

U.S. Fish and Wildlife Service
International Affairs
Division of International Conservation
Wildlife Without Borders - Africa Program
Catalog of Federal Domestic Assistance (CFDA) Number: 15.651
Funding Opportunity Number: F15AS00466
Submission Deadline: January 15, 2016

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

Central Africa is a globally important region for forest and biodiversity conservation. The U.S. Fish and Wildlife Service (USFWS) works closely with national governments, U.S. agencies, and a range of other partners to ensure a strategic, results-based approach to wildlife conservation in the region. In collaboration with U.S. Agency for International Development's (USAID) Central Africa Regional Program for the Environment (CARPE), USFWS is providing this funding opportunity to reduce threats to key wildlife populations, and to develop the requisite individual and institutional conservation capacity to undertake long-term conservation programs. Please see *A Results-Based Vision for Conservation in Central Africa* on the USFWS website for greater detail on our approach to wildlife conservation in Central Africa.

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

Please review each USFWS funding priority below for specific details, including what USFWS wants to achieve through its funding support (i.e., Desired Results). Each funding priority also identifies factors that, in USFWS experience, are basic requirements (also known as prerequisites or enabling conditions) for projects to effectively implement proposed activities. Applicants should address these factors in the proposal's Statement of Need.

USFWS supports wildlife conservation projects in Central Africa through multiple mechanisms: the Wildlife Without Borders Africa (WWB-Africa) Program, and the funds created by Congressional acts for the conservation of African elephants, great apes and marine turtles. In general, applicants are encouraged to submit a proposal to WWB-Africa if their project falls under one of the six funding priorities listed below. In order to maximize funding opportunities, USFWS staff may move proposals between the WWB-Africa Program and the Species Funds.

1. Conserving Gabon's Wildlife

Description: Gabon is a refuge for wildlife species that have been severely depleted in other parts of Central Africa. Despite composing only about 12% of forested Central Africa, Gabon is estimated to shelter more than half of the world's remaining forest elephants, as well as important populations of western lowland gorillas and chimpanzees. With low human population and forests covering 85% of its land area, Gabon has been prioritized by conservation scientists not only because of its high biodiversity value, but also because the expected return on investment is as high as any country in Africa. Gabon is also a favorable environment for conservation given the high level of government support for both terrestrial and marine resource management. Thus, USFWS has created a separate Gabon funding opportunity as a strategic use of resources to maximize conservation benefit in a country that has expressed strong political will for wildlife conservation and the fight against elephant poaching. USFWS will support activities by the partner organizations of Gabon's National Parks Agency (ANPN) to reduce threats to wildlife in and around its protected area network, including both marine and terrestrial environments. Applicants are encouraged to work with ANPN before submission to discuss current needs and coordinate activities. In the proposal's statement of need, as a prerequisite, applicants should describe coordination with ANPN or other relevant government agencies and how this project fits within national conservation priorities.

Funding Mechanism: Multiple, one-year grants. Proposals are typically funded at \$100,000 USD or less. Higher funding amounts will be considered with appropriate justification. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Geographic eligibility: Proposals must impact wildlife and sealife populations within Gabon, including its territorial waters.

Government endorsement is required for all proposals. Applicants are strongly encouraged to consult with relevant government authorities prior to preparing applications for USFWS funds.

- Government endorsement by ANPN is required for proposed activities in all national parks, park buffer zones, peripheral zones, Wonga Wongue Reserve, Raponda Walker Arboretum, Lopé World Heritage Site, and the Bas Ogooué Ramsar site. Government endorsement by CENAREST is required for all proposed research activities. Both the ANPN and CENAREST point of contact for endorsement letters is Dr. Flore Koumba Pambo (email: csar_cenarest@yahoo.fr).
- Any proposals for activities outside of ANPN's mandate described above should be endorsed by the Ministry of Forest, Environment and Protection of Natural Resources. Point of contact for endorsement letters is Brice Léandre Meye, Directeur Général (email: meyebrice@yahoo.fr).

Desired Results:

- Reduction in the illegal killing of elephants.

- Reduction in the illegal commercial trade of bushmeat in cities and in and around extractive industries concessions.
- Sufficient investigative capacity to identify large-scale wildlife traffickers and secure the evidence that can be used to assist in their arrest and prosecution.
- Tactical deployment of field missions to detect and deter illegal activities, including apprehension of poachers and perpetrators of other illegal activities.
- Improved management of national parks, buffer and peripheral zones, including conservation and management of marine and aquatic biodiversity and ecosystems.
- Increased marine turtle survivorship.
- Increased habituation of great apes for nature-based tourism potential, research and biomonitoring.
- Sustainable revenue for conservation activities through nature-based tourism.
- Minimized impacts of extractive industries in national parks, marine protected areas and buffer zones.
- Integration of Best Management Practices (BMPs) into relevant contracts and leases with appropriate systems for compliance monitoring and enforcement.

2. Improving Wildlife Security in Central Africa

Description: USFWS will support efforts to improve the security of Central Africa's wildlife. This opportunity is designed to support conservation activities for habitats, sites, and species not identified elsewhere in this Notice of Funding Opportunity, and will consider both field- and legal system-based projects. This funding opportunity has historically focused on patrols and other field missions, efforts to improve the application of the law and to disrupt illegal trade networks, and assisting protected area management. Other eligible projects include enhancing political will for conservation; assisting gazettement of new protected areas; countering habitat degradation in high value wildlife areas, including the degradation of marine turtle nesting beaches; minimizing the impacts of extractive industry on wildlife, including the reduction of bushmeat hunting and consumption in workcamps; and facilitating the recovery of protected species, such as pangolins and okapi.

For proposals requesting support for patrols and other field missions (e.g., aerial surveillance), applicants should describe in the proposal's Statement of Need, as a prerequisite, that sufficient oversight exists to manage field personnel and address corruption, and the intelligence network in place to guide tactical deployment of resources. For proposals requesting support for improving the application of the law, applicants should describe the adequacy of the wildlife law and policy in place. For proposals requesting support for protected area gazettement, applicants should describe the legal framework and mandates for protected area creation, support of the appropriate protected area agency, the degree to which political will and leadership is expected to overcome obstacles, any existing civil society and/or community support, and the adequacy of funding to establish some level of protection presence. For additional guidance on what these descriptions should address, please see the relevant application questions in the [Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa](#) document (Set up and

manage patrols, p. 10-11; Wildlife law compliance and enforcement, p. 16-17; Protected area designation, p. 18-19).

Geographic Eligibility: Countries in Central Africa, African countries identified by the Convention on International Trade of Endangered Species of Wild Fauna and Flora (CITES) Standing Committee as nations of primary or secondary concern or importance to watch with regard to the illegal trade in ivory (e.g., Kenya, Uganda, Tanzania, Angola, Egypt, Ethiopia, Mozambique, and Nigeria), and countries where the illegal wildlife trade in Central Africa's wildlife is expected to increase (e.g., Togo). *Proposals for work outside Central Africa must justify the proposed intervention in terms of its potential impact on wildlife populations in Central Africa, including evidence of the proposed location as an important transit point for wildlife products coming out of Central Africa en route to consumer countries.*

Funding Mechanism: Two funding mechanisms are available under this opportunity: (a) multiple, one-year grants of \$100,000 USD or less; and (b) multiple, two-year grants of \$200,000 USD or less. To be considered for two-year support, proposals must include a Standard Threat Assessment Indicator as recommended in [Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa: Guidance for USFWS Applicants](#), or an alternative measure of the direct threat proposed and justified by the applicant. Proposals for two-year grants may be considered by USFWS as candidates for conversion into multi-year Cooperative Agreements. Higher funding amounts will be considered for crisis situations on a case by case basis with appropriate justification, and can be submitted after the submission deadline (although applicants are encouraged to contact USFWS beforehand). Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired results related to the legal system:

- Sufficient investigative capacity to identify large-scale wildlife traffickers and secure the evidence that can be used to assist in their arrest and prosecution.
- Arrests and prosecutions of suspected wildlife traffickers, and appropriate legal penalties for convicted traffickers.
- Central African news and media coverage related to wildlife trafficking law enforcement, and an increase in public awareness that wildlife law is being enforced.
- Secured storage or destruction of items confiscated during anti-trafficking efforts so that they do not re-enter wildlife trade.

Desired results related to field missions:

- Tactical deployment of field missions to detect and deter illegal activities, including apprehension of poachers and perpetrators of other illegal activities.
- Items confiscated during field activities are appropriately secured or destroyed to ensure that they do not re-enter illegal wildlife trade or poaching activities.
- Reduction in the illegal killing of wildlife to supply the illegal trade.

Desired results related to management or gazettement of high value conservation areas:

- Legal declaration of conservation areas (if not formally protected).
- A management plan with clear authority, responsive and flexible enough to be adapted as needed, and implementation of plan by relevant wildlife authorities and other stakeholders.
- Illegal activities curtailed at the conservation area, and public use of the site is consistent with conservation goals.

3. Reducing Urban Demand for Protected Species in the Commercial Bushmeat Trade

Description: USFWS will support national and regional activities designed to reduce bushmeat consumption and its commercial trade in Central African urban centers. In the proposal's Statement of Need, as a prerequisite, the proposal should describe in detail the bushmeat trade being targeted, including a well-developed understanding of the behavioral and social context in which individuals make decisions to purchase and consume bushmeat. The proposal should identify and justify the most important barrier(s) to reducing demand and how the proposed intervention will address that barrier. Examples of barriers include cultural values and norms such as consumer preference for protected species, limited availability of domestic protein, and the economics of bushmeat vs domestic meat consumption. There should be a one-to-one match between the identified barrier and the proposed intervention. Proposals should clearly identify indicators to directly monitor changes in bushmeat consumption and/or trade. For assistance in developing indicators for commercial bushmeat hunting, please see p. 75-76 of [*Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa*](#). If there is not sufficient information available for the applicant to have a well-developed understanding of the behavioral and social context of the bushmeat trade, applicants are not encouraged to apply directly, but rather are encouraged to communicate with the Cooperative Agreement recipient (see Funding Mechanism below) to explore potential collaboration or coordination of work .

Funding Mechanism: Two funding mechanisms are available under this opportunity: (a) multiple, two-year grants of \$150,000 USD or less that intend to change behavior and reduce demand for protected species during the grant's performance period; and (b) a five-year, multi-country cooperative agreement. Higher funding amounts for two-year grants will be considered with appropriate justification. The proposal for a five-year cooperative agreement should be developed in collaboration with relevant authorities and non-governmental organizations, and should focus on reducing urban demand for bushmeat. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply. To be considered for five-year support, proposals must include a Standard Threat Assessment Indicator as recommended in [*Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa*](#), or an alternative measure of the direct threat proposed and justified by the applicant.

Desired Results:

- Reduced bushmeat availability and consumption in urban centers.
- Greater use of information collected on the bushmeat trade by in-country decision-makers and law enforcement agents.

- Better monitoring and evaluation of the effectiveness of different interventions and approaches.

4. Developing Capacity for Conservation of Central Africa's Wildlife

Description: USFWS will support the development and delivery of effective training and capacity development programs in Central Africa. Proposals should focus on strengthening the ability of Central African individuals, institutions, and networks to carry out conservation activities and techniques. Proposals should show how capacity development will address gaps in performance of personnel working on wildlife conservation and protected area management. In the proposal's Statement of Need, as a prerequisite, applicants should describe the needed competencies and how trainees will have the opportunity to apply training within their organization, including the necessary authority, time, resources, respect and cultural acceptance. Proposals should include a clear theory of change for how proposed activities are ultimately intended to reduce direct threats and improve the status of species and habitats. For assistance in developing a theory of change for training and capacity development, please see p. 47-50 of [*Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa*](#). Example activities include competency-based specialized training; strengthening or developing new academic programs; support for Central African university faculty to incorporate emerging conservation threats into their curriculum; or the development of species conservation networks. Support for tuition for individuals will not be considered.

Funding Mechanism: Multiple, one-year grants. Proposals are typically funded at \$50,000 USD or less. Higher funding amounts will be considered with appropriate justification. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply.

Desired Results:

- Successful identification of training and competencies needed to carry out specific conservation activities and techniques, and selection of trainers and individuals with high potential to effectively deliver and apply training.
- Successful completion of training and application of new competencies by trained individuals.
- Improved individual and institutional performance.

5. USFWS MENTOR Signature Initiative

Description: USFWS's MENTOR Signature Initiative (Mentoring for ENvironmental Training in Outreach and Resource conservation) builds trans-disciplinary teams of emerging African conservationists. Through mentoring, experiential learning, and academic and field-based training programs, these teams learn to work together to solve problems on high priority conservation challenges and develop leadership skills. USFWS seeks to support team-building programs that

address key threats to wildlife in the Congo Basin, including one or more of the following themes:

- Poaching for ivory
- Commercial bushmeat trade
- Illegal fishing and ineffective marine conservation
- Wildlife disease
- Incompatible extractive industry practices (forestry, mining, oil, agriculture, or fisheries)
- Limited political will for conservation
- Lack of effective conservation outreach and strategic communications
- Ineffective demand reduction initiatives
- Weak enforcement of wildlife law
- Wildlife trafficking
- Lack of species conservation networks.

Funding Mechanism: A two-year cooperative agreement. Government agencies, non-governmental organizations, institutions of higher education, and individuals are eligible to apply. Partnerships between range country training institutions and field practitioners are encouraged.

Submission process: **A pre-proposal concept of up to four pages should be submitted,** including a Statement of Need and one-page summary budget. Pre-proposals should include a brief overview of the key threats to wildlife and landscapes addressed by the proposed MENTOR program; the potential to earn an academic degree or certificate by participants (e.g., post-graduate diploma); the number of MENTOR participants to compose team (at least eight recommended); possible team compositions (e.g., which academic disciplines or sectors would be represented); how participants will be selected; description of mentoring and team-building approach; and anticipated outputs and conservation outcomes. Pre-proposals should give some indication of the necessary infrastructure and program support to provide an appropriate learning and training environment for teams. Pre-proposals should also describe, to the best of their ability, how the team will have the necessary authority, time, resources, toolbox, respect and cultural acceptance to implement conservation actions to address threats to wildlife. Letters of support from government agencies and other partners, and curriculum vitae of key personnel, do not count toward the four page limit and may be included as support for the applicant's capacity to implement proposed activities effectively and past history of coordinating with partners. If selected, applicants will have 6 weeks to submit a full application, including all items in the Application Checklist, for further review.

Desired results:

- A trans-disciplinary team of emerging African conservationists who can work together to problem solve on key threats to wildlife and habitats in Central Africa.
- Specific products and measurable conservation outcomes produced by the team.
- Development of conservation champions.

For more information on USFWS's MENTOR program, please see the [MENTOR factsheet](#). For more information on developing a project pre-proposal, or to suggest a theme not identified above, please contact Nancy Gelman (nancy_gelman@fws.gov or +1-703-358-2125).

6. Heroes of the Forest

Description: USFWS will support efforts to provide assistance to the families of rangers who have lost their lives while protecting wildlife. It is intended to honor and raise public awareness of the sacrifices made by park rangers and ecoguards, and improve the morale and motivation of protected area staff. The Heroes of the Forest initiative has been piloted in Virunga National Park.

Eligible projects include efforts that develop or strengthen a program to provide sustained financial, medical and/or educational assistance to the widows and orphans of park rangers and ecoguards killed in the line of duty. Projects should also increase public awareness of the risks taken by protected area personnel to conserve wildlife and improve the morale and performance of remaining protected area staff. The proposal should identify a detailed plan for how USFWS funding will be leveraged (e.g., an endowment or trust fund) and the systems or processes in place locally to provide financial, health and/or educational support for families of the fallen.

Submission Process: **A pre-proposal concept of up to four pages should be submitted**, including a Statement of Need and one-page summary budget. Pre-proposals should include an overview of the risks undertaken by rangers and ecoguards in the areas in which the project would work, and the impact of those risks on protected area personnel morale, performance, and recruitment. Pre-proposals should demonstrate that the applicant has a well-developed understanding of how to effectively provide support to families of fallen rangers. Thus, pre-proposals should include details on local banking capacity, how the project intends to identify beneficiaries, and other administrative logistics. Letters of support from government agencies and other partners, and curriculum vitae of key personnel, do not count toward the four page limit and may be included as support for the applicant's capacity to implement proposed activities effectively and past history of coordinating with partners. If selected, applicants will have 6 weeks to submit a full application, including all items in the Application Checklist, for further review.

Funding mechanism: Cooperative agreement developed in collaboration with relevant authorities and non-governmental organizations operating in landscapes where rangers and ecoguards have died in the line of duty.

Desired results:

- Financial, medical and/or educational assistance available to widows and families of fallen ecoguards and rangers.
- Motivated rangers and ecoguards who feel that their personal contribution to wildlife conservation is recognized and that their lives and sacrifices are valued.

- Leveraged resources from other funding sources and the establishment of trust funds (or other long term financial mechanisms) to ensure future sustainability.

For more information on USFWS's Heroes of the Forest program, please see the [Heroes of the Forest factsheet](#). For more information on developing a project pre-proposal, please contact Nancy Gelman (nancy_gelman@fws.gov or +1-703-358-2125).

IB. DESCRIPTION OF PLANNED 2016 CONGO BASIN PROJECTS

In addition to the call for proposals above, the Wildlife Without Borders–Africa program will continue supporting cooperative agreements with the partners identified below. Please note that this section is informational and that USFWS is not accepting further proposals.

Agence Nationale des Parcs Nationaux (ANPN) – Gabon

The Parks Gabon project, a collaboration between USFWS and Gabon's *Agence Nationale des Parcs Nationaux* (ANPN), aims to enhance the near- and long-term capacity of ANPN to respond to the increased threats of elephant poaching and extractive industry expansion (oil, mining, forestry, and fishing) within and around the national park network. A component of this agreement will include the continuation and expansion of the MENTOR-FOREST Master's degree program based at the Forestry College (ENEF). USFWS will continue to partner with ANPN and other organizations to respond directly to existing and emerging needs at all of Gabon's protected areas, including support for "model parks" as learning laboratories for management effectiveness and training. Efforts will raise capacity for wildlife law enforcement and regulation ensuring sustainable and legal trade.

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

Desired Results: Reduction of illegal killing of elephants; mitigation of the impacts of extractive industries in national parks and buffer zones; improved management of national parks and buffer zones including marine and aquatic systems; and sustainable revenue for conservation activities through tourism.

Ecole de Faune de Garoua–Cameroon

USFWS will continue to collaborate with *Ecole de Faune de Garoua* and Cameroon's protected area authorities on the development of training programs to increase national and regional capacity for wildlife management and effective law enforcement.

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

Desired Results: *Ecole de Faune de Garoua* and its faculty have the capacity to design and deliver effective education and training programs on protected area management and species

conservation. USFWS-EFG scholarship graduates contribute to wildlife conservation, protected area management, and leadership in their countries over the long-term.

Virunga National Park

Description: Virunga National Park contains the highest biological diversity of any national park in Africa, with 2,000 plant species, 706 bird species, and 218 mammal species, including hippos and one-third of the world's mountain-gorilla population. Despite recent setbacks in the security situation, Virunga National Park has made significant progress in the development of its ranger force, tourist facilities (from 2014 to 2015, several thousand people visited Virunga, generating tens of thousands of revenue for the park's operational budget), and local livelihood projects. USFWS will provide operational support to enable park operations and support the further development of tourism opportunities necessary to develop a park constituency at local and national levels as well as securing a revenue source for park staff.

Funding Mechanism: USFWS plans to support the fourth year of a five-year cooperative agreement developed in collaboration with the Congolese Wildlife Authority (*Institut Congolais pour la Conservation de la Nature*, ICCN) and the non-governmental organizations currently active in Virunga National Park.

Desired Results: Mitigation of the impacts of extractive industries in national parks and buffer zones; improved management of national parks and buffer zones; reduction in illegal wood harvest for charcoal production; strong local constituency that supports the park; wildlife security; and sustainable revenue for conservation activities through nature-based tourism.

Sangha Trinational and Odzala National Park

Description: The Sangha Trinational Landscape, a new World Heritage site, encompasses three contiguous national parks buffered by timber concessions. The landscape supports large populations of elephants, great apes, and many other endangered species. Odzala National Park and its surrounding timber concessions play an equally important role in conserving the biodiversity of this contiguous forest ecosystem. USFWS will continue to support activities in these areas aimed at developing conservation capacity, mitigating threats from poaching and extractive industries, enhancing law enforcement, monitoring wildlife populations and threats, and assisting in the development of sustainable revenue schemes through ecotourism.

Funding Mechanism: USFWS plans to support the fourth year of a five-year cooperative agreement developed in collaboration with government agencies and non-governmental organizations currently active in the Sangha Trinational landscape, Odzala National Park, and their surrounding timber concessions.

Desired Results: Reduction of illegal killing of elephants and mitigation of the impacts of extractive industries in national parks and buffer zones, including the adoption of management plans and best practice guidelines by extractive industries that clearly define the activities they will undertake to maintain healthy wildlife populations; improved management of national parks

and buffer zones; reduced bushmeat consumption in logging (or other extractive industry) camps; reduced use of infrastructure and transport in logging and mining concessions that facilitate illegal bushmeat trade; proper wildlife surveys to map the distribution and density of key wildlife populations in national parks and concessions, particularly Lobeke NP; and a clear understanding of (a) the impact of Ebola hemorrhagic fever on ape populations, (b) transmission of Ebola virus among wildlife, and (c) appropriate intervention strategy and critical control measures; and sustainable revenue for conservation activities through ecotourism.

Tshuapa-Lomani-Lualaba (TL2)

Description: The Tshuapa-Lomani-Lualaba (TL2) conservation area in the Democratic Republic of Congo is home to a significant population of bonobos as well as forest elephant, Congo peacock, okapi, and a recently discovered *Cercopithecus* monkey. In the TL2, USFWS will continue to provide support to the creation of new protected areas, wildlife and threat monitoring, participatory management, and law enforcement.

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

Desired Results: The reduction of illegal killing of elephants; improved management of national parks and buffer zones; proper wildlife surveys to map the distribution and density of key wildlife populations in national parks and concessions; decreased profitability and incentive for commercial bushmeat hunters; and strong local constituency that supports protected areas and conservation activities.

Conkouati-Douli National Park

Description: The Conkouati-Douli National Park provides habitat for more than 1,000 forest elephants, over 8,000 chimpanzees and gorillas, and important populations of marine turtles. Conkouati is considered an IUCN priority site for great ape conservation and similarly, an important Ramsar site for wetland and bird conservation. Key threats to the park include commercial bushmeat hunting, poaching of elephants for ivory, and subsistence activities of the approximately 7,000 people in and around the park.

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

Desired Results: The reduction of illegal killing of elephants; improved management of national parks, buffer zones, and conservation projects; increased marine turtle survivorship; decreased profitability and incentive for commercial bushmeat hunters; and reduced trade and consumption of bushmeat in Pointe Noire.

The EAGLE Network

Description: The EAGLE Network (Eco Activists for Governance and Law Enforcement) improves law enforcement and cross-border collaboration in the fight against transnational wildlife crime. This project is intended to conserve forest elephants, great apes, and other targeted species by addressing the illegal commercial trade in wildlife.

Funding Mechanism: USFWS plans to support the second year of a five-year cooperative agreement developed with relevant authorities and non-governmental organizations.

Desired Results: Investigation of significant wildlife traffickers, defined as those that employ or control poachers and play a significant role in at least one of the following: trafficking across national borders, engaging in or enabling corruption, and/or using sophisticated criminal methods; facilitation of arrests of traffickers with the appropriate local law enforcement authorities; legal follow-up of wildlife crime cases, including working with prosecutors and the judicial system to apply the law effectively and to ensure sentences are served; media exposure of wildlife trafficking and penalties applied to deter others from engaging in wildlife crime; and expansion of the organizational model to other countries to adapt to changes in wildlife trafficking routes and activity.

USFWS MENTOR-POP (Progress on Pangolins) Fellowship Program

Description: USFWS will continue to support the development of a team of early career conservation professionals from Central Africa and Asia who will design and deliver results-oriented actions to address threats to the three species of pangolins found in the Congo Basin (White-bellied pangolin [*Phataginus tricuspis*], Black-bellied pangolin [*Phataginus tetradactyla*], and Giant Ground pangolin [*Smutsia gigantea*]).

Funding Mechanism: USFWS plans to support the second year of a cooperative agreement developed with conservation partners.

Desired Results: A trans-disciplinary team of emerging Central African and Asian conservationists who can work together to problem solve on key threats to pangolins in the Congo Basin; specific products and measurable conservation outcomes produced by the team on field assessments, legal systems and demand reduction to conserve pangolins; development of conservation champions.

USFWS MENTOR-Manatee Fellowship Program

Description: USFWS will continue to support the development of a team of early career conservation professionals from Central Africa who will design and deliver results-oriented actions to address threats to the African manatee.

Funding Mechanism: USFWS plans to support the second year of a cooperative agreement developed with conservation partners.

Desired Results: A trans-disciplinary team of emerging Central African conservationists who can work together to problem solve on key threats to the African manatee; specific products and measurable conservation outcomes produced by the team on field assessments, bushmeat reduction, and African manatee outreach initiatives; development of conservation champions.

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. See each funding opportunity above for typical award amounts. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period. Higher amounts may be requested with appropriate justification. The period of performance for projects starts on the date the award is signed by USFWS. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each year.

Cooperative Agreements

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

III. Basic Eligibility Requirements

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.

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.

C. Excluded Entities

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

D. Cost Sharing or Matching

Cost sharing is not required. If cost share or match is included, it may be in the form of cash or in-kind contributions. Only verifiable contributions should be included as a match. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Funds provided by another U.S. Federal Government agency or another USFWS award cannot be reported as matching contributions but should be noted and explained in detail. A match shown during one year may not be repeated as a match in a subsequent proposal.

IV. Application Requirements - To be considered for funding under this opportunity, an 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. Project Summary:** This section should answer the question, "What is the purpose of this project?" BRIEFLY summarize your project in one page or less. This section should be a stand-alone summary of your project and it may be shared with the public. It must be submitted in English. Include the title of the project, geographic location, and a brief overview of the key threats to wildlife and habitats, and anticipated conservation outcomes. If the proposal is species-focused, please include the following table:

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
		<i>[IUCN Category (year assessed)]</i>	<i>[estimated # of individuals, or occupied range (km²)]</i>	<i>[Threat text]</i>

C. Project Narrative

- 1. Statement of Need:** This section should answer the question, "Why is this project necessary?" In four pages of text or less, the Statement of Need should clearly identify the species or habitats targeted for conservation (including any existing estimates of population size, geographic range, or extent); a description of the direct threats that affect the targeted species at the project site; and the specific threats that the project will address. This section should include an explicit description of the prerequisites described under each funding priority above. If these conditions are not in place, the applicant should describe how project success is not dependent on these prerequisites. This section should describe a clear theory of change for how proposed activities are ultimately intended to reduce direct threats and improve the status of species and habitats.

This section should also explain how the proposal differs from past work, or builds upon it, including how the applicant plans to expand upon the successes, failures, and lessons

learned of past efforts. Projects with USAID funding should add a section describing the activities supported (through CARPE or another US Government operating unit) and the added value of USFWS support. Please note how the proposal differs or builds upon funding available from USAID.

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

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

GOAL:

Objective 1.

Activity 1.1

Activity 1.2

Objective 2.

Activity 2.1

Objective 3.

Activity 3.1

Activity 3.2

Activity 3.3

A *goal* is the long-term biological outcome that you want to achieve in order to successfully conserve the target species. The strongest goals will be directly related to species status or habitat quality.

Objectives are the specific outcomes that you want to achieve in order to reach your stated goal(s), and should reflect a desired change in capacity, threat, or species status. Your proposal will be strengthened if the objectives align with the desired results identified above under each funding priority. Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated. Objectives should form the basis for the project’s *Monitoring and Evaluation* section. A recommended reference for identifying and developing appropriate objectives and measures of success is the [Open Standards for the Practice of Conservation](#).

- 3. Project Activities, Methods and Timetable:** *Activities* are the specific actions that you undertake to fulfill your objectives and reach your goal. Provide a detailed description of the method(s) for each activity. The methods, including equipment used/requested and personnel conducting the work, should be clearly articulated in this section. The **proposed activities should correspond with the Project Budget Table** and the narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. Activities in which no USFWS funds are being requested should be clearly identified as such, and described concisely.

Project Timetable

This section should answer the question, “Over what time period will project activities be implemented?” Provide a timetable indicating when activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the narrative (DO NOT include separate attachments). The timetable should not propose specific dates, but rather list the activities described in Section 2, for each month over a 12-month period.

- 4. Stakeholder Coordination/Involvement:** This section should answer the question, “Who are you going to be working with?” Describe any coordination with local resource managers and other relevant organizations or individuals in planning your project, conducting project activities, or disseminating project results. Where multiple groups are working in the same site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal and may be requested by reviewers. If activities to collect data are proposed and the project can demonstrate a strong partnership with the wildlife authority that will use the data to manage the species more effectively, providing this information will strengthen the proposal.

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

- (1) Anticipated outputs that document project implementation. Identify all expected outputs (also known as products) of key project activities. Examples include management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, and equipment purchased.
- (2) Conservation outcomes that are the intended results of the project. Identify all conservation outcomes intended to be achieved by this project. Examples include less hunting for the commercial bushmeat trade, more giant pangolins, and more trained individuals applying their training. Outcomes should directly relate to, or even be synonymous with, your Proposal Objectives identified above. To track your progress toward achievement of each objective, identify what you will measure (i.e.,

indicators), and how will you will measure it (i.e., methods, sample sizes, survey tools).

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

All applicants of cooperative agreements are required to incorporate USFWS's guidance on project evaluation. All other applicants are encouraged, but not required, to do so. To be considered for financial support for two or more years, proposals should include a Standard Threat Assessment Indicator as recommended in [Standard Measures of Effectiveness and Threats for Wildlife Conservation in Central Africa](#), or an alternative measure of the direct threat proposed and justified by the applicant.

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

- 6. Description of Entities Undertaking the Project:** This section should answer the question, "Who are you, and who are you going to be working with?" Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide brief (1-2 pages) *curricula vitae* for key personnel, identifying their qualifications to carry out project activities. To prevent unnecessary transmission of Personally Identifiable Information, *do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.*
- 7. Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

8. Literature Cited.

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

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

10. Government Letter of 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. If a valid letter is not ready to be submitted at the time of USFWS submission, applicants should provide a status update and submit the letter as soon as possible. Proposals must have a Government Endorsement before issuing an award.

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

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 USFWS funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities as demonstrated here:

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
I. Personnel Expenses Related to Project:							
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

The Budget Table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a \$3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x \$15/night = \$3,300.*

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

Wherever possible, cost calculations should be included in the Budget Table. Where necessary, additional description should be provided in the Budget 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 USFWS 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 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 indirect cost. 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 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 USFWS to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that USFWS approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from 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 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>

- 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:** 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.
- 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 USFWS in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter, which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, a 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 USFWS may result in the project not being select for funding.

Application Checklist

- SF-424 - Application for Federal Assistance
- SF-424B Assurances form
- System for Award Management (SAM) registration
- Project Summary (1 page)
- Project Narrative
- Budget Table
- Budget justification including indirect cost statement
- Government Letter of Endorsement
- Conflict of Interest statement, when applicable
- A-133 Single Audit Reporting statement
- 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 Internal Revenue Service
- NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- Leahy Vetting Requirement

V. Submission Instructions

SUBMISSION DEADLINE: Open from October 1, 2015-January 15, 2016. Proposals must be submitted by 11:59 PM EDT on January 15, 2016. The final proposal must be in English.

Applicants may submit in French or Spanish, but if selected, the application must be translated into English. A confirmation email containing an assigned proposal number beginning with “**AFR16**” will be sent to applicants in 5-10 business days from the opportunity closing date. If you do not receive this email, please contact **WWB_Africa@fws.gov**.

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. 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 USFWS’s financial assistance management system.

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

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

Foreign Applicants - Submit your proposal to the following program mailbox:

WWB_Africa@fws.gov. All documents must be printable on letter paper (8 ½” x 11”). Format pages to display and print page numbers. Your entire proposal **MUST** be uploaded as a **SINGLE** pdf file. If you need to submit separate attachments please send them in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and

include the name of your organization in the subject line so that we know the order of your submissions.

VI. Application Review

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

- **Likelihood of Threat Reduction**, including the degree to which a proposal demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate important threats to Central African wildlife. If proposed activities are not expected to reduce threats during the project period of performance (e.g., some capacity development activities), it is the responsibility of the applicant to clearly explain in the Statement of Need how the activity is intended to ultimately improve the conservation status of direct threats, species and/or habitats.
- **Capacity to Implement**, including the degree to which a proposal indicates that the applicant organization and/or individual(s) has the ability to implement the proposed activities effectively. Supporting evidence of this capacity may be provided in the *curricula vitae* of key personnel, letters of endorsement or support by host government representatives and partner organizations, and/or the Statement of Need in which the applicant justifies that the prerequisites (or enabling conditions) identified in each funding priority are currently met (or if not, the project's plan to ensure activities succeed).

USFWS staff may consider the following sub-factors to break ties and further distinguish among applications with equivalent scores: financial need; geographical and project diversity in the USFWS portfolio; prominence of Central African nationals as key personnel; proportion of budget dedicated to administration, salaries and travel; project sustainability, and a monitoring and evaluation plan that is designed so that the effectiveness of activities can be credibly assessed and shared. Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made. In addition to the criteria above, the proposal must meet minimum programmatic requirements, including addressing biodiversity loss in Central Africa, maintaining a positive track record with USFWS and other donors based on previous grant support (a positive track record includes timely submission of financial and performance reports, and a summary of major activities and accomplishments of previous USFWS support in the Statement of Need section), satisfactory on-site collaboration with other conservation efforts, and following basic proposal content and formatting requirements as described in Section IV Application Requirements. Proposals that do not meet minimum programmatic requirements may be considered ineligible for technical review.

Review and Selection Process:

The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions.

Other wildlife assistance programs within USFWS International Affairs provide financial support for wildlife conservation in Central Africa, including the Species Funds via the African Elephant, Great Ape and Marine Turtle Conservation Acts. Applicants are encouraged to apply to this WWB Africa Notice of Funding Opportunity if the proposal directly addresses one of the six funding opportunities identified in the Description of Funding Opportunity. Applicants can review funding opportunities on the [USFWS website](#). In order to maximize funding opportunities, USFWS staff may move proposals before being reviewed between the WWB-Africa Program and the Species Funds. Note that proposals will be reviewed by only one program.

USFWS may solicit advice from qualified experts to conduct a technical review of the 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. 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 WWB_Africa@fws.gov.

Each fiscal year, for every entity receiving one or more awards 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

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, 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, no later than September 30, 2016.

U.S. Recipient Payments: Prior to award, a USFWS Program Officer will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

The Notice of Award document from 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 USFWS is protected during its transmission/delivery. USFWS strongly recommends that recipients use the most secure transmission/delivery method available. USFWS recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail USFWS. 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 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 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 USFWS 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 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.

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 a USFWS Program Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, a USFWS Program Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies USFWS may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to 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

Matt Muir

U.S. Fish & Wildlife Service Headquarters

Division of International Conservation, Branch of Africa

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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.