

## **U.S. Fish and Wildlife Service**

International Affairs

Division of International Conservation

Central Africa Regional Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15-651

Funding Opportunity Number: F18AS00060

Submission Deadline: February 23, 2018

### **Notice of Funding Opportunity and Application Instructions**

#### **I. Description of Funding Opportunity**

Central Africa is a globally important region for forest and biodiversity conservation. The U.S. Fish and Wildlife Service (USFWS) works closely with national governments, U.S. agencies, and a range of other partners to ensure a strategic, results-based approach to wildlife stewardship in the region. In collaboration with the U.S. Agency for International Development's (USAID) Central Africa Regional Program for the Environment (CARPE), USFWS is providing this funding opportunity to reduce pressures on key wildlife populations, and to provide training to develop the requisite individual and institutional capacity for durable, long-term conservation success. Please see [A Results-Based Vision for Conservation in Central Africa](#) for greater detail on USFWS' approach to wildlife conservation in Central Africa that seeks to secure wildlife and strengthen capacity for better wildlife management.

Funding will only be considered for projects that impact wildlife populations in the 10 Commission of Central African Forests (COMIFAC) countries: Burundi, Cameroon, Chad, Central African Republic, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Republic of Congo, Rwanda, and São Tomé and Príncipe.

USFWS supports wildlife conservation projects in Central Africa through multiple mechanisms: the Central Africa Regional Program, the Combating Wildlife Trafficking program, and the funds created by Congressional acts for the conservation of African elephants, great apes and marine turtles. The Notices of Funding Opportunity for all programs are located on the USFWS International Affairs [How to Apply](#) page. Applicants should review the funding priorities for each Notice of Funding Opportunity and apply to the program that aligns most closely with the objectives of the proposed work.

#### **Developing Capacity for Conservation in Central Africa**

**Description:** As mandated by Congress, USFWS supports the management and conservation of Congo Basin wildlife, including training of an effective workforce for wildlife conservation and park management. USFWS supports efforts to provide training and develop the capacity of Central African conservationists. USFWS supports multi-year cooperative agreements to (1) train teams of African specialists working on protected wildlife species including pangolins, manatees, and chimpanzees, and (2) support educational institutions such as *Ecole de Faune de Garoua* in Cameroon and the Kitabi College of Conservation and Environmental Management

in Rwanda.

### **MENTOR – Sport Hunting/Fishing**

This funding priority will focus additional support for a new team-based program to examine the necessary elements to implement sport hunting and fishing as a tool to achieve conservation results. The program will be carried out in partnership with a Central African national or regional wildlife training institution.

***Priority will be given to projects that address one or more of the following desired results:***

- A multi-disciplinary team of emerging African conservationists who can work together to identify the training, skills, and competencies needed to implement sport hunting and fishing as a conservation tool in Central Africa and ensure healthy wildlife populations in the future.
- Strengthened professionalism of personnel working on conservation and sustainable wildlife utilization.
- Improved institutional and faculty performance at Central African education and research institutions.

***Funding Mechanism:*** A pre-proposal concept of up to four pages should be submitted, including a Statement of Need and one-page summary budget. Letters of support from government agencies and other partners and curricula vitae of key personnel do not count toward the four-page limit and may be included as support for the applicant's capacity to implement proposed activities effectively and past history of coordinating with partners. Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement by March 23, 2018 (by invitation only). The deadline for submitting full applications (including all items in the Application Checklist) is May 4, 2018. Unsuccessful applicants will be contacted by April 6, 2018. Institutions of higher education are eligible to apply.

For more information on developing a project pre-proposal, please contact Nancy Gelman at [nancy\\_gelman@fws.gov](mailto:nancy_gelman@fws.gov).

## **Securing Wildlife in Central Africa**

***Description:*** As mandated by Congress, USFWS supports the management and conservation of Congo Basin wildlife, including professionalization of park guards and improving the effectiveness of wildlife law enforcement patrols and site-based protection and conservation activities. USFWS currently supports multi-year cooperative agreements to manage wildlife in biodiversity-rich landscapes in Central Africa (please see section 1b, Description of Planned 2018 Congo Basin Projects).

### **Transhumant Pastoralism in Central Africa**

This funding priority will address the emerging regional issue of transboundary cattle movements in Central Africa. Also known as transhumance, seasonal transboundary cattle movements create pressures on wildlife populations in Central African savannas

and adjacent forests.

***Priority will be given to projects that address one or more of the following desired results:***

- Improved understanding of the direct and indirect impacts of transhumant pastoralism on wildlife and people in and around high-value conservation areas.
- Improved understanding of transhumant pastoralist seasonal movements, demographics, drivers and economics.
- Promotion of effective and sustainable governance strategies that improve security for humans and wildlife and the compatibility between transhumant herding, livelihood practices of other local communities, and protected areas.

### **Sangha Trinational and Odzala National Park**

A third-party evaluation conducted in 2017 recommended continued funding for a new five-year cooperative agreement to the Sangha Trinational and Odzala National Park landscape. This funding priority will solicit a new multi-year cooperative agreement for the Sangha Trinational and Odzala National Park. The Sangha Trinational (TNS) is a World Heritage Site, spanning three countries (Republic of the Congo, Central African Republic and Cameroon). TNS holds high tourism value, Africa's largest population of lowland gorillas (more than 100,000), and the second largest population of forest elephants. USFWS has worked in the region since 1990 and is deeply familiar with the people and needs on the ground, including anti-poaching, Ebola monitoring, tourism development, and elephant and ape research.

***Priority will be given to projects that address one or more of the following desired results:***

- Reduction in the illegal killing and trafficking of wildlife through a strengthened protected area network and effective wildlife law enforcement.
- Enhanced wildlife stewardship, including improved understanding of large mammals and disease transmission.
- Strengthened workforce capacity for wildlife management in the landscape.

### **Virunga National Park**

This funding priority will solicit a new multi-year cooperative agreement for Virunga National Park in the Democratic Republic of the Congo. Virunga National Park contains the highest biological diversity of any national park in Africa, including one-third of the world's mountain-gorilla population. Despite recent setbacks in the security situation (five rangers were killed in 2016 alone), Virunga has made significant progress in the development of its ranger force, tourist facilities, and local livelihood projects. Virunga has been a leader in developing hydropower around the national park which decreases pressures on natural resources and drives economic growth.

***Priority will be given to projects that address one or more of the following desired results:***

- Improved security and ranger operations, including ranger field support,

- monitoring illegal activity in the park, and aerial surveillance and operations.
- Enhanced wildlife stewardship, including mountain gorilla and elephant monitoring and habitat restoration.
- Promotion of social and economic development including eco-tourism, energy, and support for the families of Virunga's fallen rangers.

***Funding Mechanism:*** A pre-proposal concept of up to four pages should be submitted, including a Statement of Need and one-page summary budget. Letters of support from government agencies and other partners and curriculum vitae of key personnel do not count toward the four-page limit and may be included as support for the applicant's capacity to implement proposed activities effectively and past history of coordinating with partners. Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement by March 23, 2018 (by invitation only). The deadline for submitting full applications (including all items in the Application Checklist) is May 4, 2018. Unsuccessful applicants will be contacted by April 6, 2018. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

***Geographic Eligibility:*** Funding will only be considered for projects that impact wildlife populations in the following countries: Burundi, Cameroon, Chad, Central African Republic, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Republic of Congo, Rwanda, and São Tomé and Príncipe. Proposals for work outside Central Africa must justify the proposed intervention in terms of its potential impact on wildlife populations in Central Africa.

For more information on developing a project pre-proposal, please contact the Central Africa Program at [wwb\\_africa@fws.gov](mailto:wwb_africa@fws.gov).

### **Description of Planned 2018 Congo Basin Projects**

In addition to the call for proposals above, the USFWS Central Africa Regional Program will continue supporting cooperative agreements with the partners identified below. Please note that this section is informational and that USFWS is not accepting further proposals.

***Agence Nationale des Parcs Nationaux (ANPN, Gabon's National Parks Agency) – Gabon***  
Description: USFWS has a government-to-government Cooperative Agreement with Gabon's national parks agency (ANPN) entitled: "Reinforcing the Institutional Capacity of Gabon's National Parks Service." Through this agreement, USFWS partners with its technical equivalent in Gabon to address rapidly escalating threats to security, including elephant poaching and transboundary environmental crime. USFWS draws from its expertise in wildlife management to assist Gabon, a key US ally, as it develops a protected area system and capable personnel to run it.

Previous Accomplishments: Private sector development, including initiating gorilla tourism projects in two wildlife areas, and collaboration with oil companies on Exclusive Economic Zones (EEZ) in coastal areas; elimination of elephant poaching in a protected area in a single year; and, fisheries recovery and a Marine Protected Area network via the 'Blue Gabon'

initiative, leveraging efforts by the U.S. Navy to help Gabon develop a national maritime security strategy

**Funding Mechanism:** USFWS plans to support the fifth year of a five-year cooperative agreement developed in collaboration with Gabon's ANPN.

**Deliverables:** Activities for year four include (but are not limited to): (1) professionalizing ANPN's management systems, including fleet management, financial systems and auditability, upper and middle management, and internationally competitive benefits structures to attract and retain high-quality staff, (2) establishing and strengthening a "model parks" system by employing integrated park management models, developing best practices in strategic park management, promoting the development of qualified and effective park staff, and supporting adaptive research and monitoring programs; and, (3) combating illegal killing of elephants and illegal fishing in national parks and buffer zones by identifying and hiring wildlife security/operational experts, equipping ecoguards and deploying patrols, providing regular law enforcement and monitoring training, and conducting aerial surveillance missions.

### **Tshuapa-Lomami-Lualaba (TL2)**

**Description:** The Tshuapa-Lomami-Lualaba (TL2) conservation area in the Democratic Republic of Congo is home to a significant population of wildlife found nowhere else on earth including bonobos, okapis, Congo peacocks, and the recently discovered *Cercopithecus* monkey, as well as forest elephants and other species. In 2016, Lomami National Park became the newest national park in DRC in over two decades. USFWS will continue to provide support to the development of new protected areas, wildlife and threat monitoring, participatory community management, and law enforcement.

**Previous Accomplishments:** Establishment of new national park in 2016, driven by more than a decade of trust-building and engagement with local communities and government authorities; sustainable development of natural resources within and around the park, including fisheries; the reduction of illegal killing of elephants, bonobos, and other key species; and wildlife surveys to map the distribution and density of wildlife populations in the national park.

**Funding Mechanism:** USFWS plans to support the fifth year of a five-year cooperative agreement developed in collaboration with relevant authorities and non-government organizations operating in the landscape.

**Deliverables:** Objectives over the five years include: (1) legal gazettelement of a national park with a functional management plan and framework for partnerships; (2) stronger resource tenure for communities around the park's periphery through improved legal hunting; (3) greater security and stability due to effective control of criminal activity within the park and in peripheral communities; (4) increased knowledge about the site's species, habitats, and threats to raise the park's profile among scientific and conservation communities; (5) a solid management and implementation team to carry on work at the site for years to come; and (6) effective application of the law to improve the legal response to wildlife crime, including arrests, prosecutions, and appropriate sentencing.

### **Garamba National Park and Chinko Conservation Area**

Description: Garamba National Park, situated in north-eastern DRC and the Chinko Protected Area in eastern Central African Republic are the last refuges for wildlife in one of the most remote and embattled regions of Africa. Both protected areas host populations of elephants, chimpanzees, and lions in addition to other key wildlife species. These protected areas serve as centers of stability for wildlife and neighboring communities, both frequently targeted by armed insurgent groups. USFWS will continue providing support for the recruitment and training of park rangers, who are often the only line of defense against insurgent groups.

Previous Accomplishments: Enhanced security for wildlife living within protected areas and buffer zones, as well as neighboring communities; reduction of illegal killing of elephants and other key wildlife species; and tactical deployment of field missions to detect and deter illegal activities, including apprehension of poachers and perpetrators of other illegal activities.

Funding Mechanism: USFWS plans to support the third year of a five-year cooperative agreement developed in collaboration with relevant authorities and non-government organizations active in Garamba and Chinko.

Deliverables: Objectives over the five-year agreement include: (1) more secure wildlife and communities in the Garamba-Chinko landscape; (2) stable or increasing wildlife populations and greater conservation capacity to manage these protected areas; and (3) constituencies for conservation around the park through enhanced community relationships, partnership development, and initiation of tourism and other revenue-generating activities.

### **Campaign to Reduce Urban Bushmeat Demand**

Description: In Central Africa, urban markets include protected species such as elephants, gorillas and chimpanzees, supplied by illegal traffickers for luxury consumption. This illegal commerce in bushmeat not only threatens the region's iconic wildlife, but also the food security of rural people by depleting game populations and destabilizing the communities that depend on wildlife for subsistence. The current situation in Central Africa is analogous to the United States in the 19th and early 20th Century when white-tailed deer, western bison and eastern waterfowl were depleted by unregulated market shooting to supply urban consumption. USFWS is uniquely positioned to partner in Africa to adapt the principles of the North American Model of Wildlife Conservation, including a focus on illegal market hunting.

Previous Accomplishments: Evidence for decision-makers to inform national policy on wildlife management; and more than 100 points of illicit sale monitored in two major cities: Kinshasa (Democratic Republic of the Congo) and Brazzaville (Republic of the Congo).

Funding Mechanism: USFWS plans to support the third year of a five-year cooperative agreement developed in collaboration with relevant authorities and non-government organizations in Brazzaville (Republic of the Congo) and Kinshasa (Democratic Republic of the Congo).

Deliverables: Objectives over the five-year agreement include: (1) development of a campaign and coalition to change behavior of luxury bushmeat consumers in Kinshasa and Brazzaville; (2) improved application of the law in markets, restaurants, and other sites where illegal bushmeat is openly sold in Kinshasa and Brazzaville; and (3) ensuring illegal bushmeat from

protected species is less available in markets and restaurants, and consumption behavior is understood well enough to effectively promote what works to reduce demand for luxury bushmeat in Kinshasa and Brazzaville.

### ***Ecole de Faune de Garoua (Garoua Wildlife College) – Cameroon***

Description: USFWS will continue to collaborate with *Ecole de Faune de Garoua* (Garoua Wildlife College) and Cameroon’s protected area authorities on the development of training programs to increase national and regional capacity for wildlife management and law enforcement. Garoua Wildlife College, located in northern Cameroon, is an important site in the region for stability and governance. As a long-time partner, USFWS is uniquely positioned to provide government-to-government support to Garoua Wildlife College.

Previous Accomplishments: Since its establishment in 1970, Garoua Wildlife College has trained more than 1,300 wildlife professionals from 22 African and two European countries. Garoua serves as the regional wildlife college for French-speaking Africa. Graduates work in various stewardship and frontline capacities, including as game wardens, project managers, and leaders of anti-poaching units.

Funding Mechanism: USFWS plans to provide scholarships and faculty development grants.

Deliverables: Activities include: (1) scholarships for selected staff of Central African national parks and non-governmental organizations to earn diplomas in wildlife management at Garoua Wildlife College; and (2) support for Garoua Wildlife College faculty to improve their understanding and practice of the implementation of the Convention on International Trade of Endangered Species of Wild Fauna and Flora (CITES) and to incorporate emerging threats to wildlife into the College’s curriculum.

### **Kitabi College of Conservation and Environmental Management - Rwanda**

Description: USFWS will continue to collaborate with the Kitabi College of Conservation and Environmental Management (KCCEM) on the development of training programs to increase national and regional capacity for wildlife management.

Previous Accomplishments: Since its establishment in 2006, Kitabi College has trained more than 600 professionals in short courses and more than 100 individuals earned diplomas. Kitabi is the region’s only vocational college for wildlife management and tourism, and is an important training institution for wildlife professionals from Rwanda, Democratic Republic of the Congo (DRC), and Burundi. Graduates contribute to wildlife stewardship, protected area management, and tourism in their countries.

Funding Mechanism: USFWS plans to provide scholarships and faculty development grants.

Deliverables: Activities include: (1) scholarships for protected area staff to earn diplomas in wildlife management and return to work in their home national parks; (2) developing and incorporating teaching materials into Kitabi College’s curriculum on emerging threats to wildlife and transboundary park management.

## **II. Award Information**

**This program will use a grant or cooperative agreement as the assistance instrument.** The type of assistance instrument to be used is the decision of the U.S. Fish and Wildlife Service (USFWS). The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period. The period of performance for projects starts 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*

Under cooperative agreements, substantial involvement by the USFWS should be expected and may include participating and collaborating jointly with the recipient or other personnel in carrying out the scope of work including training recipient personnel or detailing Federal personnel to work on the project effort; reviews and approves one stage of work before the next stage can begin; reviews and approves, prior to recipient action, proposed modifications or sub-awards; helps select project staff or trainees; directs or redirects the work because of interrelationships with other projects; has power to immediately halt an activity if detailed performance specifications are not met; and limits recipient discretion with respect to scope of work, organizational structure, staffing, mode of operations and other management processes, coupled with close monitoring or operational involvement during performance under the award.

### **III. Basic Eligibility Requirements**

**Eligible Applicants:** Applicants under this program can be government agencies, non-governmental organizations, institutions of higher education, and individuals. U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS. Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The USFWS does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

**The Division of International Conservation will not fund the purchase of firearms or ammunition; buying or purchasing of intelligence, evidence or information or paying informants; gathering information by persons who conceal their true identity or any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country in which the activity would occur.**

Federal law 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). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. 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.

#### **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 the 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 sync 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. If cost share or match is included, it may be in the form of cash or in-kind contributions. Only verifiable contributions should be included as a match.

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. A match shown during one year may not be repeated as a match in a subsequent proposal.

## **IV. Full Application Requirements - To be considered for funding under this opportunity, an application must contain:**

### **Full Application Checklist**

- SF-424 - Application for Federal Assistance
- SF-424B Assurances form
- Project Summary (1 page)
- Project Narrative

- Leahy Vetting Requirement
- A-133 Single Audit Reporting statement
- Budget Table
- Budget justification including indirect cost statement
- NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- Government Letter of Endorsement
- SF-LLL Form, when applicable
- Conflict of Interest statement, when applicable
- Evidence of non-profit status: If a non-profit organization, a copy of Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service
- System for Award Management (SAM) registration

#### **A. SF-424 and Assurances Forms**

1. Completed, signed and dated Application for Federal Assistance form (SF-424). Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

Additional instructions for completing the SF-424 can be found at <http://www.fws.gov/international/pdf/sf-424-instructions.pdf>

2. Completed, signed and dated Assurances - Non-Construction form (SF-424b). 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. The SF-424 and SF-424b forms are located here: <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. Look for the form name - Application for Federal Assistance (SF-424) and Assurances for Non-Construction Programs (SF-424B).

For U.S. recipients applying through Grants.gov, downloading and saving the Application Package to your computer make the required government-wide standard forms fillable and printable.

For foreign recipients, your organization's authorized official MUST sign required forms.

- B. Project Summary:** This section should answer the question, "What is the purpose of this project?" BRIEFLY summarize your project in one page or less. This section should be a stand-alone summary of your project and it may be shared with the public. It must be submitted in English. Include the title of the project, geographic location, and a brief

overview of the key threats to wildlife and habitats, and anticipated conservation outcomes. If the proposal is species-focused, please include the following table:

<b>Species &amp; Population</b>	<b>Existing estimates of range, population size, or abundance</b>	<b>Population trend</b>	<b>Threats to population that proposal will address</b>
<i>[identify species or population that proposal intends to conserve, restore, or benefit]</i>	<i>[e.g., # of individuals or occupied range (km<sup>2</sup>), including uncertainty] *<u>leave blank if population data is sensitive &amp; non-public</u>*</i>	<i>[Trend within project area: increasing, decreasing, stable or unknown]</i>	<i>[description of the human activities that threaten or pressure the population that the proposal intends to reduce, eliminate, or mitigate]</i>

### C. Project Narrative

- 1. Statement of Need:** This section should answer the question, “Why is this project necessary?” In four pages of text or less, the Statement of Need should clearly identify the species or habitats targeted for conservation (including any existing estimates of population size, geographic range, or extent); a description of the direct threats that affect the targeted species at the project site; and the specific threats that the project will address. This section should describe a clear theory of change for how proposed activities are ultimately intended to reduce direct threats and improve the status of species and habitats.

This section should also explain how the proposal differs from past work, or builds upon it, including how the applicant plans to expand upon the successes, failures, and lessons learned of past efforts. Projects with USAID funding should add a section describing the activities supported (through CARPE or another US Government operating unit) and the added value of USFWS support. Please note how the proposal differs or builds upon funding available from USAID.

In addition to the text, applicants are strongly encouraged to provide a table that summarizes past USFWS support, if any, to the project or applicant. This table does not count toward the three page limit. A table should include columns for: (1) year of grant, (2) USFWS grant number, (3) amount funded in US\$, and (4) bullet points of major activities, outcomes, or products. Former recipients of USFWS support should note that every proposal is expected to be a stand-alone document. Not all proposal reviewers may be familiar with past grants and a summary of activities and accomplishments helps all reviewers to better understand the proposal in context.

- 2. 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 biological outcome that you want to achieve in order to successfully conserve the target species. The strongest goals will be directly related to species status or habitat quality.

*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 proposal will be strengthened if the objectives align with the desired results identified above under each funding priority. 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 [Open Standards for the Practice of Conservation](#).

3. **Project Activities, Methods and Timetable:** *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 methods, including equipment used/requested and personnel conducting the work should be clearly articulated in this section. The **proposed activities should correspond with the Project Budget Table** and the narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. Activities in which no USFWS funds are being requested should be clearly identified as such, and described concisely.

#### *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). The timetable should not propose specific dates, but rather list the activities described in Section 2, for each month over a 12-month period.

4. **Stakeholder Coordination/Involvement:** This section should answer the question, "Who are you going to be working with?" Describe any coordination with local resource managers and other relevant organizations or individuals in planning your project, conducting project activities, or disseminating project results. 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.

**5. Project Monitoring and Evaluation:** This section should answer the question, “How will project implementation and impacts be understood?” For USFWS grants, project monitoring and evaluation involves two components:

(a) Anticipated outputs document project implementation. Identify all anticipated outputs (also known as products) of USFWS-funded activities. Examples include management plans, brochures, posters, training manuals, terms of reference, workshops, and scientific papers.

(b) Conservation outcomes are the intended results of the project. Identify all conservation outcomes intended to be achieved by this project. Examples include fewer illegal activities occurring inside a protected area, more giant pangolins, and more trained individuals applying their training. Outcomes should directly relate to, or even be synonymous with your Proposal Objectives identified above. To track your progress toward achievement of each objective, identify what you will measure (i.e., indicators), and how will you will measure it (i.e., methods, sample sizes, survey tools).

To assist applicants, USFWS and partners have identified short-term and medium-term conservation outcomes for the following conservation strategies in Central Africa: (a) patrols, (b) protected area designation, (c) training and capacity development, (d) best practice guidelines, (e) partner engagement, (f) law compliance and enforcement, (g) public campaigns to change values and behavior, and (h) applied conservation research. If you are proposing one or more of the above strategies, please see the [Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa](#) for a set of application questions that you are encouraged to address in the Statement of Need. These targeted questions and indicators are designed as guidance for how the effectiveness of each strategy can be assessed. Specific inquiries may be directed to Matt Muir ([matt\\_muir@fws.gov](mailto:matt_muir@fws.gov)).

**All applicants of cooperative agreements are required to incorporate the USFWS guidance on project evaluation.** All other applicants are encouraged, but not required, to do so. Cooperative agreement recipients should include a Standard Threat Assessment Indicator as recommended in [Standard Measures](#), or an alternative measure of the direct threat proposed and justified by the applicant. 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.

**6. Description of Entities 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 participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the

individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide brief (1-2 pages) *curricula vitae* for key personnel, identifying their qualifications to carry out project activities. To prevent unnecessary transmission of Personally Identifiable Information, **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 description of key personnel qualifications.**

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. **Map of Project Area:** 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.

Provide the latitude and longitude coordinates of a representative geographic location for your project in decimal degrees format (NOT degree-minute-seconds format). For example, USFWS in Falls Church, Virginia, USA, would be provided as 38.8825°, -77.1145° (latitude, longitude). Please correctly enter north and east coordinates as positive values, and south and west coordinates as negative values.

9. **Detailed notification of security forces:** The Leahy Vetting requirement is included annually in the Foreign Assistance Appropriations Act. The Leahy Amendment prohibits assistance to individuals with human rights abuse records. It requires that military and civilian security force individuals or units receiving US Government assistance be screened for any record of human rights abuse. Conservation efforts authorized by the Foreign Assistance Act often require work with and/or support to law enforcement personnel including park rangers, police, customs officials, or any other “foreign security forces” (anyone with authority to detain, confiscate, arrest, and/or use force). Training is the most frequently cited example of assistance, but any provision of materials or equipment must be vetted. If security forces are involved in any project activities, please explain in detail the specific resources that will be used to support these forces and whether the project participants are a unit (i.e. rangers from protected areas) or a group of individuals. If your proposal is selected for funding, a USFWS Program Officer will contact you with further instructions.

## 10. Literature Cited.

11. **Single Audit Reporting Statements (Foreign Applicants Excluded):** As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a 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 a 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/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled “**Single Audit Reporting Statements**”. Do not include your audit report in the proposal or application.

**D. Budget Table**

When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200 (2 CFR 200), as applicable to the recipient organization type. Links to the full text of the Federal cost principles 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.

**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. Personnel Expenses Related to Project:	\$500/month *6 months						
A. Instructor (1)		\$3,000	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Trainees (30)	\$60/day*5 days*30 trainees	\$9,000	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
2. Lodging (11 individuals)	20 nights *11 people *\$15/night	\$3,300	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
3. Transportation:	30 tickets *						

Bus tickets (30 individuals)	\$20/each	\$600	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
4. Production of training material:							
A. Printing (100 manuals)	100 manuals *\$10/each	\$1,000	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Postage	12 months * \$20/month	\$240	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
<b>Totals</b>		<b>\$xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>

\*Present all amounts in U.S. dollars

**Things to consider when developing your 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.*

For any salaries, staff time or contractors that USFWS funds are requested for, the person should be identified and their qualifications described in Section 6 (Description of Entities Undertaking the Project). For any training, a description of the training should be included in the Methods section. For any meetings, a description of participants, a draft agenda and desired outputs should be provided.

Wherever possible, cost calculations should be included in the Budget Table. Where necessary, additional description should be provided in the Budget Justification. If the Budget Table requires more than one page, verify that the column headings and row titles appear on all pages.

- ***Federally Funded Equipment:*** If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-kind contribution and SHOULD NOT include it in the 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.

**E. Budget Justification**

In a separate narrative titled “Budget Justification,” explain and justify all requested budget items/costs. Each budget line must demonstrate a clear connection to the 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. 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 Federal Cost Principles requires the USFWS’s approval and estimate its cost.

**F. Required Indirect Cost Statement:** Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim more than a flat *de minimus* indirect cost rate of



10% of modified total direct costs. All applicants except individuals applying for funds separate from a business or nonprofit organization he/she may operate must include in the budget justification one of the following statements and attach to their application any required documentation identified in the applicable statement:

**“We are:**

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type: U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in [Title 2 of the Code of Federal Regulations Part 200, section 200.68](#). We understand that the 10% *de minimus* 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 an approved rate with our cognizant agency at any point during the award period
6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the USFWS to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that USFWS approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.

7. A [insert your organization type] that will charge all costs directly.

**All applicants are hereby notified of the following:**

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the USFWS to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

For more information on indirect cost rates, see the USFWS’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 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>

**G. Government Letter of Endorsement:** Unless otherwise noted above, 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. If a valid letter is not ready to be submitted at the time of USFWS submission, applicants should provide a status update and submit the letter as soon as possible. Proposals must have a Government Endorsement before an award can be issued.

**H. Certification and Disclosure of Lobbying Activities (Foreign Applicants Excluded):**

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 agree/s 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.

- I. Conflict of Interest Disclosures:** Applicants must notify the USFWS in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter, which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision- making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the USFWS Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the USFWS may result in the project not being selected for funding.

## **V. Submission Instructions**

**SUBMISSION DEADLINE:** Open from December 22, 2017 – February 23, 2018. Pre-proposals must be submitted by 11:59 PM EDT on February 23, 2018. USFWS will consider proposals outside of the application period in the case of emergency situations. Proposals must be in English. A confirmation e- mail containing an assigned proposal number beginning with “**AFR18**” will be sent to applicants in 5- 10 business days from the opportunity closing date. If you do not receive this email, please contact Ms. Alden Whittaker at [WWB\\_Africa@fws.gov](mailto:WWB_Africa@fws.gov). Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement by March 23, 2018 (by invitation only). The deadline for submitting full applications (including all items in the Application Checklist) is May 4, 2018. Unsuccessful applicants will be contacted by April 6, 2018.

Please select **ONE** of the following submission options:

**U.S. Applicants:** You MUST apply through Grants.gov. If you do not have an account, register at <http://www.grants.gov/web/grants/applicants/organization-registration.html> (please note if applying as an individual, register here: <http://www.grants.gov/web/grants/applicants/individual-registration.html>). Registration can take between three to five business days or as long as two weeks. To apply through Grants.gov, you must be registered in SAM.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Upload your proposal and attachments (if applicable) to the Project Narrative Attachment Form.

**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's financial assistance management system.

**If you have problems submitting your application via Grants.gov or you do not receive a confirmation that your application was successfully received, directly contact Grants.gov at <http://www.grants.gov/web/grants/support.html>.**

**US applications will not be received via email without prior approval and proper justification.**

**Foreign Applicants:** Submit your proposal to the following program mailbox: [WWB\\_Africa@fws.gov](mailto:WWB_Africa@fws.gov). All documents must be printable on letter paper (8 ½" x 11"). Format pages to display and print page numbers. Your entire proposal **MUST** be uploaded as a SINGLE pdf file. If you need to submit separate attachments please send them in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line so that we know the order of your submissions.

## **VI. Application Review**

**Criteria:** To be considered for funding, proposals must address one or more of this program's funding priorities, listed above in Section I. Description of Funding Opportunity. The Division of International Conservation evaluates proposals by scoring how well each proposal addresses the program priorities and the requested elements listed in the Application Requirements section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. Other review criteria include:

- **Likelihood of Impact** - including the degree to which a proposal demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate the important pressures on Central African wildlife. If proposed activities are not expected to affect pressures during the project period of performance (e.g., some training or research activities), it is the responsibility of the applicant to clearly explain in the Statement of Need how the activity is intended to ultimately improve the conservation status of species and the habitats upon which they depend, and/or direct threats and pressures to wildlife and fish.

- **Capacity to Implement** - including the degree to which a proposal indicates that the applicant organization and/or individual(s) has the ability to implement the proposed activities effectively. Supporting evidence of this capacity may be provided in the *curricula vitae* of key personnel, letters of endorsement or support by host government representatives and partner organizations, and/or the Statement of Need.

USFWS staff may consider the following sub-factors to break ties and further distinguish among applications with equivalent scores: financial need; likelihood of contributing toward desired results identified in Section I; geographical and project diversity in the USFWS portfolio; prominence of Central African nationals as key personnel; proportion of budget dedicated to administration, salaries and international travel; project sustainability; and/or a monitoring and evaluation plan that is designed so that the effectiveness of activities can be credibly assessed and shared. Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made.

In addition to the criteria above, the proposal must meet minimum programmatic requirements, including addressing biodiversity loss in Central Africa, maintaining a positive track record with USFWS and other donors based on previous grant support (a positive track record includes timely submission of financial and performance reports, and a summary of major activities and accomplishments of previous USFWS support in the Statement of Need section), satisfactory on-site collaboration with other conservation efforts, and following basic proposal content and formatting requirements as described in Section IV Application Requirements. Proposals that do not meet minimum programmatic requirements may be considered ineligible for technical review.

### **Review and Selection Process:**

The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements. 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.

USFWS supports wildlife conservation projects in Central Africa through multiple mechanisms: the Africa Regional Program, the Combating Wildlife Trafficking program, and the funds created by Congressional acts for the conservation of African elephants, great apes and marine turtles. The Notices of Funding Opportunity for all programs are located on the USFWS International Affairs [How to Apply](#) page. Please note that USFWS staff are no longer able to move proposals between funding programs. Applicants should review the funding priorities for each Notice of Funding Opportunity and apply to the program that aligns most closely with the objectives of the proposed work.

USFWS may solicit advice from qualified experts to conduct a technical review of the proposed project. The 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. Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the

program office point of contact the “Department of the Interior Conflict of Interest Certification” form. For a copy of this form, please submit a request to [WWB\\_Africa@fws.gov](mailto:WWB_Africa@fws.gov).

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the USFWS conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The USFWS’s risk assessment form is available on the internet at <http://www.fws.gov/forms/3-2462.pdf>.

## **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 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 accepting 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 email, within 30 days of the final review decision.

**U.S. Recipient Payments:** Prior to award, the USFWS program officer 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.

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 that 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 Program Officer and provide any sensitive data over the telephone.

**Award Terms and Conditions:** Acceptance of a financial assistance award (i.e., grant or cooperative agreement) 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 awards are available on the Internet at <http://www.fws.gov/grants/> and <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, please submit a request to [WWB\\_Africa@fws.gov](mailto:WWB_Africa@fws.gov).

### **Recipient Reporting Requirements:**

**Financial and Performance Reports:** Interim financial 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. Financial reports should be in the same format as the budget table in the proposal showing the difference between what was budgeted and what was expended.

**Significant Developments Reports:** 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.

**Conflict of Interest Disclosures:** Recipients are responsible for notifying the USFWS Program Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the USFWS Program Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's

Subrecipient(s) that could reduce or resolve the conflict.

Failure to resolve conflicts of interest in a manner that satisfies the USFWS may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

**Other Mandatory Disclosures:** Recipients and their subrecipients must disclose, in a timely manner and in writing, to the USFWS or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

## **VIII. Agency Contacts**

Dirck Byler

U.S. Fish & Wildlife Service Headquarters

Division of International Conservation, Branch of Africa 5275 Leesburg Pike, MS: IA  
Falls Church, VA 22041-3803 Tel: (703)358-2337

E-mail: [Dirck\\_Byler@fws.gov](mailto:Dirck_Byler@fws.gov)

## **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 Opportunity 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 10/31/2017. 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, 5275 Leesburg Pike, MS: BPHC  
Falls Church, VA 22041.