description, if applicable - **2 page maximum, excluding budget and budget justification**.

K. Individual Project Proposals – Format should follow Institute guidelines, but each must be summarized on a tab in the Proposal Summary Budget workbook. This should only include those selected for funding. Individual budgets and budget justifications must be provided for each.

L. Data Management Plan - a supplementary document of no more than two pages labeled "Data Management Plan" (DMP) that addresses the elements outlined in the USGS DMP template (https://www.usgs.gov/media/files/usgs-data-management-plan-checklist)
Note: If a single summary, the DMP can be longer than two pages but not greater than six pages to accommodate multiple projects.

DMP Requirements: The supplementary document(s), labeled "Data Management Plan", should describe how the proposal will conform to USGS policy on the dissemination and sharing of research results and associated data. A valid DMP may include only the statement that no detailed plan is needed (e.g. "No data are expected to be produced from this project"), as long as the statement is accompanied by a clear justification. This supplementary document may include:

a. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;

b. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);

c. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;

d. provisions for re-use, re-distribution, and the production of derivatives; and

e. plans for archiving data, samples, and other research products, and for preservation of free public access to them.

f. **If** the project(s) will create geospatial data as a deliverable, the applicant **must** provide evidence that the product does not already exist. The applicant will need to query their proposed geospatial product(s) at geoplatform.gov, a federal website, and provide a screenshot capture of their quer(ies).

Additional guidance on data management plans is available from the USGS Data Management web site here: [Data Management Plans | U.S. Geological Survey](#). Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined DMP by the lead PI that also addresses all subaward data management needs, regardless of the number of non-lead collaborative proposals or subawards included.

M. Individual Proposal Components
   1. Description of Program Management and Administration - Please use the Proposal Summary Budget workbook to provide the requested information. Additional information may include the following:
      - Institute Director. Name, academic rank, email address, and phone number.
      - Administrative Personnel. Name, academic rank or title, email address, and phone number of other principals involved in administration of the program, if any.
      - Program and Management Overview Description.
   2. Description of Information Transfer and(or) Education and Outreach
      - Administrative Personnel. Name, academic rank or title, email address, and phone number of other principals involved in administration of the program, if any.
      - Overview Description.
   3. Project Proposals **-** Please use the Proposal Summary Budget workbook to provide the requested information. These may include independent research, education, and information transfer & management proposals that are identified for funding as part of Institute's proposal process. "Graduate Fellowship" and "Seed Grant" projects must each be entered as **individual** research proposals if they support research, including full budget details.

Individual proposals should include the following, but format will vary depending on Institute requirements. Consequently, some of this information (**items 1-9**) must also be summarized in the Proposal Summary Budget workbook tab for each project.

Title. Concise but descriptive.

Principal investigator(s). Provide name and university of the principal investigators.

Project Title

Project Type. Choose from the following: Research, Information Transfer, Education, or Other (please specify).

Congressional District of the university where the work is to be conducted.

WRRI Science Priorities. Choose from the following the one category that most closely applies: Water Scarcity and Availability, Water Hazards, Water Quality, Water Policy, Planning, and Socioeconomics, Watershed Function, Water Technology and Innovation, or Workforce Development and Water Literacy.

USGS Cross-Discipline Landscape and Science Descriptors. Choose from those that most apply.

Keywords. Choose a maximum of three focus categories from the provided list (Attachment 2), with the most preferred focus category first.

Training potential. Estimate the number of graduate and undergraduate students, by degree level, who are expected to receive training in the project.

Principal investigator(s). Provide academic rank, email address, and phone number of the principal investigators.

Start Date. Enter the actual beginning date for the project.

End Date. Enter the estimated end date for the project.

Abstract. Provide a brief (300 word) description of the problem, methods, and objectives.

Plain-language summary. Provide a brief (150 word) description of the study that could be understandable by the public.

Statement of regional or State water problem. Include an explanation of the need for the project: who wants it and why.

Statement of results or benefits. Specify the type of information that is to be gained and how it will be used.

Nature, scope, and objectives of the project, including a timeline of activities.

Methods, procedures, and facilities. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.

Related research. (*Research projects only*) Provide context for the proposed work in terms of previous and ongoing research, including citations.

Investigator's qualifications. Include short (no more than 2 pages) biographical sketches of the principal investigator(s).

Budget Table and Justification **-** Include a snapshot of the summary table along with the budget justification. Federal costs must be explained separately from matching funds. The Budget Breakdown, Budget Justification, and the Budget Summary are to be created from the fillable EXCEL template available at https://water.usgs.gov/wrri/files/wrra-104b-budget-files.zip This link may need to be copied and pasted into your browser. Link should be saved and then extracted. A one-page version is included for individual projects

All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.3. Detailed Budget Narrative

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF424A.

- **The Budget Breakdown, Budget Justification, and the Budget Summary are to be created from the fillable EXCEL template available at https://water.usgs.gov/wrri/files/wrra-104b-budget-files.zip This link may need to be copied and pasted into your browser. Link should be saved and then extracted. This must be completed and submitted with the proposal package.**
- **Include a snapshot of the summary table along with the budget justification for each proposal component. Federal costs must be explained separately from matching funds.**
- **Budget Summary is automatically calculated as part of the Budget workbook, but it is the responsibility of the Institute to ensure that totals are correct.**

3. Budget Narrative

Applicants must describe and justify items and costs listed in their budget. The budget narrative must identify the following cost items: total estimated costs, non-Federal cost share, third-party contributions, and any pre-award costs. Total project cost is the sum of all allowable costs, including required and voluntary cost share and third-party contributions.

Budget items must be**:**

- Reasonable, allowable, allocable, and necessary
- Compliant with 2 CFR §200 Subpart E cost principles

Indirect Costs: Applicants must indicate in their budget narrative how they will charge indirect costs, including the rate to be applied:

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

4. Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.
   a. *Applicability*.

1. This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
2. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict-of-interest provisions in 2 CFR 200.318 apply.

b. *Notification*.
1. 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.
2. 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 Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

c. *Restrictions on lobbying*. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

d. *Review procedures*. The Financial Assistance Officer will examine each conflict-of-interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

e. Enforcement. 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 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

5. Single Audit Reporting Statement

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 the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state 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 through the Federal Audit Clearinghouse website.

6. Certification Regarding Lobbying

Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

7. 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. Applicants and recipients must complete and submit the SF-LLL, "Disclosure of Lobbying Activities" form if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 and 31 USC 1352 for more information on when additional submission of this form is required.

8. 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 such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regard to 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. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from USGS, the applicant must immediately notify the USGS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

9. Biographical Sketch

Common Form for Biographical Sketch (OMB 3145-0279). A template is provided in the application materials. For this application, this form must be filled out by the Institute Director.

10. Current or Pending Support

Common Form for Current or Pending Support (OMB 3145-0279). A template is provided in the application materials. For this application, this form must be filled out by the Institute Director.

Application Documents

Applicants must submit the following forms with their application as specified below. Instructions for accessing and submitting application forms are provided in the Submission Instructions section of this document below. For instructions on completing form fields, see the form instructions on the Grants.gov Forms Repository.

Forms/Assurances/Certifications	Submission Requirement
SF-424, Application for Federal Assistance Note: For applicants requesting more than $100,000 in Federal funds, the Authorized Representative's signature (or electronic equivalent) on the Application for Federal Assistance form also represents their certification of the statements in Appendix A to 43 CFR 18-Certification Regarding Lobbying	Required from all applicants
SF-424A, Budget Information – Non-Construction Programs	Required for non-construction projects
SF-LLL, Disclosure of Lobbying Activities	Required if requesting more than $100,000 in Federal funds and the applicant has used or plans to use funds other than Federal appropriated funds for lobbying related to the proposed project.

SUBMISSION REQUIREMENTS AND DEADLINES

Address to Request Application Package

Applications must be filed at **https://www.grants.gov** prior to **5:00 PM Eastern Standard Time, September 16, 2025**.
Program Website Link
https://water.usgs.gov/wrri/

Submission Dates and Times

Closing Date for Applications: 09/16/2025

Closing Date Explanation

Electronically submitted applications must be submitted no later than 5:00 p.m., ET, on the listed application due date.

Submission Instructions

Grants.gov Application Submission and Receipt Procedures
Please read the following instructions carefully and completely.
   1. **Electronic Delivery**
USGS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. USGS encourages applicants to submit their applications online through Grants.gov.
   2. **How to Register to Apply through Grants.gov**

a. *Instructions:* Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process.

Organizations must have an active SAM registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 2, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Note: An entity will be assigned a Unique Entity Identifier (UEI) by SAM.

Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html

1. *Register with SAM*: All organizations applying online through Grants.gov must register with the SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov, and SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with- sam.html

2. *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html

3. *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log into one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter a UEI assigned by SAM in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add- profile.html

4. *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

5. *Track Role Status*: To track your role request, refer to:https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must**

authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role. *Note: This step is often missed, and it is crucial for valid and timely submissions.*

3. How to Submit an Application to USGS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. A separate Workspace can be created for each Funding Opportunity Announcement (FOA).

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

https://www.grants.gov/web/grants/applicants/workspace-overview.html

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. *Complete a Workspace*: Add participants to the Workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
   a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

   b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
   c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.
3. *Submit a Workspace*: An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package <u>at least 24-48 hours prior to the close date</u> to provide you with time to correct any potential technical issues that may disrupt the application submission.
4. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the USGS with tracking your issue and understanding background information on the issue.

4. **Timely Receipt Requirements and Proof of Timely Submission**
   a. *Online Submission.* All applications must be received by the established due date. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When USGS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by USGS. Applicants with a slow internet connection should be aware that transmission can take time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

APPLICATION REVIEW INFORMATION

Eligibility Review

During the eligibility review, the application is checked for timely submission, completed packages (see Application Documents above) and alignment with the requirements of this announcement. The Federal agency may remove an application if it does not pass the eligibility review.

If an applicant selected for funding hasn't finished their SAM.gov registration (see 2 CFR 25.200 and 2 CFR 25.110) when the federal agency is ready to make an award, we may decide that the applicant is ineligible for the award and choose to grant it to someone else. Please refer 2 CFR 25.205 for more information.

Prior to making an award, the DOI checks the anticipated recipient and their key project personnel against the current list of prohibited or restricted persons or entities in the System for Award Management (SAM.gov) Exclusions database. We are prohibited from making an award if a recipient or any key personnel are found ineligible, prohibited, restricted, or otherwise excluded from receiving or participating in an award, as their ineligibility condition applies to this program.

If removed from consideration for ineligibility, the Federal agency will notify the applicant in writing.

Merit Review

The evaluation of applications submitted by the Institutes, including proposals, is the responsibility of the USGS Water Resources Research Act (WRRA) program staff with budgetary reviews by the Grants Specialist of the USGS Office of Acquisition and Grants. The USGS WRRA review is primarily a technical evaluation to determine if individual projects listed in each Institute's application meet the WRRA priorities.

Review and Selection Process

This program reviews proposed budgets to ensure:

- figures are correct
- estimated costs are necessary and reasonable and clearly linked to project narratives
- avoid obviously unallowable costs
- identify costs requiring prior approval
- ensure indirect cost rates are applied correctly
- confirm cost sharing requirements are reflected in the budget.

This program reviews applications for potential overlap or duplication between the proposed project and any other funded or proposed project. Depending on the circumstances, DOI may choose to not make an award.

Risk Review

Prior to making an award, the program assesses the risk posed by the applicant per 2 CFR 200.206. If an award will be made, the program may apply special conditions corresponding to the risk assessed. For awards over the simplified acquisition threshold (currently $250,000), the program reviews eligibility and financial integrity information in the applicant's SAM.gov records per 2 CFR 200.206(a). The program also assesses financial management capabilities, project delivery experience, staffing resources, past performance, administration and reporting compliance records, and overall project complexity and potential challenges.

AWARD NOTICES

Notices of Federal Award are sent electronically via GrantSolutions or e-mail. These notices outline the terms, conditions, and payment instructions per 2 CFR 200.211. The Notice of Federal Award signed by an authorized Grants Officer is the legal instrument obligating financial assistance to a recipient. Any other prior notice is not an authorization to begin work. If the program allows pre-award costs per 2 CFR 200.458, beginning performance before receiving a Notice of Federal Award is at the applicant's own risk.

Anticipated Project Start Date: 12/01/2025

Anticipated Project End Date: 11/30/2026

POST AWARD REQUIREMENTS AND ADMINISTRATION

Administration and National Policy Requirements

For award administration and national policy requirements, see the [DOI General Terms and Conditions](). Infrastructure projects require the use of American iron, steel, manufacture products, and construction materials per 2 CFR 184.

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. The USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

Data Availability

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.315:

a. All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

b. The Federal Government has the right to:

i. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and

ii. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

Geospatial Data

If you receive financial assistance from the Department of the Interior (DOI), recipient must follow these rules for geospatial data:

Follow Federal Standards: All geospatial data you collect or create must meet the standards set by the Federal Geospatial Data Committee (FGDC) or the Department of the Interior. This is required by the Geospatial Data Act of 2018, which is part of Public Law 115-254, specifically in Subtitle F (Geospatial Data), sections 751-759C (codified at 43 U.S.C. §§ 2801–2811).

Include Metadata: Your Geographic Information Systems (GIS) files must include complete metadata. Metadata is information that describes the data, such as where it came from, how accurate it is, and how it should be used. This is to ensure that anyone using the data understands its context and quality.

Check for Existing Data: Before you start collecting new geospatial data, you need to check GeoPlatform.gov. This is to see if there is already existing geospatial data from federal, state,

local, or private sources that can meet your needs and is available for free. If such data is available, you should use it instead of gathering new data.

These rules help ensure that geospatial data is reliable, high-quality, and that resources are used efficiently.

Reporting

The recipient's Notice of Award will detail all reporting requirements, including frequency, due dates, and instructions for requesting extensions. In general, but not limited to, recipients must:

- Submit Federal Financial reports and Program Performance reports.
- Use the Federal Financial Report (SF-425) form for financial reporting,
  - At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 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 only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.
- Monitor award activities and report on program performance per 2 CFR 200.329,
- Promptly notify the awarding program in writing of any issues, delays, or conditions impairing award objectives per 2 CFR 200.329(e),
- Disclose any conflicts of interest related to their award that arise during the award period per 2 CFR 1402.112,
- Report on the status of real property acquired under the award in which the Federal government retains an interest per 2 CFR 200.330, and
- Report all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award per 2 CFR 200.113.
- Report any matters related to recipient integrity and performance to SAM.gov per Appendix XII to 2 CFR 200.
- If the Federal share of the award is more than $100,000 and the recipient makes or agrees to make any payment using non-appropriated funds for lobbying in connection to the award, disclose those activities using the Disclosure of Lobbying (SF-LLL) form per 43 CFR 18.100.
- Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires certain recipients to report information on executive compensation through SAM.gov and information on all sub-awards, subcontracts, and consortiums over $30,000 to the FFATA Subaward Reporting System (FSRS).

Other Information

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 were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are

due no later than 90 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.

<u>Technical Reporting Requirements</u>

A. The recipient shall prepare an Annual Program Report summarizing its activities during the reporting period under its base grant (104b), national competitive grant program (104g) awards for which it is the lead institute, and coordination awards funded either by the USGS or by pass- through funds from another Federal agency. Reporting must use the provided template. The reporting period for the annual program is currently September 1 through August 31, unless changed by the USGS Program Office.

B. The Annual Program Report is to be filed with the USGS within 90 days of each annual reporting period unless a different date is specified.

C. The Annual Program Report for each Institute shall consist of the following components and shall be in the format specified in the Annual Report template provided by the WRRA program office.

1. <u>Research</u>: A synopsis of each ongoing research project and of each research project completed during the reporting period. This includes projects funded under the base grant (104b) and the national competitive grant program (104g), as well as projects supported by coordination awards funded by the USGS and other Federal agencies. Include only those national competitive grant program projects for which you are the lead institute.

2. <u>Publications</u>: A list of all reports, journal articles, data sets, and other products published during the reporting period as a result of projects supported with WRRA and required matching funds, including base grants and national competitive grants for which you are the lead institute, as well as coordination awards. This should include both those for current projects and those for award periods that may have ended before all products were completed. The USGS WRRA program should be acknowledged on all reports, journal articles, and other products, including those published after the award period has ended.

3. <u>Information Transfer</u>: A brief description of information transfer activities supported with WRRA and required matching funds during the reporting period. These may include education and outreach, conferences, educational venues, social media, or other activities.

4. <u>Student Support</u>: A summary of the number of students supported with WRRA and required matching funds, including the base grant (104b) and national competitive

grant program (104g) awards for which you are the lead institute, as well as coordination awards.

5. <u>Interaction with USGS</u>: A summary of the projects that include direct collaboration with USGS staff.
6. <u>Notable Achievements and Awards</u>: Provide a brief description of any especially notable achievements and awards resulting from work supported with WRRA and required matching funds and by coordination awards during the reporting period

Program Technical Contact

For **programmatic technical assistance**, contact:
First Name: Christian
Last Name: Schmidt
Address: USGS, 12201 Sunrise Valley Drive, Reston, Virginia, 20192
Telephone: 208-861-2866
Email: cgschmidt@usgs.gov
Program Coordinator, Water Resources Research Program

Program Administration Contact

For **program administration assistance**, contact:
First Name: Sara
Last Name: Roser
Address: U.S. Geological Survey, 12201 Sunrise Valley Drive (MS 205), Reston, VA 20192
Telephone: 703-648-7357
Email: sroser@usgs.gov
Grants Specialist, Office of Acquisition and Grants

Application System Technical Support

For **Grants.gov technical registration and submission, downloading forms and application packages**, contact:
Name: Grants.gov Customer Support
Telephone: 1-800-518-4726
Email: Support@Grants.gov

Other Information

Payments
Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the USGS program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic

funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

PAPERWORK REDUCTION ACT STATEMENT:
OMB Control Number: 1028-0097, Expiration Date: March 31, 2026
We are collecting this information in accordance with the program identified above. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding and, if awarded, 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. Public report burden for this collection is estimated to average 45 hours per grant application and 12 hours to prepare a final technical report. 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 Bureau Clearance Officer, U.S. Geological Survey, 12201 Sunrise Valley Drive, MS807, Reston VA 20192.