

**Division of International Conservation
ASSISTANCE AWARD GUIDELINES**

These guidelines are for Recipients of Assistance Awards under the *Wildlife Without Borders- Mexico, Wildlife Without Borders-Latin America & the Caribbean, Wildlife Without Borders-Africa, Wildlife Without Borders-Russia*, and the Multinational Species Conservation Funds, issued by U.S. Fish and Wildlife Service (FWS). These guidelines are based on U.S. Department of the Interior's Standard Award Terms and Conditions for Financial Assistance. The Standard Award Terms and Conditions take precedence over any restatement, summary or adaptation in these guidelines, and they are hereby incorporated by reference. Please review them at <http://www.doi.gov/pam/TermsandConditions.html>.

I. FINANCIAL ADMINISTRATION

A. Allowable costs: Funding provided by FWS is to be used only for the specific items and amounts in the approved project budget, to carry out approved project activities during the Project Period as stated in your Assistance Award document. See Section VII of these guidelines for important rules on altering your approved project or its budget. For full rules on allowable costs, see "Uniform Administrative Requirements" at <http://www.doi.gov/pam/TermsandConditions.html>. Project costs that you have incurred prior to your Award's authorized Project Period may be determined allowable by FWS if they were incurred no earlier than 90 days prior to Award issuance and they are part of the Award's approved project budget.

B. Payments:

The funds awarded for your project can be paid to you in one or more payments of

- Advance funds (funds to be used in the near future)
- Reimbursement (for funds already spent or committed); or
- A combination of both advance funds and reimbursement.

If FWS will be releasing your funds on a specific schedule, it will be clearly stated in the Scope of Work section of the Award. FWS reserves the right to restrict or withhold payment and/or future awards if you, or your sub-recipients, do not comply with Award terms and conditions.

Domestic registrants: payments will be issued through U.S. Department of Treasury via the self-initiated electronic drawdown system, Automated Standard Application for Payments (ASAP). To view instructions and initiate ASAP enrollment, go to: <http://www.fw.gov/fbms>

Non-Domestic registrants: [This section on our new payment system will be updated when the necessary information is provided by DOI & Treasury]

If you request advance funds, your request must be limited to actual immediate needs for carrying out the approved project. Advances must be spent on the project in a timely manner. Once you receive an advance of Federal funds, it must be maintained in an interest bearing account until spent, unless any of the following apply: (1) You receive less than \$120,000 in Federal awards per year; (2) The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances; or (3) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources. You may retain the earned interest up to \$250 per year, for administrative expense. Any additional interest must be remitted annually to Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. (For full rules on management of advance funds, see "Uniform Administrative Requirements" at <http://www.doi.gov/pam/TermsandConditions.html>.)

- C. Program Income:** You may retain program income earned through performance of the awarded project (such as fees for services, the use or rental of property, sale of commodities or fabricated items, license fees or royalties on patents and copyrights, and interest on loans), if approved by FWS as part of the project budget. Report any program income in your financial status reports (see Section II. B.) Program income must be used for one of the following purposes:
- To conduct additional activities that will further the project objectives; OR
 - To finance the non-Federal share of project costs.
- D. Unspent project funds and interest:** At the end of your project, if any difference remains between the amount of Award funds you have received and the amount actually spent on allowable project costs, you must promptly contact the FWS Program Officer for instructions on how to return the unspent funds to FWS.

II. REPORTING

Unless otherwise indicated in your Award's scope of work, the following reports are **required**:

- **Mid-Term:** a **performance report** and a **financial status report** due 30 days after the first half of your Project Period.
- **Final:** a **performance report**, a **financial status report**, copies of all deliverables and products listed in your Award's scope of work, and photographic documentation of project activities, due 90 days after the Project Period.

You are strongly encouraged to submit all reports and products electronically (either as email attachments or files on a CD) to the FWS Program Officer.

A. Performance Reports (Mid-Term and Final) must include:

1. Title page stating "Mid-Term Report" or "Final Report", your Agreement Number, organization, project officer name, date of report, and dates of period covered by the report.
2. Narrative text presenting the current project status, including:
 - a. One-paragraph executive summary stating project purpose, results and achievements.
 - b. Longitude and latitude coordinates of the main location of project work.
 - c. Descriptions of activities undertaken to achieve each objective in the project proposal.
 - d. Explanation of the problems encountered for any objectives not met. (Project objectives cannot be altered without prior approval of FWS Program Officer; see Section VII.)
 - e. Assessment of the project's impact, including measurable and verifiable outcomes such as quantities of the target species, land area, or people affected by your project's work. Other outcomes to report (based on your specific project) may include workshops, publications, number of trainees instructed, hours on patrol, number of snares removed, etc.
 - f. Description of any cooperation or collaboration among local organizations that was directly associated with this project.
 - g. The cost and purchase date of any equipment purchased under this Award. Describe how it was used during the Project Period, and how it will be used in the future. (See Section VI for important information on equipment management and disposition.)

B. Financial Status Reports (Mid-Term and Final):

1. If you are a U.S.-based Recipient, submit Standard Form 425 "Federal Financial Report" http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf. For

instructions, go to
http://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/SF-425_instructions.pdf.

2. If you are a Recipient not based in the U.S., submit a financial table or spreadsheet in the same format as your original project proposal budget, showing itemized expenditures for the reporting period.

C. Products and Deliverables (for Final Report):

1. **Products:** A copy of all deliverables and products resulting from this project such as maps, posters, brochures, videos, manuals, catalogs, and any other publication or printed material, including any new articles published, relating to the project activities. All materials produced under this Award and intended for distribution to the public must acknowledge the support of FWS by showing the FWS logo or the Wildlife Without Borders signature. Photo-ready and vector format logos are available upon request from the FWS Program Officer.
2. **Photographic/Video Documentation:** Provide a minimum of **5 photographs** relevant to the implementation of the project, in one of the following formats:
 - Professionally processed prints;
 - Slides; or
 - Digital photographs on disk or CD, or submitted via e-mail to the FWS Program Officer if under 5 MB.
 - Digital photographs must have a resolution of 300 dpi and be at least 2100 x 1500 pixels in size. Acceptable formats include JPG and TIFF. Prints and slides must have a minimum size of 5" x 7"/125mm x 175 mm.
 - Photograph/video submissions must include a separate document or embedded file information listing the following attributes: description; brief information for caption; photo credit information (as the photographer would like it to appear in publications); and contact information for the owner of the photograph/video.

If you do not provide your written permission to specifically give FWS your project's images and products, then they will automatically enter into public domain. See Section V for information on copyright, authorship, and dissemination of images.

III. CENTRAL CONTRACTOR REGISTRATION (CCR)

Unless exempted, you are required to maintain up-to-date information in Central Contractor Registration (www.ccr.gov) until you submit the final financial report or receive final payment, whichever is later. You are required to review and update your CCR information at least annually after the initial registration. Recipients who are 1) individuals, 2) Federal agencies, and 3) foreign Recipients awarded less than \$25,000 are exempt from Central Contractor Registration.

IV. REQUIREMENT FOR SUB-RECIPIENT DUNS NUMBERS

You may not make a sub-award unless the sub recipient has provided its Data Universal Numbering System (DUNS) number to you. You must notify potential sub recipients that no entity may receive a sub-award from you without providing its DUNS number to you. DUNS numbers can be obtained via online registration at <http://fedgov.dnb.com/webform>.

V. PUBLICATION

Appropriate credit to U.S. Fish and Wildlife Service (FWS) and U.S. Department of the Interior must be included in any formally published article, unless FWS issues a disclaimer. The publishing of any

project reports, or parts thereof, is subject to FWS review and comment. Publications and all materials produced under this Award must acknowledge the support of FWS by showing the FWS logo or the Wildlife Without Borders signature. (Photo-ready and vector format logos are available upon request from the FWS Program Officer.)

You must send a copy of each publication produced under this Award to the Natural Resources Library at the address below. Include a note of transmittal identifying your organization and the publication.

U.S. Department of the Interior
Natural Resources Library
Division of Information and Library Services
1849 C Street N.W.
Washington, D.C. 20240

If you do not provide your written permission to specifically give FWS your project's images and products, then they will automatically enter into public domain. Authorship and copyright shall not restrict FWS privilege to reproduce or distribute products and photographs. FWS will give authorship and copyright credit to the Recipient or others, if you request it in writing.

For a period of no more than six months after the Project Period, FWS may require you to provide camera-ready copies of the printed materials produced under this Award. The U.S. Government reserves the right to reproduce and disseminate, for its own purpose, any product resulting from this Award.

VI. EQUIPMENT

If you purchase an item for \$5,000 or more, AND it is an item that normally can be used for more than one year, then it is considered "Equipment" and the following rules apply:

You must maintain equipment records to include the following information: description of the item; serial number or other identification number; name of titleholder; source of the item; cost of the item; acquisition date; percentage of grant funds used to acquire the item; location, use and condition of the item; and a statement on plans for use of the item after project has ended. (In the project's Final Report, you must provide a description of the equipment, the acquisition date and the cost of the equipment.)

If you have demonstrated that 1) equipment purchased under this Award was used only for the purposes of the Award and 2) a commitment exists to continue its usage for the same purpose throughout its useful life, then the equipment will become your property upon completion of the project. Otherwise, disposition of the equipment must be negotiated with FWS.

VII. REVISIONS OF PROJECT BUDGET AND PLANS

Any of the following changes to your Award requires **prior approval** by the FWS Program Officer. You must obtain approval or an official modification of your Award through the Program Officer before implementing any of these changes in your project.

1. Additional FWS or other Federal funding;
2. Change in the scope or objective of the project;
3. Change in key personnel specified in the approved proposal and Award document;
4. Absence of project officer or other key personnel for more than three months, or reduction in their work time of 25% or more;
5. Budget change to transfer amounts from training allowances (direct payment to trainees) to other categories or expenses;

6. Budget change to transfer amounts between indirect costs and direct costs;
7. Budget change to transfer direct cost line amounts to other direct cost lines or categories, when FWS Award amount is \$100,000 or greater *or* the total of transferred amounts exceed 10% of the originally awarded budget;
8. Services of a third party (contractor, sub-grantee) to perform activities that are central to the purpose of the project.

For budget changes (5,6,7 above) you must submit a revised budget, prepared in the same format as your originally approved budget, to the FWS Program Officer with your request for approval.

VIII. EXTENDING THE PROJECT PERIOD WITHOUT ADDITIONAL FUNDING

The authorized dates of your Project Period appear in Box 11 of your Award document. You must send a written notice to the FWS Program Officer if you need an extension of time to complete your project. Your notice must be received in FWS at least 10 days before the authorized Project Period expires, and must include the reasons for delays in the project work, and your new proposed date of project completion. Time extensions will not be allowed for the purpose of spending a balance of awarded funds after the project's scope of work has been completed.

IX. ENFORCEMENT, TERMINATION, & SUSPENSION FOR NON-COMPLIANCE

If you fail to comply with the terms and conditions of this Award, FWS may do one of the following until you take corrective action:

- temporarily withhold payments pending correction of the deficiency;
- disallow all or part of the cost of the activity or action not in compliance;
- wholly or partly suspend or terminate the current Award;
- withhold additional Awards;
- take other remedies that may be legally available.

Your Award may be terminated by FWS under two conditions: material failure or convenience. Upon termination, you must not incur any new expenses or obligations, and you must cancel as many outstanding obligations as possible. However, you may be entitled to reimbursement for project expenditures made prior to termination. "Material failure" occurs when the Recipient fails to comply with the terms and conditions of the Award. If the award is terminated for material failure, FWS will promptly notify the Recipient, in writing, of the reasons for termination and the effective date of termination. Termination for "convenience" occurs when FWS and the Recipient both agree that continuation of the project would not produce beneficial results. If the Award is terminated for convenience, both parties will agree upon the termination conditions, the effective date, and the portion of project to be terminated.

X. AUTHORITY

The Wildlife Without Borders programs provide funding under the authority of Section 8 of the Endangered Species Act of 1973, as amended (16 U.S.C. 1531-43). The Multinational Species Conservation Fund provides funding under the following authorities: African Elephant Conservation Act (16 U.S.C. 4201-4203, 4211-4214, 4221-4225, 4241-4246); the Rhinoceros and Tiger Conservation Act (16 U.S.C. 5301-5306); Asian Elephant Conservation Act (16 U.S.C. 4261-4266); Great Ape Conservation Act (16 U.S.C. 6301-6305, as amended); and the Marine Turtle Conservation Act (P.L. 108-266).

Department of the Interior Standard Award Terms and Conditions are posted on the internet at <http://www.doi.gov/pam/TermsandConditions.html>. They are hereby incorporated by reference, and take precedence over any restatement, summary or adaptation in these guidelines.