

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

Wildlife Without Borders – Latin America and the Caribbean (Central America)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.640
Funding Opportunity Number: F15AS00098
Submission Deadline: April 15, 2015

Notice of Funding Availability and Application Instructions

Read this opportunity carefully as recent changes have been incorporated!

I. Description of Funding Opportunity

From coral reefs and lowland rainforests to pine savannas, grasslands and high mountain forest, Central America is home to some of the richest forest and marine ecosystems on earth. Although the region contains less than one percent of the world's land surface, because of the variety of its habitats and its role as a bridge between North and South America, it possesses a disproportionate share – about 7 percent – of our planet's biodiversity. Unfortunately, despite tremendous progress over the last two decades, Central America remains one of the most threatened biodiversity hotspots due to one of the highest land conversion and deforestation rates in both Latin America and the world.

Program Goal: The U. S. Fish and Wildlife Service (Service) is providing this funding opportunity to reduce threats to species and ecosystems across high value landscapes in Central America and to strengthen the requisite individual and institutional capacity to sustain conservation programs in the long-term.

The Service seeks to support conservation of the last wild places that are viable for long-term conservation. Because existing protected areas within Central America alone are too small and isolated to maintain ecosystem functions and large scale processes, the Wildlife Without Borders-Central America program uses a landscape-scale approach to conserve the region's unique ecosystems and jaguars, tapirs, monkeys, macaws, and other iconic wildlife that can also serve as umbrella species for the rest of the region's biodiversity.

Program Objectives: (Described in detail below)

- 1. Reducing agricultural encroachment and intensification**
- 2. Conserving jaguar populations of Central America**
- 3. Improving wildlife security in Central America**
- 4. Developing capacity for conservation of Central America's last wild places and wildlife**

Priority consideration will be given to conservation activities within the following landscapes:

- Maya Mountains Massif – Chiquibul - Cockscomb landscape (Belize)
- Central Belize Corridor (Belize)
- Maya Biosphere Reserve (Guatemala)
- Guatemala Highlands Corridor (Guatemala)
- Montecristo Massif - Trifinio Corridor (El Salvador, Guatemala and Honduras)
- Texiguat- Pico-Bonito-Cuero y Salado landscape (Honduras)
- Rio Plátano-Tawahka-Patuca - Bosawas landscape (Honduras and Nicaragua)
- Osa Peninsula and Térraba-Sierpe landscape (Costa Rica)

- Rio Indo Maíz - Natural Cerro Silva Reserve- Barra-Colorado-Tortuguero National Park
- (Nicaragua and Costa Rica)
- La Amistad –Palo Seco-Santa Fe landscape (Costa Rica and Panama)
- Chimán-Chepo-Chepigana landscape (Panama)
- Chagres-Choco-Darién landscape (Panama)

Given the transnational nature of these landscapes, the Service seeks to support not only local landscape activities, but also activities to ameliorate threats to biodiversity targeted at a regional and political level. Regional (transnational) projects may include activities in the Dominican Republic and Colombia if they are clearly linked to work carried out in Central America.

Due to other grant programs supported by the Service, Wildlife Without Borders - Central America WILL NOT FUND projects related to:

- Marine turtles (Marine Turtle Conservation Fund)
- Neotropical Migratory Birds (Neotropical Migratory Bird Conservation Act Fund)

For information on how to apply for these other funding opportunities please go to <http://www.fws.gov/grants/>

1. Reducing agricultural encroachment and intensification

Description: Nearly half of the natural habitats of Central America have been converted to agriculture or urban areas and an estimated eighty percent of the region’s original forest has been cleared or significantly altered. Habitat loss and degradation due to agricultural encroachment and intensification is one of the primary threats to the region’s wildlife. In Central America, expansion of pastures for livestock production, specifically cattle ranching, and oil palm are major drivers of deforestation and loss of wildlife habitat. Effective actions are needed to 1) discourage agroindustry and livestock production in forest areas and 2) promote sustainable farming and grazing systems as well as land use planning.

The Service seeks to support activities to reduce threats from farming and ranching as a result of agricultural encroachment and intensification. Eligible proposals include projects to combat habitat degradation in high-value landscapes identified above and increase sustainable farming and grazing systems outside protected areas, as well as projects that increase national political will, coherent policies and incentives, and legal capacity to improve compliance with protected area legislation and law enforcement.

Desired results related to management of high conservation value areas:

- Reduction in total ha/% of management area encroached by specific harmful agricultural or ranching activity.
- Reduction of illegal activities or incursions within area of concern (protected areas, buffer zones, multiple use zones, indigenous territories and biological corridors).
- Increase in total ha/% or # of producers within area of concern (protected areas, buffer zones, multiple use zones, indigenous territories and biological corridors) under biodiversity-friendly production systems.

Desired results related to policy and enforcement:

- Integrated sustainable mechanisms and/or policies for farmers and ranchers to prevent agricultural encroachment and intensification at the local, national, and/or regional level, including more coherent fiscal and regulatory incentives as well as payment for environmental services.
- Sufficient investigative capacity to identify large-scale illegal pasture clearing within protected areas for intensive or large scale livestock production and the evidence that can be used to assist their arrest and prosecution.
- Central America news and media related to protected area enforcement, and public awareness that the law is being enforced.

2. Conserving jaguar populations of Central America

The Jaguar (*Panthera onca*) is the largest and most iconic cat in the Western Hemisphere. The jaguar is an umbrella species whose conservation supports conservation of other species, ecosystem functions, and landscapes. Jaguars have been eradicated from over 40% of their historical range. Today, direct threats to the jaguar in Central America include: habitat loss and fragmentation, direct killing by humans who view jaguars as a threat to their security or to their livelihoods, and depletion of natural prey due to subsistence or market hunting.

The Service will support local, national and regional (transnational) activities designed to ensure that jaguar populations remain stable or increase across its range. Eligible proposals include projects that secure protections for critical jaguar conservation units and jaguar corridors to ensure regional connectivity or mitigate and reduce persecution of jaguars.

Priority consideration will be given to conservation activities within the following jaguar conservation units or corridors:

- Maya Biosphere Reserve
- Greater Bosawas Landscape
- Wawashang Natural Reserve
- Indio Maiz Biological Reserve
- Jeannette Kawas National Park
- Pico Bonito National Park
- Central Belize Corridor
- San Juan-La Selva Corridor
- Central Volcanic to Talamanca Corridor
- Santa Fe-Lago Gatun and Central Corridor

Desired results:

- Improved management capacity of jaguar conservation units and corridors.
- Designation of new protected areas or corridors.
- Reduction or elimination of conflicts between humans and jaguars.
- Reduction of retaliatory attacks and killing of jaguars.
- Reduction of livestock predation and damage to human lives and livelihoods.
- Adoption of jaguar conflict mitigation measures by ranchers and/or farmers.
- Improved conservation for other species and/or ecosystems.

- Integrated sustainable mechanisms and/or policy incentives for owners to prevent livestock predation at the local, national, and/or regional level.

3) Improving wildlife security in Central America

Description: The Service will support local, national and regional (transnational) activities designed and implemented to reduce uncontrolled and/or unsustainable wildlife (terrestrial and marine) and timber harvesting and trafficking. In addition, this opportunity is designed to support conservation activities for habitats, sites and species not identified elsewhere in the Notice of Funding Availability that can clearly demonstrate a reduction of threat to the conservation target. Eligible proposals include both projects to combat poaching and habitat degradation in high value conservation areas, as well as projects that increase local and national political will and capacity to improve compliance with anti-trafficking laws and law enforcement.

Desired results:

- Reduced illegal and/or unsustainable harvesting of wildlife and timber resources.
- Decreased availability and commercial consumption and/or use of illegal wild animals and timber.
- Increased field missions to detect and deter illegal activities and/or increased investigative capacity to identify large-scale wildlife and timber traffickers.
- Increased application of wildlife protection laws by in-country decision-makers and law enforcement agents.
- Increased regional and/or transnational cooperation on reducing wildlife and timber trafficking.
- More effective messaging in the media and development community related to wildlife and timber trafficking, and a public awareness that wildlife law is being enforced.

4) Developing capacity for conservation of Central America's last wild places and wildlife

Description: The Service will support the delivery of effective training and capacity development programs in Central America linked to practical on-the-ground problem solving. Proposals should focus on strengthening the ability of Central American individuals, institutions, and networks to carry out conservation activities and techniques to protect the priority landscapes listed in the Description of Funding Opportunity. Proposals should show how capacity development will address gaps in performance of either 1) personnel or institutions working on wildlife conservation and protected area and/or biological corridor management or 2) local resource managers, community organizations, indigenous peoples, or producer organizations to achieve wildlife conservation and/or forest conservation at a landscape scale.

** Activities based in Costa Rica must demonstrate that the training will benefit individuals, institutions and networks in other Central American countries as well.

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 which resulted in measureable reduction of threats to priority landscapes from agricultural

encroachment and intensification, human-jaguar conflict, and uncontrolled/unsustainable wildlife and timber harvesting and trafficking.

- Increased participation of indigenous peoples and forest-based communities in monitoring and influencing the decision-making processes related to natural resource use on their lands.
- Increased role of civil society in making, implementing, influencing or providing input into policies and regulations affecting the implementation of laws at the local/community, tribal, state/provincial, national and international level related to biodiversity.

II. Award Information

This program uses grants and cooperative agreements as assistance instruments. The type of assistance instrument to be used is the decision of the Service.

Grant Awards

Funds available under this program are limited. The approximate amount of funding available under this program is \$500,000 USD. Based on the program experience, it is anticipated that 15 awards will be granted this fiscal year. The amount of funding requested must match the scope of the activities, the anticipated results, and the length of the project period. The period of performance for projects awarded under this program may be one or two years, starting on the date the award is signed by the Service. Project proposals must be designed and budgeted accordingly. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each year.

Cooperative Agreements

Under cooperative agreements, substantial involvement by the Service 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. All other criteria described under Grants Awards above apply except that the period of performance of a cooperative agreement can be multiyear. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested by the Service and a rationale for why involvement of the Service is needed to fulfill the project objectives.

III. Basic Eligibility Requirements

Eligible Applicants: Applicants under this program can be: multi-national secretariats, national, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

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;
- projects in countries determined by the U.S Department of State to have repeatedly provided support for acts of international terrorism. These countries are subject to four main categories of sanctions which include restrictions on U.S. foreign assistance, miscellaneous financial and other restrictions. See <http://www.state.gov/j/ct/list/c14151.htm> for more information;
- projects in countries included in comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Controls, without proper licenses. See <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx> for more information on OFAC and specific comprehensive and non-comprehensive sanction programs.

Additionally, tuition for individuals and field projects carried out in support of masters and doctorate degrees are **not eligible** under this Notice of Funding Availability. Also, please note activities under program objective #4 (Developing capacity for conservation) that are based in Costa Rica must demonstrate that the training will also benefit individuals, institutions and networks in other Central American countries. Project activities must take place in Central America. Project activities including the Dominican Republic and Colombia must be part of a regional (transnational) project.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 20 of the Code of Federal Regulations (CFR), Part 25 for more information.

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. Additional information in Spanish can be found at <http://www.fws.gov/international/pdf/guia-introductoria-para-inscripcion-en-duns-ncage-y-sam.pdf>.

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. Additional information in Spanish can be found at <http://www.fws.gov/international/pdf/guia-introductoria-para-inscripcion-en-duns-ncage-y-sam.pdf>.

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, and it must be verifiable. 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. Only verifiable contributions should be included as a match. A match shown during one year may not be repeated as a match in a subsequent proposal.

IV. Application Requirements

Proposals should be ten pages or less. Pages should be numbered. Summary (English and Spanish), 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. The SF-424 form is located here:

<http://www.fws.gov/international/pdf/sf424-2-1-v2.1.pdf>

- U.S. applicants must also submit a signed and dated Assurances - Non-Construction form (SF-424b).

The SF-424b form is located here: <http://apply07.grants.gov/apply/FormLinks?family=12>. Look for the form name - Assurances for Non-Construction Programs (SF-424B).

B. Project Summary

BRIEFLY summarize your project in one page or less. This section should answer the question, “What is the purpose of this project?” This section should be a stand-alone summary of your project and it may be shared with the public. Include the title of the project, geographic location, a brief overview of the key threats to wildlife and habitats, and anticipated conservation outcomes. **If you submit a proposal in Spanish, you must also include a one-page project summary in English.** If you submit a proposal in English, you **do not** need to include a one-page summary in Spanish.

C. Project Narrative

1. Statement of Need:

This section should answer the question, “*Why is this project necessary?*” In three pages or less, the statement of need should identify: a) the **species, habitats, or other biodiversity** targeted for conservation, b) the **direct threats** that adversely affect biodiversity conservation at the project site, and c) the **specific threats** and **target audiences** to be addressed through project activities.

Summarize previous or on-going efforts (of your organization and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them.

If you have received funding previously from the Service for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes so that reviewers can better understand the proposal in context.

2. Project Goals, Objectives and Activities:

This section should answer the question, “*What do you want to achieve and how are you going to do it?*” Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project’s proposed project period), and results-orientated (*i.e.*, objectives should represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals). Objectives should form the basis for the project’s monitoring and evaluation section, described later in the proposal. List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs.

For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity.

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

3. Project Timetable:

Provide a timetable indicating roughly, when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates, but rather list activities described in Section 3, for each month over a 12-month or 24-month period. To view a sample project timetable go to <http://www.fws.gov/international/pdf/sample-timetable.pdf>.

4. Stakeholder Coordination/Involvement:

This section should answer the question “*Who are you going to be working with?*” 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.

5. Project Monitoring and Evaluation:

Project monitoring should answer the question, “How will we know that the project is working successfully?” Describe how you (or others) will monitor project progress and **measure the project’s results and impact**. Include details on how you will assess your progress toward reaching the objectives such as the **specific metrics or indicators** you will use to report project implementation. (If applicable, describe how project participants and beneficiaries will participate in these activities.)

Anticipated Benefits and Outputs: Identify all expected project products/outputs (e.g., management plans, brochures, posters, training manuals, communication strategy, etc.). Detail how products will be distributed and which audiences will receive them. Explain the long-term biodiversity conservation impact of the project benefits and outputs

Note that outputs (or products) should NOT be used as indicators, including Service performance reports, materials produced, number of management plans generated, etc. Remember, 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 following format is suggested:

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

6. Description of Organization(s) 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. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Include a brief (1-page) curricula vitae for key personnel, focusing on the qualifications to meet the project objectives. **DO NOT** include Social Security numbers, the names of family members, photographs, or any other personal or sensitive information including marital status, religion or physical characteristics.

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 Arlington, 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. Governmental Endorsement: Non-governmental applicants (including public universities) must include a RECENT letter of support (no older than one year) 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 the following financial assistance awards and sub-awards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 200, Subpart E – *Cost Principles*

Links to the full text of Federal cost principles are available on the Internet at:
<http://www.fws.gov/grants/>.

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: **SEE NEXT PAGE.**

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
Personnel: Project Leader	\$30,000 annual salary x 80% time for 1 year	\$24,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	
Project Assistant	\$20,000 annual salary x 50% time for 1 year	\$10,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	
Local Services							
Field Assistants	\$600/month x 6 months x 2 assistants	\$7,200	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	
Travel Round trip from A to B for Project Leader	4 trips x \$200/airfare	\$800	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	
Lodging and Meals							
Project Leader travel	4 trips x 10 days x \$35/day	\$1,400	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	
Workshops							
Transportation assistance	10 people x 2 workshops x \$5/participant	\$100	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Materials	Printing 12 manuals at \$10/manual	\$120	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Other							
Phone, internet	\$10/month for 1 year	\$120	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	
Office rent	5% of local office rent	\$1,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
TOTAL		\$44,740	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	

*Present all amounts in U.S. dollars

**We cannot accept the term "contingencies" in the budget as a line item

Go to <http://www.fws.gov/international/pdf/sample-budget.pdf> to view another 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. **Carefully verify that all calculations/formulas are correct and submit the budget table as described in this section. Failure to provide correct and accurate budget information, as outlined above, will cause delays, postponement, or rejection of your application.**

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. Program 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 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 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.

Applicants who are individuals applying for funds separate from a business or non-profit organization are not eligible to charge indirect costs to their award. 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 all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
<ul style="list-style-type: none"> • No indirect cost rate • Charges all costs directly 	<p>Indirect Cost Statement: Our organization does not have an indirect cost rate and will charge all costs directly.</p>	None.
<ul style="list-style-type: none"> • Is not an individual • Has an indirect cost rate • Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period 	<p>Indirect Cost Statement: We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.</p>	Copy of approved NICRA.
<ul style="list-style-type: none"> • Is not an individual • Has an indirect cost rate • Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period • May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made 	<p>Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: “We submitted a new NICRA proposal to our cognizant agency on [insert date].” OR “In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made”. We understand that:</p> <ul style="list-style-type: none"> • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. 	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.

	<ul style="list-style-type: none"> We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	
<ul style="list-style-type: none"> Is not an individual Has an indirect cost rate Has never established a NICRA in the past Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made 	<p>Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that:</p> <ul style="list-style-type: none"> Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	<p>None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.</p>
<ul style="list-style-type: none"> Is not an individual, state, local or Federally-recognized Indian tribal government Has never established a NICRA in the past Cannot charge all costs directly Will not be able to meet the requirement to 	<p>Indirect Cost Statement: We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future</p>	<p>None.</p>

<p>submit a NICRA proposal within 90 calendar days after award, in the event an award is made</p>	<p>extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.</p>	
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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 the 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>

U.S. applicants must include the following:

F. Statements Regarding A-133 Single Audit Reporting: Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), 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 an A-133 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 an A-133 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/>). Include these statements at the end of the Project Narrative in a section titled “**A-133 Single Audit Reporting Statements.**” Do not include your audit report in the proposal or application.

G. Assurances

US 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:

For U.S. applicants, 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.

Application Checklist

- SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424
- DUNS Number
- System for Award Management (SAM) registration
- Project Summary (1 page)
- Components outlined in C. Project Narrative (maximum 10 pages)
- Budget Table and justification
- Summary *curricula vitae* (1 page maximum) for key personnel
- Map
- Recent Letter of Governmental Endorsement
- Required indirect cost statement
- NICRA:** When applicable, a copy of the organization’s current Negotiated Indirect Cost Rate Agreement
- Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment

Additional requirements for U.S. applicants

- A-133 Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
- SF 424B Assurances form:** For U.S. applicants, signed and dated SF 424B form
- SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form
- Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

V. Submission Instructions

SUBMISSION DEADLINE: Open from February 10, 2015 to April 15, 2015. Proposals can be submitted in English or Spanish. A confirmation e-mail containing an assigned proposal number will be sent to applicants in 5-10 business days from the opportunity closing date.

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

U.S. Applicants: You MUST apply through Grants.gov. If you do not have an account, register at http://www.grants.gov/applicants/get_registered.jsp. Registration can take several days or weeks. To apply through Grants.gov, you must be registered SAM. . 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. Attach your file on the Attachment Form.

Foreign Applicants: Must submit through the following email addresses: WWB_LAC@fws.gov. All documents must be printable on letter paper (8 ½” x 11”). Format all pages to display and print page numbers. We prefer to receive the entire proposal as a SINGLE file attachment. If you need to submit separate attachments please try to send them all together 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.

Foreign applicants choosing to use Grants.gov must follow the instructions for U.S. applicants.

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 objectives, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each addresses the *Desired Results* described under each program objective, as well as the requested elements listed in the Application and Format section above. High priority, well-justified and feasible projects that address most or all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions.

Other review criteria may include considering the degree to which a project:

- Strengthens local individual and institutional capacity, and ensures that communities have an active role in project planning and implementation;

- Demonstrates a clear theory of change, and includes specific impact assessment criteria;
- Provides a catalyst for activities in a previously neglected area with significant conservation value;
- Integrates problem solving, conflict resolution, and participatory approaches that are socially, culturally, politically, and economically enduring.
- Complements activities of other organizations/individuals in a manner which will lead to efficient, effective conservation and avoids duplication of other on-going activities;
- Promotes cooperation and partnerships to create coalitions, build networks and facilitate regional collaboration;
- Utilizes funds in an efficient, cost-effective manner to accomplish project objectives;
- Maintains a positive track record with Service based on previous grant support, including timely submission of financial and performance reports and a summary of major activities and accomplishments of previous Service support in the Project Statement section.

Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made.

VII. Award Administration

Award Notices: Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the 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.

US 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.

US 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. US 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 Service's, **Financial Assistance Award Terms and Conditions** posted on the internet at <http://www.fws.gov/grants/pdfs/FishandWildlifeServiceFinancialAssistanceAwardTermsandConditions.pdf> and **DIC Financial Assistance Award Terms and Conditions** posted on the Internet at <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:

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.

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.

VII. Agency Contact

Ani Cuevas
U.S. Fish and Wildlife Service Headquarters
Division of International Conservation, Branch of Western Hemisphere
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803, USA
Tel: 703-358-1950 Fax: 703-358-2115
E-mail: ani_cuevas@fws.gov
Website: www.fws.gov/international

PAPERWORK REDUCTION ACT STATEMENT:

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 expires 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, Mailstop BPHC Falls Church, VA 22041-3803.