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

Wildlife Without Borders – Amphibians in Decline
Catalog of Federal Domestic Assistance (CFDA) Number: 15.672
Funding Opportunity Number: F15AS00186
Submission Deadline: June 19, 2015

Notice of Funding Opportunity and Application Instructions
Carefully read this opportunity as recent changes have been incorporated!
Applications missing required information will be disqualified.

I. Description of Funding Opportunity

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

The following species are NOT eligible for funding:

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

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

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

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

II. Award Information

This program uses grants as the assistance instrument. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested of the U.S. Fish & Wildlife Service (Service), and a rationale for why Service involvement is needed to fulfill project objectives.

Proposals are typically funded at or less than $25,000 USD. The period of performance begins on the date the award is signed by Service. Project periods are typically one year, although there are no restrictions on funding proposals for activities exceeding one year. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year.

III. Basic Eligibility Requirements

Eligible Applicants: Applicants under this program can be individuals; multi-national secretariats, State and Local governments; U.S. and foreign non-profit, non-governmental, community and indigenous organizations; and U.S. 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.

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 Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

Federal law (2 CFR Part 25, Central Contractor Registry and Data Universal Numbering System) mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, State, local or Tribal government, academia or other type of organization.

Ineligible Activities: The Division of International Conservation will not fund:

- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country of proposed activity;

- material support or resources to individuals, entities, or organizations of countries that the U.S. Department of State has identified as state sponsors of terrorism. These countries are: Cuba, Iran, Sudan, and Syria. (Exceptions may be allowed with clearance from U.S. Department of State)

A. DUNS Registration

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

Register in System for Award Management online at http://www.sam.gov/. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM. *You must be registered in SAM or your application will be disqualified.*

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

Cost sharing is not required. 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 Service 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.

Applicants may attribute some or all of their allowable indirect costs as cost-share/match, however recipients may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award. Recipients may not charge to the Federal award indirect costs calculated against: 1) any portion of the recipient's direct costs; or 2) any portion of the direct costs charged to any other Federal or non-Federal partner.

IV. Application Requirements

Proposals should be ten pages or less. Pages should be numbered. Project summary, figures, tables, maps, curriculum vitae, and required forms do not count toward the ten-page limit.

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

A.

- A 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.

  Instructions for completing the SF-424 are available online http://www.fws.gov/international/pdf/sf-424-instructions.pdf.

- A 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).

B. BRIEFLY summarize your project in one page or less. This section should be a stand-alone summary of your project. It may or may not be shared with the public. Include the title of the project, geographic location, and a brief overview of the need for the project. The following table format is recommended to be included as a summary of the species' status:

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

C. Project Narrative

1. **Statement of Need:** This section should answer the question, "Why is this project necessary?" In three pages of text or less, the statement of need should clearly identify the targeted species and any existing estimates of population size, geographic range, or abundance, a description of the direct threats that affect the targeted species at the project site, and the specific threats that the project will address. Explain how your proposal differs from past work or builds upon it. Explain the success or failures of past efforts by yourself or others; and how your proposal builds upon those efforts and lessons learned.

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 outcome that you want to achieve in order to successfully conserve the target species.

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

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 equipment used/requested and personnel conducting the work should be clearly articulated in this section, and **proposed activities should correspond with the Project Budget Table**. For activities that develop capacity, the **intended audience should be identified** (e.g., rangers, protected area managers, local community leaders) **and quantified** (e.g., number of rangers trained). Activities in which no Service 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. To

view a sample project timetable go to: http://www.fws.gov/international/pdf/sample-timetable.pdf

4. **Stakeholder Coordination/Involvement:** Describe how you have coordinated/cooperated with local resource managers, local communities, governments, and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results. You should state the activity for which each group or individual is responsible. If applicable, provide information on the amount of funds (cash or in-kind) to the project that will be contributed by these partners. If 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 we know that the project is working successfully?" From your list of Project Objectives in the previous section, choose **one objective** that you consider the most important to achieve in order to effectively conserve the target species. To track your progress toward achievement of this key objective, identify what you will measure (i.e., **indicators**), and how will you will measure it (i.e., monitoring methods, sample sizes, survey tools).

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

   The Service values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of activities can be credibly assessed and shared.

The following table format is recommended:

Objective	**Indicator** (i.e., what you will measure to track your progress toward achieving the objective)	**Monitoring Method** (i.e., how you will measure the indicator)	**Current Status**, if known	**Desired Status**

6. **Description of Entities Undertaking the Project**: 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. On the SF-424, Application for Federal Assistance, provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in completely or in part on the qualifications of key personnel, provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. ***Do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the curricula vitae!***

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. **Literature Cited: if applicable.**

9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

10. **Governmental Endorsement:** Non-governmental applicants must include a RECENT letter of support (no older than two years) from the appropriate local, regional, or national government wildlife or conservation authority. 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.

D. 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 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 Service 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. Per Diem:							
A. Instructor (1)	$500/month *6 months	$3,000	$x,xxx	$xxx	$xxx	$xxx	$xxx
B. Trainees (30)	$60/day* 5 days*30 trainees	$9,000	$x,xxx	$xxx	$xxx	$xxx	$xxx
2. Lodging (11 individuals)	20 nights *11 people * $15/night	$3,300	$x,xxx	$xxx	$xxx	$xxx	$xxx
3.Transportation:							
Bus tickets (30 individuals)	30 tickets * $20/each	$600	$x,xxx	$xxx	$xxx	$xxx	$xxx
4. Production of training material:							
A. Printing (100 manuals)	100 manuals * $10/each	$1,000	$x,xxx	$xxx	$xxx	$xxx	$xxx
B. Postage	12 months * $20/month	$240	$x,xxx	$xxx	$xxx	$xxx	$xxx
Totals		$x,xxx x	$x,xxx	$xxx	$xxx	$xxx	$xxx

*Present all amounts in U.S. dollars

Go to http://www.fws.gov/international/pdf/sample-budget.pdf to view a sample project budget table.

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a $3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x $15/night = $3,300*. Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget Justifications. If the budget table requires more than one page, verify that the column headings and row titles appear on all pages.

Things to consider when developing your Budget Table:

- ***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.

- ***Program Income:*** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:

    1. added to the funds requested from the Service for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
    2. used to finance the non-Federal share of the project.

  If your project will generate program income, provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the project duration, and (3) a description of how the funds will be used. If the income is to be used to conduct additional activities, you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

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 Service's approval and estimate its cost.

Required Indirect Cost Statement: Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim indirect cost.

Individuals applying for funds separate from a business or non-profit organization are also not eligible to charge indirect costs t. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

All other applicants applying for funding 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 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 Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service 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 Service 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 Service 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 Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at http://www.fws.gov/grants/.

Negotiating an Indirect Cost Rate with the Department of the Interior:
For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact 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

F. **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.

G. **Assurances:** ALL applicants must include the appropriate signed and dated Assurances form available online at http://apply07.grants.gov/apply/FormLinks?family=15. Use the **Assurances for Non-Construction Programs (SF 424B)** if the project does not involve construction. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. **Certification and Disclosure of Lobbying Activities (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 $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 Service 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 Service 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 Service may result in the project not being select for funding.

Application Checklist

- ☐ SF-424 - Application for Federal Assistance
- ☐ SF-424B Assurances form
- ☐ DUNS Number
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page)
- ☐ Components outlined in Section C. Project Narrative (maximum 10 pages)
- ☐ Budget table and justification including indirect cost statement
- ☐ Summary *curricula vitae* (1 page maximum) for key personnel
- ☐ Map
- ☐ Recent Letter of Governmental Endorsement
- ☐ List of Federally-funded equipment: If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ Conflict of Interest statement, when applicable

Additional Items for U.S. Applicants:

- ☐ A-133 Single Audit Reporting statement
- ☐ SF-LLL Form (if 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

V. Submission Instructions

SUBMISSION DEADLINE: Open from April 20, 2015-June 19, 2015. Proposals must be submitted by 11:59 PM EDT on June 19, 2015. Proposals must be in English. A confirmation e-mail containing an assigned proposal number will be sent to applicants in 5-10 business days from the opportunity closing date.

The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature that they warrant immediate consideration (e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others).

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. Your entire proposal MUST be uploaded as a SINGLE pdf file. If you need to submit separate attachments, number each attachment according to the order it should be included in the proposal. Attach your file(s) on the 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 Service's financial assistance management system.

Foreign Applicants: May submit through the following email addresses: **WWB_AD@fws.gov.** All documents must be printable on letter paper (8 ½" x 11"). Format all pages to display and print page numbers. Your entire MUST be uploaded as a SINGLE pdf file. If you need to submit separate attachments please try to send them all together in a single e-mail message. <u>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</u>.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official.

VI. Application Review

The Service may solicit advice from qualified experts to conduct a technical review of your proposed project. The Service may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud, and abuse and to encourage coordination and collaboration among projects on the ground.

Criteria: To be considered for funding, proposals must address one or more of this program's priority areas listed above in the Description of Funding Opportunity. Other review criteria include considering the degree to which a proposal:

- Clearly demonstrates conservation benefits by proposing activities that are intended to reduce threats. If data collection is proposed as the primary activity, the proposal should demonstrate a sufficient link between data collection and management action that address loss of species.

- Demonstrates that the applicant or project team has the capacity to implement the proposed activities effectively. This capacity may be demonstrated by qualifications listed in the resumes of key personnel, or by the explanation of success and failures in past efforts.

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 listed in the Application Requirements section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions.

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, contact the Service point of contact identified in the Agency Contacts section below.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service 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 Service'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 Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

U.S. Recipient Payments: Prior to award, the Service 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.

U.S. applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. U.S. applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service 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 Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service 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 Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service 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 Service 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 Service 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 Service 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 Service 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 Service 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 Service Project 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 Service 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 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 Service 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 Service 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

Mr. Brendan Tate
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Division of International Conservation
U.S. Fish & Wildlife Service Headquarters
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IX. Paperwork Reduction Act Statement

The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Availability is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No. 1018-0123, which expired on 09/30/2014. The public reporting burden for this collection of information is estimated to average of 22 hours per application and 40 hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: BPHC Falls Church, VA 22041.