

U.S. Fish and Wildlife Service
International Affairs
Combating Wildlife Trafficking
Catalog of Federal Domestic Assistance (CFDA) Number: *Pending*
Funding Opportunity Number: F16AS00106
Pre-Application Submission Deadline: April 22, 2016

Notice of Funding Opportunity and Pre-Application Instructions
Applications missing required information will be disqualified.

This announcement is for pre-applications only. Applicants will be notified of the opportunity to submit a full application by May 13, 2016 (by invitation only). The deadline for submitting full applications is June 3, 2016. Unsuccessful applicants will also be contacted by May 13, 2016.

I. Description of Funding Opportunity

On February 11, 2014, President Obama issued the [National Strategy for Combating Wildlife Trafficking](#). Incorporating recommendations from the Advisory Council on Wildlife Trafficking, the [Implementation Plan](#) was released on February 11, 2015 to guide and direct the efforts of Federal agencies in executing the Strategy. The Plan followed the structure and objectives of the three Strategic Priorities identified in the Strategy: Strengthen Enforcement (including both U.S. Domestic Enforcement and Global Enforcement), Reduce Demand for Illegally Traded Wildlife, and Expand International Cooperation and Commitment. Twenty-four objectives fall under these three Strategic Priorities, each including a number of Next Steps that identify discrete actions.

The U.S. Fish and Wildlife Service (USFWS) is identified as a lead or participating agency in all 24 Implementation Plan Objectives, reflecting the commitment and history of USFWS International Affairs and Office of Law Enforcement in the fight against the illegal wildlife trade. To complement and facilitate existing efforts, USFWS has developed this Notice of Funding Opportunity to provide financial assistance to projects that advance counter-wildlife trafficking activities (wildlife defined to include terrestrial and aquatic species and timber) as outlined in the Next Steps of the National Strategy's Implementation Plan.

Applicants may submit pre-proposals to support any of the Implementation Plan's Objectives. Priority will be given, however, to proposals related to the Objectives identified below, which have been identified as appropriate activities for awards.

1. Strengthen Enforcement: Global Enforcement

a. Support Governments in Building Capacity

Description: The USFWS will support efforts to assist foreign governments in range, transit, and consumer countries affected by wildlife trafficking in building their

capacity to address the wildlife trafficking chain at any critical stage of enforcement. These efforts may focus on building the capacity to fight wildlife trafficking through: crafting strong laws, stopping poachers, protecting borders, investigating traffickers, fighting trafficking-related corruption, improving professionalism, strengthening judicial and prosecutorial effectiveness, building and bringing strong cases, and obtaining penalties adequate to deter others.

b. Support Community-Based Wildlife Conservation

Description: The USFWS will support efforts to work with local communities in foreign countries to protect wildlife and prevent wildlife trafficking. For example, USFWS will support efforts to strengthen reporting of poaching and other trafficking activities by local communities working with authorities, as well as efforts that create local support for conserving wildlife, including through work to strengthen or create economic incentives for communities to protect wildlife. USFWS will also support efforts to work with communities to develop secure methods of sharing information with enforcement officials and efforts to further develop community based conservation initiatives in key wildlife areas where poaching occurs or is likely.

c. Support Development and Use of Effective Technologies and Analytical Tools

Description: The USFWS will support efforts to develop and broadly disseminate cost effective analytic tools and technological solutions to support wildlife trafficking investigations and prosecutions. For example, USFWS will support efforts to improve methods and capacity for customs, border and investigative personnel to detect and identify illegally traded wildlife and wildlife products, and for programs to build international forensic capacity.

2. Reduce Demand for Illegally Traded Wildlife

a. Raise Public Awareness and Change Behavior

Description: The USFWS will support efforts to raise public awareness and recognition of wildlife trafficking and its negative impacts, and associated risks of prosecution, as a means to change harmful consumption patterns and eliminate the demand for illegally traded wildlife and wildlife products. For example, where a lack of public awareness has been demonstrated to be the primary barrier to reducing demand, the USFWS will support activities such as social media campaigns, public service announcements, and the use of public spaces at home and abroad, which target specific consumer groups to raise public awareness of the illegal wildlife trade. USFWS will also support efforts to work with the private sector to raise awareness within organizations and among their respective consumer bases and audiences on the broader impacts and risks of buying or selling illegal wildlife products.

b. Promote Demand Reduction Efforts Globally

Description: The USFWS will support efforts to eliminate the market for illegally traded wildlife in key consumer countries and regions. For example, the USFWS will support efforts to develop, assess and implement best practices, effective approaches and robust methodologies in demand reduction in key consumer countries and range states.

3. Expand International Cooperation and Commitment

a. Strengthen International Agreements and Arrangements that Protect Wildlife

Description: The USFWS will support efforts to strengthen and ensure effective implementation and enforcement of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and other existing international agreements and arrangements, pursuing the adoption of appropriate measures to respond to the current crisis of poaching and trafficking.

b. Cooperate with Other Governments (Bilateral and regional)

Description: The USFWS will support efforts to catalyze political will and actions to address wildlife trafficking at all levels of government in foreign countries. These efforts may include government commitments to combat wildlife trafficking through multilateral, bilateral and/or regional agreements, and prioritizing wildlife trafficking in environmental and trade agreements. Outcomes may include securing key wildlife populations and habitats; providing information on the status of targeted species and of groups involved in poaching and trafficking; enhancing governance for the conservation and sustainable use of wildlife and other natural resources; and leveraging wildlife trafficking with efforts in other areas to develop synergies.

Note that a number of other wildlife grants programs within USFWS International Affairs provide financial support for efforts to combat wildlife trafficking, including the Multinational Species Conservation Funds via the African Elephant, Asian Elephant, Rhinoceros and Tiger, Great Ape, and Marine Turtle Conservation Acts, the Wildlife Without Borders programs for Africa, Western Hemisphere, and Eurasia. **This funding opportunity is intended to enhance, not replace, the support available for combating wildlife trafficking via those programs. Applicants are encouraged to apply to this Notice of Funding Opportunity if the proposal directly addresses one of the Objectives from the National Strategy and Implementation Plan identified above.** Priority will be given to proposals that address wildlife trafficking issues and species not otherwise captured by the other programs. Applicants can review all funding opportunities on the USFWS International Affairs' website (<http://www.fws.gov/international/grants-and-reporting/how-to-apply.html>). Proposals may only be submitted to one program each fiscal year, therefore proposals that have already been submitted to another program listed above will be disqualified from this funding opportunity.

II. Award Information:

This program will use grants and/or cooperative agreements as the assistance instrument. The type of assistance instrument to be used is the decision of the USFWS. The approximate amount of funding available under this program is US\$1 million. We anticipate issuing 10 awards for US\$100,000 or less to be used for projects lasting one year. 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.

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 developing the project and/or carrying out the scope of work. USFWS involvement may include activities such as: training recipient personnel or detailing Federal personnel to work on the project effort; reviewing and approving one stage of work before the next stage can begin; reviewing and approving, prior to recipient action, proposed modifications or sub-awards; helping select project staff or trainees; directing or redirecting the work because of interrelationships with other projects; halting an activity if detailed performance specifications are not met; and limiting 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. 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 by the USFWS and a rationale for why involvement of USFWS is needed to fulfill the project objectives.

III. Basic Eligibility Requirements

Applicants under this program can be: individuals; multi-national secretariats; foreign governments; US and foreign non-profit, non-governmental organizations, community and indigenous organizations; and US and foreign 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, Universal Identifier and System for Award Management) 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). **Applicants must be registered in SAM at the time of pre-proposal submission. We recommend that applicants immediately begin registering as the process can take approximately 3-4 weeks but may take up to 2-3 months. The length of time will vary by organization.** Please begin by reading our General Instructions for

Registering in DUNS/SAM at <http://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf>, and then visit www.sam.gov. **If you experience problems registering, immediately contact us for assistance at CWT@fws.gov.**

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 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 Internal Revenue Service (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 or their key project personnel 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. Pre-Application Requirements:

To be considered to submit a full application under this funding opportunity, a pre-application must contain:

A.

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).

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. A pre-proposal concept of up to four pages. Pre-proposals should:

- (a) Explicitly identify the primary Objective and/or Next Steps in the National Strategy’s Implementation Plan addressed by the proposal;
- (b) Include an overview of how the proposal is intended to combat wildlife trafficking and any anticipated outputs and conservation outcomes; and

- (c) Demonstrate that the applicant has a well-developed understanding of the specific problem to be addressed. Thus, as appropriate, pre-proposal concepts should include the best available information on the wildlife species being trafficked; routes and key transit points; who is doing the harvesting, trafficking and/or consuming of illegal wildlife and wildlife products; and how the proposed activities build upon or differ from past efforts.

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 an indication of past history of coordinating with partners. When including curriculum vitae of key personnel, to prevent unnecessary transmission of Personally Identifiable Information (PII), *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.*

C. Budget Form

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 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 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. 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; one 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)
1. Personnel Expenses							
A. Instructor (1)	\$500/month * 6 months	\$3,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Trainees	\$60/day * 5 days * 30 trainees	\$9,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,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 materials:							
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
Total		\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx

*Present all amounts in U.S. dollars

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.*

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.

D. 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 baseline 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.

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 non-profit 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 [insert your organization type]** 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.
2. **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.
3. **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
4. **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

Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

- E. 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 US\$750,000 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 US 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.
- F. 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)**. 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.

G. 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 agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds US\$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.

H. 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 sub-recipients 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 sub-recipients 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 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 select for funding.

Pre-Application Checklist

- SF-424 - Application for Federal Assistance
- SF-424B Assurances Form
- Registration in System for Award Management (SAM)
- Pre-Proposal Concept

- Budget Table
- Budget justification including indirect cost statement (in the absence of NICRA applicant can claim up to 10% indirect cost)
- NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- Conflict of Interest statement, when applicable

U.S. ONLY

- SF-LLL Form, 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 IRS.
- Single Audit Reporting statement:** If a US state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.

V. Submission Instructions

SUBMISSION DEADLINE: Open from February 22, 2016 – April 22, 2016. Pre-applications must be submitted by 11:59 PM EDT on **April 22, 2016**. Pre-applications must be in English. A confirmation email containing an assigned proposal number beginning with “**CWT16**” will be sent to applicants in 5-10 business days from the opportunity closing date. If you do not receive this email, please contact us at **CWT@fws.gov**.

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

US 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 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 pre-application to the following program email: CWT@fws.gov. All documents must be printable on letter paper (8 1/2" x 11"). Format pages to display and print page numbers. Your entire application **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, pre-proposals must address one or more of the Objectives and Next Steps identified in the Implementation Plan of the National Strategy for Combating Wildlife Trafficking. The USFWS will rank proposals by scoring how well each proposal advances the National Strategy and the requested elements listed in the Pre-Application Requirements section above. High-priority, well-justified projects will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- **Likelihood of Reducing Wildlife Trafficking:** Demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate wildlife trafficking. If proposed activities are not expected to reduce wildlife trafficking during the project period of performance (e.g., some capacity development, educational, and data collection or research activities), it is the responsibility of the applicant to clearly explain in the concept how the activity is intended to ultimately advance the fight against the illegal trade in wildlife.
- **Capacity to Implement:** Indicates that the applicant organization and/or individual(s) have the ability to implement the proposed activities effectively, including evidence provided in the curricula vitae of key personnel and/or letters of endorsement or support by host government representatives and partner organizations.
- **Desired Conservation Results:** Addresses one or more of the Objectives and Next Steps identified in the Implementation Plan of the National Strategy for Combating Wildlife

Trafficking. Note that applicants are encouraged to focus on doing one or a few things well, rather than proposing a long list of Objectives and Next Steps addressed by the project.

The above considerations are not listed in any order of importance. USFWS staff and other reviewers may consider the following sub-factors to break ties among applications with equivalent scores: financial need; geographical and project diversity; prominence of foreign nationals as key personnel; and proportion of budget dedicated to administration, salaries and travel.

Review and Selection Process:

USFWS International Affairs will determine how well each pre-proposal addresses the requested elements. Within three weeks of submitting a pre-proposal concept, applicants will be notified of the opportunity to submit a full application.

Applicants invited to submit a full application will have three weeks to prepare a proposal that includes additional elements including Statement of Need, Project Goals and Objectives, Project Activities, Methods, and Timetable, and Government Letter of Endorsement. For examples of what may be required in a full application, please visit our webpage on [How to Apply](#).

Prior to participating in any review or evaluation process, all panel members 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, submit a request to CWT@fws.gov. Each fiscal year, for every entity receiving one or more award(s) in that fiscal year, 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. USFWS’s risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

VII. Award Administration (Full Applications Only)

Award Notices: 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 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.

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; e-mailing a password protected zipped/compressed file attachment in one e-mail followed by the password in a second email; or e-mailing 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 (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, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

Financial and Performance Reports: 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.

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 sub-recipients 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 sub-recipients 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 Sub-recipient(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 sub-recipients 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

Daphne Carlson Bremer, DVM, PhD
International Affairs Programs
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Falls Church, VA 22041-3803
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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 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.