

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

Wildlife Without Borders – Amphibians in Decline  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.672  
Funding Opportunity Number: F14AS00155  
Submission Deadline: May 15, 2014

**Notice of Funding Availability and Application Instructions**  
*Carefully read this opportunity as recent changes have been incorporated!*

**I. Description of Funding Opportunity**

The *Wildlife Without Borders- Amphibians in Decline* program will fund projects that conserve the world's rapidly declining amphibian species. Species eligible for funding are those frogs, toads, salamanders, newts, and caecilians that currently face a very high risk of extinction. Species should meet the criteria to be listed as "Critically Endangered" or "Endangered" on the International Union for the Conservation of Nature (IUCN) Red List. Species listed as "Data Deficient" on the IUCN Red List are also eligible if the applicant can provide information that suggests a similar urgency for conservation action. Species listed as "Extinct in Wild" are eligible if the applicant is proposing a reintroduction attempt.

The following species are NOT eligible for funding:

- Species with natural habitat range located within the United States, territories of the United States, Canada, and the high income economies of Europe;
- Non-amphibian species.

The goal of this grants program is to reduce threats to highly endangered amphibians in their natural habitat. Proposals should identify specific conservation actions that have a high likelihood of creating durable benefits. Project activities that emphasize data collection and status assessment should describe a direct link to management action, and explain how lack of information has been a key limiting factor for management action in the past. Proposals that do not identify how actions will reduce threats, or do not demonstrate a strong link between data collection and management action, are not eligible for consideration. To the extent that the proposed work provides clear, direct support for the program objectives above, proposals may also relate to climate change adaptation, mitigation, and education.

Although projects addressing all threats (e.g., disease, habitat loss and degradation) to amphibians are eligible, proposals have a higher likelihood of being selected that advance one or more of the strategic priorities of the United States National Strategy for Combating Wildlife Trafficking, including (1) strengthening efforts to stop illegal trade in wildlife and to enforce laws prohibiting wildlife trafficking; (2) reducing demand for illegally traded wildlife by dissuading consumers from purchasing illegally traded wildlife; and (3) expanding government and civil support for and encouraging new partnerships in, the fight against wildlife trafficking.

Proposed project work should occur within the species range, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to its conservation. Proposals that emphasize ex-situ conservation and captive management are not eligible for consideration.

## II. AWARD INFORMATION

This program uses grant and cooperative agreements as assistance instruments. The type of assistance instrument to be used is the decision of USFWS. Proposals are typically funded at or less than \$25,000 USD. In-kind or financial matching support is highly recommended. Although the period of performance for projects funded under this program is typically one year, there are no restrictions on funding proposals for activities exceeding one year. The period of performance for all funded projects begins on the date the award is signed by the USFWS. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year.

### *Cooperative Agreements*

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 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 System for Award Management 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. *You must be registered in SAM or your application will be disqualified.*

## **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. 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 15** is the deadline for applications. *You must be registered in SAM or your application will be disqualified.* A confirmation e-mail will be sent to applicants once their submission has been received. You must submit your proposal in English. Proposals submitted in Spanish will not be accepted.

*Proposals should not exceed ten pages.* Figures, tables, maps, and required forms do not count toward the ten-page limit. In addition, please indicate if you have received previous USFWS funding from Wildlife Without Borders Critically Endangered Animals Conservation Fund.

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

- A.** A completed, signed and dated Application Cover Page. For U.S. applicants a completed, signed, and dated Application for Federal Assistance form (SF-424), and completed, signed, and dated Assurances - Non-Construction form (SF-424b).

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 and SF-424b, Application for Federal Assistance-Individual form located at <http://apply07.grants.gov/apply/FormLinks?family=12>

B. BRIEFLY summarize your project 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, geographic location, and a brief overview of the need for the project. The following table format is recommended to be included as a summary of the species' status:

Common name	Latin name	IUCN Red List Assessment	Existing estimates of range, population size, or abundance	Threats to the species that the project is working to reduce, eliminate, or mitigate
[Common name]	[Genus species ]	[IUCN Category]	[estimated # of individuals, or occupied range (km <sup>2</sup> )]	[Threat text]

### C. Project Narrative

**Statement of Need:** This section should answer the question, “Why is this project necessary?” In three pages of text or less, the statement of need should clearly identify the **targeted species** and any existing estimates of population size, geographic range, or abundance, a description of the **direct threats** that affect the targeted species at the project site, and the specific **threats that the project will address**.

Explain how your proposal differs from past work or builds upon it. Explain the success or failures of past efforts by yourself or others, and how your proposal build upon those efforts and lessons learned.

**1. Project Goals and Objectives:** This section should answer the question, “What do you want to achieve and how are you going to do it?” As an example, the following format is recommended:

GOAL:

- Objective 1.
  - Activity 1.1
  - Activity 1.2
- Objective 2.
  - Activity 2.1
- Objective 3.
  - Activity 3.1
  - Activity 3.2
  - Activity 3.3

A *goal* is the long-term outcome that you want to achieve in order to successfully conserve the target species.

*Objectives* are the specific outcomes that you want to achieve in order to reach your stated goal(s), and should reflect a desired change in capacity, threat, or species status. Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated. Objectives should form the basis for the project’s *Monitoring and Evaluation* section. A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website (Internet link:

<http://www.conservationmeasures.org/initiatives/standards-for-project-management>).

- 2. Project Activities, Methods, and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. *Activities* are the specific actions that you undertake to fulfill your objectives and reach your goal. Provide a detailed description of the method(s) for each activity. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and **proposed activities should correspond with the budget request**. Identify all *anticipated outputs* or products that will result from project activities (e.g., management plans, training manuals, educational materials).

Activities that meet one or more of the following conditions will strengthen your proposal: (a) activities that are feasible and likely to be successfully implemented as stated; (b) activities that address a conservation need identified by a specialist group or by a regional, national or global strategy; (c) activities that apply the best scientific and technical information and methods available; (d) activities that include the participation of local partners in project activities, including meaningful involvement of government, community or civil society stakeholders; and (e) activities that provide benefits that have the potential to be sustaining beyond the period of performance of the grant, including development of local capacity to implement or manage conservation projects.

**Project Timetable:** This section should answer the question, “Over what time period will project activities be implemented?” Provide a timetable indicating when activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the narrative (DO NOT include separate attachments). 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 rather list activities described in Section 3, for each month over a 12-month period. To view a sample project timetable go to: <http://www.fws.gov/international/pdf/sample-timetable.pdf>

- 3. 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.
- 4. Project Monitoring and Evaluation:** This section should answer the question, “How will we know that the project is working successfully?” From your list of Project Objectives in the previous section, choose **one objective** that you consider the most important to achieve in order to effectively conserve the target species. To track your progress toward achievement of this key objective, identify what you will measure (i.e., **indicators**), and how will you will measure it (i.e., monitoring methods, sample sizes, survey tools).

Note that outputs (or products) should generally NOT be used as indicators, including USFWS performance reports. Indicators should reflect a change in capacity, human behavior, threat, or status of the target species. If the current status of the indicator is known, and the applicant identifies the indicator’s desired status or qualitative condition, providing this information will strengthen the proposal.

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. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of activities can be credibly assessed and shared.

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>

- 5. Description of Organization(s) Undertaking the Project:** This section should answer the question, “Who are you, and who are you going to be working with?” Provide a brief description of the applicant organization and all cooperating or coordinating organizations and agencies. State the activities for which each group or individual is responsible. 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.

Where multiple groups are working in the same site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal, and may be requested by reviewers. If activities to collect data are proposed, and the project can demonstrate a strong partnership with the wildlife authority that will use the data to manage the species more effectively, providing this information will strengthen the proposal.

- 6. 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.
- 7. Literature Cited.**
- 8. Map:** This section should answer the question, “Where is this project located?” Provide a map showing the location of your project site at the regional or national level. Ensure that the sites that you have referred to in the proposal are labeled on the map.
- 9. 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. 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/>.

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

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: **SEE NEXT PAGE**

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

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For expensive items or large single purchases, provide detailed technical specifications or a pro-forma invoice. 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.

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

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
<ul style="list-style-type: none"> <li>• No indirect cost rate</li> <li>• Charges all costs directly</li> </ul>	<p><b>Indirect Cost Statement:</b> Our organization does not have an indirect cost rate and will charge all costs directly.</p>	<p>None.</p>
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period</li> </ul>	<p><b>Indirect Cost Statement:</b> We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.</p>	<p>Copy of approved NICRA.</p>
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period</li> <li>• May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made</li> </ul>	<p><b>Indirect Cost Statement:</b> Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: “We submitted a new NICRA proposal to our cognizant agency on [insert date].” OR “In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made”. We understand that:</p> <ul style="list-style-type: none"> <li>• Although the Service 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.</li> <li>• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.</li> <li>• Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.</li> <li>• 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</li> </ul>	<p>Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.</p>

	<p>approval of the Service.</p> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	
<ul style="list-style-type: none"> <li>• Is not an individual</li> <li>• Has an indirect cost rate</li> <li>• Has never established a NICRA in the past</li> <li>• Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made</li> </ul>	<p><b>Indirect Cost Statement:</b> Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that:</p> <ul style="list-style-type: none"> <li>• Although the Service 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.</li> <li>• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.</li> <li>• Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.</li> <li>• 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 Service.</li> </ul> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	<p>None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.</p>
<ul style="list-style-type: none"> <li>• Is not an individual, state, local or Federally-recognized Indian tribal government</li> <li>• Has never established a NICRA in the past</li> <li>• Cannot charge all costs directly</li> <li>• Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made</li> </ul>	<p><b>Indirect Cost Statement:</b> We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable</p>	<p>None.</p>

	fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.	
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Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

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

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

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 largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services  
Acquisition Services Directorate, Interior Business Center  
U.S. Department of the Interior  
2180 Harvard Street, Suite 430  
Sacramento, CA 95815  
Phone: 916-566-7111  
Email: [ics@nbc.gov](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 fiscal 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.”** Do not include your audit report in the proposal or application.

## **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. The form contains language that states that 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 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

## **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 (ALL 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:** Open from April 15, 2014 to May 15, 2014

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-US Applicants only):***

Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format 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\\_AD@fws.gov](mailto:WWB_AD@fws.gov).

### ***To submit an application through Grants.gov (US 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.

**US 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.

US 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**

Brendan Tate

U.S. Fish and Wildlife Service

Division of International Conservation

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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.