

**U.S. Fish and Wildlife Service  
Division of International Conservation**

Wildlife Without Borders – Latin America and Caribbean  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.640  
Funding Opportunity Number: F14AS00076  
Submission Deadline: May 30th

**Notice of Funding Availability and Application Instructions**

**I. Description of Funding Opportunity**

Spanning Central America, South America and the Caribbean islands, the Latin America and Caribbean region is home to some of the most biologically and culturally rich sites in the world. The region's landscapes host large numbers of endemic species and are primarily threatened by habitat loss and degradation. The biodiversity of Latin America and the Caribbean is at risk due to one of the highest land degradation and deforestation rates in the world, driven by increased demands of a growing global population for food, forest products, land minerals, and energy.

Whereas people can be the greatest threat to a region's biodiversity, they are also the most powerful ingredient for conservation when stakeholders are able to work cooperatively toward shared conservation goals that reflect local values, pride, aspirations, and needs. The question is no longer whether to involve key actors at the individual, organizational or group level, but *how*.

**Program Goal:** Strengthen the capacity of Latin American and Caribbean individuals and institutions to manage and conserve species, habitats, and ecological processes.

**Program Objective:** Support projects that address one or more of the following three focal areas: (i) threatened landscapes, (ii) threatened species, and (iii) regional training programs.

In fiscal year 2014, the *Wildlife Without Borders-Latin America and Caribbean Program* (WWB-LAC) seeks proposals that address the underlying human dimensions of species and ecosystem conservation in the following regions:

- Central America
- Tropical Andes (western Amazon)
- Regional Caribbean projects (defined as two or more countries or islands)

Projects should take place in the above regions of Latin America or the Caribbean. (Please note that projects in Mexico are administered through the *Wildlife Without Borders – Mexico Program*.)

Below are the descriptions and desired results for the three focal areas for fiscal year 2014 funding:

## **1. Threatened landscapes**

**In 2014, the WWB-LAC program seeks proposals under this focal area that address integrated landscapes for people and nature.**

Description: USFWS will support projects that benefit landscapes that are clearly justified to be of 1) high conservation value **and** 2) under immediate and direct threat.<sup>1</sup> Through targeted ecosystem and/or landscape-level conservation actions, projects shall directly link identified threats to key stakeholders. Projects should seek to create or promote community-level entities that work cooperatively to identify conservation problems, diagnose causes and jointly develop management prescriptions through a participatory and inclusive process that acknowledges the legitimacy of partner needs and goals and the advantages of concerted collaborative action to address complex resource management challenges.

Desired results: Increased conservation and management of threatened landscapes of high conservation value including both protected areas and multi-functional landscapes. Proposals will be strengthened if they address one or more of the following: (a) reduction of unsustainable land use activities (e.g., habitat degradation or loss due to the expansion of agriculture and/or cattle ranching/pastures, road and infrastructure) that lead to improved alternative livelihoods, climate change resilience, and/or sustainable food production systems in the biodiversity conservation project area; (b) mitigation of the impacts of extractive industries (e.g., logging, fishing, hunting, mining, oil and gas development); (c) reduction of threats to highly endangered wildlife and plant species (e.g., harvesting, hunting, fishing, habitat destruction by land use change, wildfires, other); and (d) integration of both human and biological dimensions into conservation policies and programs at the local, national, and/or regional level.

## **2. Threatened species**

**In 2014, the WWB-LAC program seeks proposals under this focal area that address either a) human-jaguar conflict or b) wildlife trafficking and illegal pet trade.**

### **A) Human-jaguar conflict**

Description: USFWS will support local, national and regional (transnational) activities designed to mitigate and reduce conflicts between people and jaguars due to predation on livestock, domestic animals and game species, wildlife disease, and overall damage to human lives and livelihoods in agricultural and multi-use areas located within or near protected areas.

Desired results: Reduction or elimination of conflicts between humans and jaguars, including livestock predation, and damage to human lives and livelihoods. Proposals will have a higher likelihood of being selected if they address one or more of the following: (a) pre-emptive techniques to reduce or eliminate conflicts between humans and jaguars, (b) reduction of retaliatory attacks and killings of jaguars, (c) engagement of strong constituencies (e.g. ranchers,

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<sup>1</sup> Due to limited funding, projects in the Caribbean should demonstrate a positive conservation impact across at least two islands or countries/territories.

decision-makers, community or opinion leaders) for peaceful co-existence with jaguars through education, outreach and social marketing campaigns, (d) integration of sustainable mechanisms and/or policy incentives for owners to prevent livestock predation at the local, national, and/or regional level, and (e) produce benefits for other species and/or habitats within the project area.

## **B) Wildlife trafficking and illegal pet trade**

Description: USFWS will support local, national and regional (transnational) activities designed and implemented to reduce wildlife trafficking and illegal pet trade in LAC. Proposals should focus on reducing the market for wild animals and plant resources that are illegally and unsustainably harvested.

Desired results: Reduced illegal and/or unsustainable harvesting of wildlife and plant resources. Decreased availability and commercial consumption and/or use of illegal wild animals. Increased application of wildlife protection laws by in-country decision-makers and law enforcement agents. Regional and/or transnational cooperation on reducing wildlife trafficking. Effective messaging in the media and development community regarding the link between wildlife declines and illegal trade. Proposals will have a higher likelihood of being selected if they address one or more of the following: (a) demonstrate that threatened species are at risk of extirpation due to the wildlife trafficking and illegal pet trade, (b) identify and address the key human behavior(s) to be changed related to the unsustainable or illegal trade; (c) define credible measure(s) demonstrating effectiveness of project activities, and (d) produce benefits for other species and/or habitats within the project area.

## **3. Regional training programs**

**In 2014, the WWB-LAC program seeks proposals for regional training programs that focus on early conservation professionals.**

Description: USFWS will support the development and implementation of effective training programs in LAC to train early conservation professionals (e.g., individuals with 1-5 years of experience) from different backgrounds to strengthen and facilitate biodiversity conservation competencies at the local level. Programs can be a) specialized trainings of 2 -8 weeks, b) certificate programs of 2 months or more or c) accredited 1 to 2 year degree programs. The training program will include courses taught by instructors who are knowledgeable of team-based, participatory teaching methods and have a proven track record of working with local people to achieve conservation success in the field.

Desired results: Highly inter-disciplinary, experiential training programs for early conservation professionals to develop or strengthen key competencies (knowledge, skills and attitudes) to lead local biodiversity projects that focus on the human dimensions of conservation. Proposals will have a higher likelihood of being selected to the extent that the following components are included in the curricula: (a) interdisciplinary understanding of the social, economic, legal and scientific aspects of biodiversity conservation strategies; (b) a strong field practice component on a real-world issue that complements the coursework; (c) facilitation of participatory processes, conflict resolution, intercultural dialogue, and promotion of sustainable development initiatives;

(d) project design, implementation, and evaluation; (e) organizational behavior; (f) knowledge management; and (f) governance processes and mechanisms within local and national policies and laws.

This program is authorized under the Endangered Species Act of 1973, as amended (16 U.S.C. 1531-43).

## **II. Award Information**

This program uses 1- or 2- year grants or cooperative agreements as financial assistance instruments. The type of assistance instrument to be used is the decision of USFWS.

### *Grant Awards*

Due to the limited funds available, proposals requesting less than \$50,000 USD have a higher likelihood of being selected. The amount of funding requested must be commensurate with the scope of the activities, the anticipated results, and the length of the project period. Higher amounts may be requested with appropriate justification. The period of performance for projects awarded may be one or two years, starting on the date the award is signed by the USFWS. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each year.

### *Cooperative Agreements*

The criteria for funding levels, matching in-kind or financial support, period of performance, and the requirement for a new proposal for past and present recipients of awards are the same as under Grant Awards. For cooperative agreements, substantive involvement by the USFWS should be expected and may include collaborating jointly with the recipient partner in carrying out the scope of work, drafting the proposal and offering technical assistance. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested of the USFWS and a rationale for why involvement of USFWS is needed to fulfill project objectives.

## **III. Basic Eligibility Requirements**

### **Eligible Applicants:**

Applicants under this program can be: individuals; multi-national secretariats, federal, state and local government agencies; non-profit, non-governmental, community and indigenous organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) or (4) status as determined by the Internal Revenue Service.

Federal law (2 CFR Part 25, Central Contractor Registry and Data Universal Numbering System) 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). 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.

**Ineligible Activities:** The Division of International Conservation will not fund:

- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;

- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country of proposed activity;
- material support or resources to individuals, entities, or organizations of countries that the U.S. Department of State has identified as state sponsors of terrorism. These countries are: Cuba, Iran, Sudan, and Syria. (Exceptions may be allowed with clearance from U.S. Department of State)

#### **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 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 is not required, but is considered in the merit review of proposals. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Funds provided by another U.S. Federal Government agency or another USFWS award cannot be reported as matching contributions, but should be noted and explained in detail. Only verifiable contributions should be included as a match. A match shown during one year may not be repeated as a match in a subsequent proposal. See Section VI. APPLICATION REVIEW for more information on cost sharing.

#### **IV. Application Requirements**

**SUBMISSION DEADLINE:** May 30<sup>th</sup> is the deadline for applications. A confirmation e-mail will be sent out to applicants once their submission has been received. You may submit your proposal in English or Spanish. (If you submit a proposal in Spanish you must include a project summary in English.) ***Proposals should not exceed ten pages.*** Application cover page, summary (English and

Spanish), figures, tables, maps, curriculum vitae, and required forms do not count toward the ten-page limit.

To be considered for funding under this funding opportunity, an application must contain:

- A. A completed, signed and dated Application Cover Page, and for U.S. applicants a completed, signed, and dated Application for Federal Assistance form (SF-424).

Complete the Application Cover Page located at <http://www.fws.gov/international/pdf/cover-page.pdf> according to the instructions on page 3 of the form.

All U.S. applicants must also submit the SF 424, Application for Federal Assistance- Individual form located at <http://apply07.grants.gov/apply/FormLinks?family=12>

## B. Project Summary

BRIEFLY summarize your project or program in one page or less. This section should be a stand-alone summary of your project. It may or may not be shared with the public. Include the title of the project, focal area under which your proposal falls (e.g. threatened landscapes, threatened species, or regional training programs), geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, beneficiaries, and expected products can also be mentioned in this section.

## C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. The statement of need should identify a) the **species, habitats, or other biodiversity** the project is attempting to conserve, b) the **direct threats** that adversely affect biodiversity conservation at the project site, and c) the **specific threats and target audiences** to be addressed through project activities and how they relate to stakeholder coordination activities described in Section 4 below. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the USFWS or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.
2. **Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period), and results-orientated (*i.e.*, objectives should represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals). Objectives should form the basis for the project's monitoring and evaluation section, described later in the proposal.
3. **Project Activities, Methods and Timetable:** 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. For projects being conducted within the United States, 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. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species 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. To view a sample project timetable go to: <http://www.fws.gov/international/pdf/sample-timetable.pdf>

- 4. Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities. Please describe any previous work with these stakeholders and how working with them relates to the specific threats and target audiences.
- 5. 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, curricula, exams/tests 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.

Identify all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted, etc.). Once the outputs are identified, describe the intended impact of the products/outputs on the objectives

The USFWS values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife.

The following table format is recommended:

<b>Objective</b>	<b>Indicator</b> (i.e., what you will measure to track your progress toward achieving the objective)	<b>Monitoring Method</b> (i.e., how you will measure the indicator)	<b>Current Status,</b> if known	<b>Desired Status</b>

6. **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. On the Application Cover Page, provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. **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 curricula vitae!**
7. **Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.
8. **Literature Cited: if applicable.**
9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.
10. **Governmental Endorsement:** Non-governmental applicants must include a RECENT letter of support (no older than two years) from the appropriate local, regional, or national government wildlife or conservation authority. Where appropriate, letters of support from local communities or project beneficiaries should be provided. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

#### D. Budget

All U.S. applicants must complete the **Application for Federal Assistance (SF 424) and Assurances – Non-Construction Programs (SF 424B) form**. The budget forms are available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.

When developing your budget, keep in mind the following:

Cost Principles: Financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions



- 2 CFR Part 225, Cost Principles for States and Local Governments
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

These documents are available on the Internet at <http://www.ecfr.gov/>.

Federally-Funded Equipment: Applicants cannot use equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. ***Do not include this type of equipment in your budget!*** Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that ***will be used for the project***, including the name of the Federal agency that paid for the equipment.

**Instructions for Budget Table:**

Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project, one column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities, as demonstrated here:

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
I. Per Diem:							
A. Instructor (1)	\$500/month *6 months	\$3,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Trainees (30)	\$60/day*5 days*30 trainees	\$9,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
2. Lodging (11 individuals)	20 nights *11 people * \$15/night	\$3,300	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
3. Transportation:							
Bus tickets (30 individuals)	30 tickets * \$20/each	\$600	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
4. Production of training material:							
A. Printing (100 manuals)	100 manuals * \$10/each	\$1,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Postage	12 months * \$20/month	\$240	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
Totals		\$x,xxxx	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx

\*Present all amounts in U.S. dollars

\*\*We cannot accept the term “contingencies” in the budget as a line item

Go to <http://www.fws.gov/international/pdf/sample-budget.pdf> to view a sample project budget table.

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a \$3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x \$15/night = \$3,300*. Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget Justifications. If the budget table requires more than one page, verify that the column headings and row titles appear on all pages.

### E. Budget Justification Narrative

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Detail how your budget item 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 OMB Cost Principles requires the Service’s approval and estimate its cost.

Program Income: Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under this Fund, income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:

1. added to the funds requested from the USFWS for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
2. used to finance the non-Federal share of the project.

If your project generates program income, please provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the project duration, and (3) a description of how the funds will be used. If the income is to be used to conduct additional activities, you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

Indirect Costs and Required Indirect Cost Statement: 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. ALL other applicants must include in their budget justification narrative ONE of the following statements, as applicable and attach any required documentation as detailed below:

1. Our organization does not have an indirect cost rate and will charge all costs directly.
2. Our indirect cost rate is [insert rate]%. We have a current Negotiated Indirect Cost Rate Agreement (NICRA). A copy of our NICRA is attached.
3. Our indirect cost rate is [insert rate]%. We have [insert one of these statements, as applicable: “established a Negotiated Indirect Cost Rate Agreement (NICRA) in the past, but it has expired. A copy of our latest NICRA is attached” or “never established a Negotiated Indirect Cost Rate Agreement (NICRA)”]. In the event an award is made we will submit an indirect cost rate proposal to our cognizant agency immediately and no later than 90 calendar days after the date the award is made. We understand that:
  - Although the USFWS may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA.
  - Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.
  - Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.

- We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the USFWS.
  - We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.
4. We have never established a Negotiated Indirect Cost Rate Agreement (NICRA) and in the event an award is made we agree as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC) for the life of the award, including any future extensions of time, regardless of any NICRA we may establish during the award period. We understand that MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). We understand that equipment, capital expenditures, charges for patient care, participant support costs (includes registration fees, travel allowances, manuals and supplies, tuition, and stipends), rental costs, tuition, and the portion of subcontracts and subgrants in excess of \$25,000 are excluded from MTDC.

Negotiating an Indirect Cost Rate with the Department of the Interior:

For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the predominant amount of direct funding to your organization is your cognizant agency (unless otherwise assigned by the White House Office of Management and Budget). 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 directly 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](mailto:ics@nbc.gov)  
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

**F. Statements Regarding A-133 Single Audit Reporting:** Following OMB Circular A-133 ([http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$500,000 USD or more in Federal award funds in a year must submit an A-133 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 an A-133 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/>). Include these statements at the end of the Project Narrative in a section titled “**A-133 Single Audit Reporting Statements**”.

#### **G. Assurances**

Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF 424B)** if the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. Signing this form does not mean that all items on the form are applicable. Some of the assurances may not be applicable to your organization and/or your project or program.

#### **H. 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 Title 43 of the Code of Federal Regulations, Subpart 18.100 (43 CFR 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.

### **Application Checklists**

#### **All proposals must include:**

- Signed Grant Application Cover Page (MUST be signed by authorized representative)
- DUNS Number
- System for Award Management (SAM) registration (only domestic applicants must be registered at time of application)
- Map
- Project Summary (1 page)
- Project Narrative and Timetable
- Budget Table
- Budget Justification narrative
- Bio (1-2 paragraphs) or curricula vitae for key personnel
- Recent Letter of Governmental Endorsement

- If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
- If Federally-funded equipment will be used for the project, a list of that equipment
- When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- Foreign Contribution (Regulation) Act (India only)

Proposals from U.S. Applicants must also include:

- A complete, signed and dated SF 424, Application for Federal Assistance (SF 424, SF 424-Mandatory, or SF 424- Individual) form <http://www.fws.gov/international/pdf/sf-424.pdf>
- If a non-profit organization, documentary evidence of Section 501(c)(3) or (4) non-profit status
- Signed and dated SF-424B Assurances form <http://www.fws.gov/international/pdf/sf-424b.pdf>
- If applicable, completed SF-LLL Disclosure of Lobbying Activities form

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

**V. Submission Instructions**

**SUBMISSION DEADLINE:** May 30<sup>th</sup>

Download the Application Package linked to this Funding Opportunity on Grants.gov. or via the program website. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Applications may be submitted by email, electronically through Grants.gov. U.S. applicants must submit applications electronically through Grants.gov. Please select **ONE** of the submission options:

***To submit an application by e-mail (Non-Domestic Applicants only):***

Format all of your documents to print on Letter size (8 1/2" 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 and send all documents together in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments so that we know the order of your submissions. E-mail your proposal to the USFWS at [wwb\\_lac@fws.gov](mailto:wwb_lac@fws.gov)

***To submit an application through Grants.gov (Domestic Applicants):***

Go to the Grants.gov Apply for Grants page ([http://www07.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www07.grants.gov/applicants/apply_for_grants.jsp)) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between

three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

**Important note on Grants.gov application attachment file names:** Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the USFWS' financial assistance management system.

## **VI. APPLICATION REVIEW**

USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse and to encourage coordination and collaboration among projects on the ground.

**Criteria:** The Division of International Conservation ranks proposals by scoring how well each addresses the *Desired Results* described under each focal area in the Description of Funding Opportunity as well as the requested elements listed in the Application and Format section above. High priority, well-justified and feasible projects that address most or all of the requested proposal elements will receive higher scores. Other review criteria include considering the degree to which a project:

- Strengthens local individual and institutional capacity, and ensures that communities have an active role in project planning and implementation;
- Demonstrates a clear theory of change, and includes specific impact assessment criteria;
- Provides a catalyst for activities in a previously neglected area with significant conservation value;
- Integrates problem solving, conflict resolution, and participatory approaches that are socially, culturally, politically, and economically enduring.
- Complements activities of other organizations/individuals in a manner which will lead to efficient, effective conservation and avoids duplication of other on-going activities;
- Promotes cooperation and partnerships to create coalitions, build networks and facilitate regional collaboration;
- Facilitates the sharing of best practices and the replication of successful conservation initiatives throughout the region;
- Utilizes funds in an efficient, cost-effective manner to accomplish project objectives;
- Maintains a positive track record with USFWS based on previous grant support, including timely submission of financial and performance reports and a summary of major activities and accomplishments of previous USFWS support in the Project Statement section.
- Contributes funds or other cost sharing or matching to the project, which may include cash or in-kind contributions. Applicants who offer cost sharing will be assigned more points during the review process and cost sharing will be used to break ties among applications with equivalent scores after evaluation of all other factors.

Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature that they warrant immediate consideration (e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others).

## **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 receiving the award via electronic means. Awards are based on the application submitted to, and as approved by, the USFWS. 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 USFWS 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 USFWS program. However, ***do NOT submit any banking information to the USFWS until it is requested from you by the USFWS 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 USFWS 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 USFWS is protected during its transmission/delivery. The USFWS strongly recommends recipients use the most secure transmission/delivery method available. The USFWS 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 USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier



mail service. Recipients may also contact their USFWS Project Officer and provide any sensitive data over the telephone.

**Award Terms and Conditions:** Acceptance of a financial assistance award from the USFWS 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 USFWS 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 USFWS DIC awards are provided by recipient type in the **DIC Financial Assistance Award Terms and Conditions** posted on the Internet at <http://www.fws.gov/international/pdf/assistance-award-guidelines.pdf> If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the USFWS point of contact identified in the Agency Contacts section below.

**Recipient Reporting Requirements:**

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.

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

**VIII. Agency Contacts**

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**IX. Paperwork Reduction Act Statement:** The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Availability is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No. 1018-0123 which expires on 09/30/2014. The public reporting burden for this collection of information is estimated to average of 22 hours per application and 40 hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mailstop 222, Arlington, VA 22203.