

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

WILDLIFE WITHOUT BORDERS-MEXICO
Catalog of Federal Domestic Assistance (CFDA) Number: 15.641

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The U.S. Fish and Wildlife Service (USFWS) and the Mexican Ministry of Environment and Natural Resources (SEMARNAT) are soliciting proposals under the *Wildlife Without Borders-Mexico* Program for projects that address Mexico's capacity building for biodiversity conservation. The goal of this program is to build human and institutional capacity for biodiversity conservation and management in Mexico through training associated with Mexican nature reserves. Of interest are projects that provide training in biodiversity conservation or natural resource management associated with federal, state, or local nature reserves, or areas in the process of acquiring protection status, as well as other priority biodiversity areas designated by the Government of Mexico.

The *Wildlife Without Borders-Mexico* Program supports training projects, including short-term (2-3 week) on-the-job courses certified by an educational institution (*Diplomados*), workshops, personnel exchanges, training provided through on-the-ground practices, among other delivery mechanisms, with the following objectives: (1) develop specific conservation/management skills of resources managers by addressing critical gaps in formal and informal training in Mexico while increasing the number of personnel trained; (2) promote training that links sound management practices in nature reserves to the creation of economic opportunities for buffer zone communities; and (3) raise the level of awareness and capacity of key stakeholder groups to deliver conservation. Projects should fall under the following categories:

Managing for Excellence: Training in natural resource conservation and management for Mexican Government personnel, including policy-makers, federal, state, and municipal-level resource managers, and reserve guards.

Stewards of the Land: Training in natural resource conservation and management for resource owners and/or direct users, including local communities, rural peasant farmer organizations, and indigenous peoples.

Voices for Nature: Training in environmental education and/or public outreach for targeted society stakeholder groups, including teachers, school children, journalists, tourists, non-governmental organizations and private sector organizations or businesses.

Ideal projects will include specific and measurable products and management actions; demonstrative value (implementation of a novel approach that includes an assessment of the merits and widespread use of the approach); activities that can be replicated elsewhere; and/or activities involving a coalition of stakeholders. Applicant organizations should be proposing work to be conducted in Mexico. If work is to be conducted in the United States, the proposal must show a clear connection to capacity building for biodiversity conservation in Mexico to be eligible for funding.

II. AWARD INFORMATION

The period of performance for the majority of projects funded under this Initiative is one year, starting on the date the award is signed by the USFWS. Project proposals must be designed accordingly. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This Initiative uses grant and cooperative agreements as the primary assistance instruments.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this Initiative can be: federal, state and local government agencies; non-profit, non-governmental 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) non-profit status.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number". Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: Proposals must be submitted to both the USFWS and SEMARNAT on or before **October 1** each year.

RANGE OF APPROVAL/DISAPPROVAL TIME: Decisions on funding of project proposals are normally made no later than 180 days after the receipt of the project proposals.

APPLICATION FORMAT AND CONTENT: You may submit your proposal in English or Spanish. **If you submit a proposal in Spanish you must include a project summary in English.** Your proposal should include these elements:

A. Application Cover Page

Complete the Application Cover Page located on the Internet at <http://www.fws.gov/forms/3-2338.pdf> according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project, goal(s), objectives, specific project activities, beneficiaries and expected products. **If you submit a proposal in Spanish you must include a project summary in English.**

C. Project Narrative

1. **Statement of Need:** Describe why it is important that this project be implemented and include supporting information. Summarize previous or on-going efforts of your organization, and other international, national, regional and/or local organizations or individuals relevant to the proposed work.
2. **Project Goals and Objectives:** Goals are general statements representing the long-term vision of what you want to achieve. Clearly state the project goals and describe how they relate to the statement of need. Objectives define strategies or implementation steps to achieve your goals. Objectives must be specific, measurable, realistic (attainable within the project's period of performance), and directly relevant to the stated goals. Clearly state the project objectives.
3. **Project Activities, Methods and Timetable:** Clearly state all proposed project activities and describe how they relate to the stated objectives. Provide a detailed description of the method(s) to be used to conduct the proposed activities. Provide a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts used to demonstrate the timetable within the body of the proposal narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period.
4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated with and involved local resource managers and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results.
5. **Anticipated Benefits and Outputs:** Describe all expected products/outputs to result from the project (examples include: management plans/brochures/posters/training manuals produced, people trained, workshops held, hours of training provided, patrols conducted). Once identified, describe the intended impact of the products/outputs on the target resource. Detail how products will be distributed to the host country government, resource managers, researchers and other interested parties.
6. **Project Monitoring and Evaluation:** Your project must incorporate a monitoring and evaluation plan that will allow you to ascertain the quality of benefits and outputs and to ensure that the products reach the intended beneficiaries. Describe your plan, and include details on how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities.
7. **Sustainability:** Explain which of the proposed project activities will continue beyond the life of a one-year award under this program, and how these activities will be funded.
8. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization, as well as all cooperating organizations and agencies, including staff and other resources available for the project. Provide a brief (**1-2 pages**) *curricula vitae*, which is a brief description identifying an individual's qualifications and capacity to meet the project objectives, for all key personnel. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
9. **Project Budget Table**
Things to consider when developing your Budget Table:
 - **Federally Funded Equipment:** Applicants cannot attribute 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 table! 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.

- **Indirect Costs:** We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.
- **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, 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 Program, income earned during the project period of performance of an approved Award shall be retained by the Recipient and used in one *or more* of the following ways:
 1. added to the funds requested from the FWS for the project and those committed by the Recipient/other partners and 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 will generate program income provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the period of performance, 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.

INSTRUCTIONS:

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 <i>(if applicable)</i>
Totals							

Present all amounts in U.S. dollars.

10. Budget Justifications: Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. 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.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Cost calculations should be included in the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

11. Governmental Endorsement: Non-governmental applicants should include a recent letter of support from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant’s proposal.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)

- Project Summary (1 page)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance
<http://www.fws.gov/international/DICprograms/sf%20424.pdf>
- A complete Standard Form 424b-Assurances
<http://www.fws.gov/international/DICprograms/sf%20424b.pdf>
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals under this Initiative are reviewed by both USFWS and SEMARNAT. Each agency must receive a complete copy of the proposal on or before the submission date. Proposals may be submitted by mail, by e-mail or on-line through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Mexico Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Room 730
Arlington, Virginia 22203-1622 USA
Tel: 703-358-1754

and

Dr. Adrian Fernandez Bremauntz, President
Instituto Nacional de Ecologia
Secretaria de Medio Ambiente y Recursos Naturales
Periferico Sur #5000, Piso 5
Colonia Insurgentes Cuicuilco
Mexico, D.F. 04530 Mexico
Tel: 011-52-555-424-6418

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 ½" x 11") paper. Format all pages to display and print page numbers. We prefer to receive the entire proposal as **ONE** file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at WWB_Mexico@fws.gov and to SEMARNAT at edpeters@ine.gob.mx.

How to submit a proposal through the Internet using Grants.gov:

NOTE: SEMARNAT does not have access to proposals submitted through Grants.gov. Applicants choosing to submit proposals to the USFWS through Grants.gov must also submit a printed copy to SEMARNAT at the address listed above. Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission

deadlines regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered go to <http://www.grants.gov/search/basic.do>. Enter the CFDA Number located on the top of page 1 of this document in the field under **Search by CFDA Number** to view this program's Grants.gov announcement. Follow the instructions found under the How to Apply section of the Grants.gov announcement.

V. APPLICATION REVIEW

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

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project will:

- Provide training in biodiversity conservation or natural resource management associated with federal, state, or local nature reserves (or areas in the process of acquiring protection status);
- Provide training essential to the development of local capacity to implement conservation activities;
- Provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- Include the participation of local people in project activities, or otherwise contributes to local empowerment;
- Implement an important element of a larger scale/scope project that would provide synergetic value;
- Build upon complementary activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource;
- Apply the best scientific and technical information available in support of project activities;
- Result in specific and measurable products and management actions;
- Provide for the development of a demonstration activity that can be replicated for widespread use;
- Promote networking, partnerships and/or coalitions;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature (examples include projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others) that they warrant immediate consideration.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. This program typically sends Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). 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.

Administrative and National Policy Requirements: Go to <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> to review the Division of International Conservation's *Assistance Award Guidelines* document which details the policies, terms and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. See Section III above for additional information on the DUNS requirement.

Reporting: The standard reporting requirements are:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's *Assistance Award Guidelines* document at <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> for additional reporting information.

VII. AGENCY CONTACTS

FWS Contact:

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SEMARNAT Contact:

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