

**Paperwork Reduction Act Statement.** We are collecting this information in accordance with Endangered Species Act of 1973, as amended (16 U.S.C. 1531-43). Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding. We 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. We estimate that it will take applicants under this program about 22 hours to complete an application. We estimate it will take recipients under this program about 20 hours to complete required reporting and 20 hours for required recordkeeping. All burden estimates include the time to review instructions, search existing data resources, gather data needed and complete and review the submission. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

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

**Central Africa Regional Program**  
Catalog of Federal Domestic Assistance (CFDA) Number: **15.651**  
**Funding Opportunity Number: F19AS00063**  
Submission Deadline: **March 18, 2019**

**Notice of Funding Opportunity and Application Instructions**  
**Carefully read this opportunity as recent changes have been incorporated**

**I. Description of Funding Opportunity**

The U.S. Fish and Wildlife Service's mission is to work with others to conserve, protect and enhance fish, wildlife and plants and their habitats for the continuing benefit of the American people. The International Affairs Program delivers on this mission through its financial assistance programs by supporting strategic projects that deliver measurable conservation results for priority species and their habitats around the world.

In collaboration with the U.S. Agency for International Development's (USAID) Central Africa Regional Program for the Environment (CARPE), USFWS is providing this funding opportunity to conserve Central Africa's most important wildlife strongholds, to support the region's parks and other protected areas, and to address regional threats to wildlife.

***U.S. Department of Interior Priorities***

The Africa Regional Program contributes directly to the Secretary of the Department of the Interior's following priorities by securing wildlife and developing capacity to conserve high value landscapes that provide economic, geopolitical and other benefits:

1. Create a conservation stewardship legacy, second only to Teddy Roosevelt

Central Africa is a globally important region for forest and wildlife conservation. The U.S. Fish and Wildlife Service (USFWS) works closely with national governments, U.S. agencies, and other partners to ensure a strategic, results-based approach to wildlife stewardship in the region. Proposals to this funding opportunity should focus on one of the following objectives: provide operational support for protected area management; support regional wildlife colleges and

universities in Central Africa to train new cohorts of protected area staff; and support national and regional activities designed to reduce the illegal trade in protected species in the commercial bushmeat trade.

10. Achieve our goals and lead our team forward

Projects should ensure that the most cost-effective approach has been taken to accomplish goals, objectives and activities. Proposal objectives should align with one or more of the desired results identified below under the relevant funding priority. Please see [A Results-Based Vision for Conservation in Central Africa](#) for greater detail on USFWS' approach to wildlife conservation in Central Africa and how this funding opportunity aligns with the USFWS mission.

### ***Geographic Eligibility***

Funding will only be considered for projects that impact wildlife populations in the 10 Commission of Central African Forests (COMIFAC) countries: Burundi, Cameroon, Chad, Central African Republic, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Republic of Congo, Rwanda, and São Tomé and Príncipe.

### ***USFWS Support***

USFWS supports wildlife conservation projects in Central Africa through multiple mechanisms: the Central Africa Regional Program, the Combating Wildlife Trafficking program, and the funds created by Congressional acts for the conservation of African elephants, great apes and marine turtles. The Notices of Funding Opportunity for all programs are located on the USFWS International Affairs [How to Apply](#) page. Applicants should review the funding priorities for each Notice of Funding Opportunity and apply to the programs that align most closely with the objectives of the proposed work.

### ***Central Africa Regional Funding Opportunities***

USFWS is soliciting proposals for the following subject areas:

#### **Protecting Parks: Providing Front Line Support to Protected Areas and Capacity Development**

##### **Supporting Protected Area Management**

*Description:* USFWS supports wildlife protection in Central Africa, including the professionalization of park guards and other wildlife law enforcement officials and the provision of tools and technologies for measuring, evaluating, and improving the effectiveness of wildlife law enforcement patrols and site-based protection and conservation activities. This funding opportunity solicits multi-year grants for core operational support to parks and other protected areas that protect wildlife strongholds. Core support includes efforts to improve management systems, law enforcement, surveillance, wildlife monitoring, and systematic workforce training.

This funding priority will solicit multiple, three- to five-year grants of between \$200,000 and \$400,000 USD/year. A pre-proposal concept of up to four pages should be submitted, including a Statement of Need and one-page summary budget. Letters of support from government agencies and other partners and curricula 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. Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement.

*Priority will be given to projects that address one or more of the following desired results:*

- Increased operational efficiency and impact of protected areas that contribute to the effective conservation of regional wildlife strongholds.
- Enhanced wildlife stewardship, including reduction in the illegal killing of wildlife and other illegal activities that threaten wildlife and their habitat, and improved understanding of the status of wildlife populations and emerging pressures on wildlife.
- Strengthened workforce capacity for wildlife management in national parks and protected areas.

For more information on developing a project pre-proposal, please contact Amy Pokempner at amy\_pokempner@fws.gov.

## **Supporting Regional Wildlife Colleges**

*Description:* USFWS builds local capacity for wildlife protection in Central Africa. USFWS provides financial and technical assistance to strengthen wildlife training colleges and institutions to develop the capacity of Central African conservationists, including training and professionalizing an effective workforce for protected area management.

This funding opportunity will solicit multiple, two- to five-year cooperative agreements to universities, colleges and research institutions of between \$30,000 and \$150,000 USD/year to support scholarships, curriculum development and wildlife research. A pre-proposal concept of up to four pages should be submitted, including a Statement of Need and one-page summary budget. Letters of support from government agencies and other partners and curricula 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. Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement.

*Priority will be given to projects that address one or more of the following desired results:*

- Improved institutional and faculty performance at Central African education and research institutions focused on wildlife conservation, research, and protected area management.
- Scholarships at regional wildlife colleges that train protected area staff.

For more information on developing a project pre-proposal, please contact Nancy Gelman at nancy\_gelman@fws.gov.

## **Addressing Regional Threats to Wildlife**

### **Reducing Protected Species in the Commercial Bushmeat Trade**

*Description:* USFWS supports wildlife protection in Central Africa, including improving the effectiveness of site-based protection and conservation activities.

The illegal commercial trade in bushmeat is one of the greatest pressures on site-based protection and wildlife in Central Africa. At current rates of exploitation and trafficking links to urban luxury markets, many protected species face local extinction. Where wildlife populations have been severely degraded, local communities lose an important protein resource to commercial market hunters.

This funding opportunity solicits multiple, two- to three-year grants of between \$100,000 and \$300,000 USD/year or less to support national and regional activities designed to reduce illegal and unsustainable bushmeat consumption and its commercial trade in Central Africa. A pre-proposal concept of up to four pages should be submitted, including a Statement of Need and one-page summary budget. Letters of support from government agencies and other partners and curricula 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. Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement.

*Priority will be given to projects that address one or more of the following desired results:*

- Reduced availability and consumption of protected species in the illegal bushmeat trade.
- Greater use of information collected on the bushmeat trade by in-country decision makers, game wardens, law enforcement agents, and other stakeholders.
- Better monitoring and evaluation of the effectiveness of interventions and approaches to decrease the illegal and unsustainable commercial trade in bushmeat.

For more information on developing a project pre-proposal, please contact Matt Muir at [matt\\_muir@fws.gov](mailto:matt_muir@fws.gov).

## **MENTOR**

*Description:* Increased efforts are needed to counter the growing pressures on wildlife and protected areas by the illegal trafficking of protected species in the commercial bushmeat trade. USFWS seeks to increase the opportunities available for national practitioners from Central African countries to address the issue via a targeted USFWS MENTOR Program.

The USFWS MENTOR Programs bring together teams of emerging conservation leaders and combine rigorous academic and field-based training, long-term mentoring, learning through experience, and project design and implementation to address major threats facing wildlife populations. These fellowship programs help strengthen regional professionalism and conservation capacity.

This funding priority will support a new team-based program to focus on efforts to reduce the unsustainable demand for bushmeat. The program could be site-based and/or carried out by multiple stakeholders in partnership with Central African national or regional wildlife training institution or universities. This funding priority will solicit a two- or three-year cooperative agreement of between \$400,000 and \$800,000 USD total. A pre-proposal concept of up to four pages should be submitted, including a Statement of Need and one-page summary budget. Letters of support from government agencies and other partners and curricula 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.

Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement.

*Priority will be given to projects that address one or more of the following desired results:*

- A multi-disciplinary team of emerging African conservationists who can work together to identify and test efforts to reduce protected species found in the unsustainable commercial trade in bushmeat.
- Strengthened professionalism of personnel addressing the bushmeat trade.
- Capacity development within existing USFWS-supported projects.
- Investigation and criminology support to track bushmeat trafficking and availability in restaurants, markets, and the transport sector.
- Leadership, management, and communications with local partners and government officials to effectively communicate the pressures posed to protected wildlife from the bushmeat trade.

For more information on developing a project pre-proposal, please contact Nancy Gelman at [nancy\\_gelman@fws.gov](mailto:nancy_gelman@fws.gov). Also see the factsheet on the series of MENTOR programs at: <https://www.fws.gov/international/pdf/factsheet-mentor.pdf>.

## **Funding Mechanism:**

For each of the funding opportunities identified above, pre-proposals of up to four pages should be submitted. Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement by **April 16, 2019** (by invitation only). The deadline for submitting full applications (including all items in the Application Checklist) is **May 7, 2019**.

## **II. Award Information**

This program will use a grant or cooperative agreement as the assistance instrument. The type of assistance instrument to be used is the decision of the U.S. Fish and Wildlife Service (USFWS). The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period. The period of performance for projects starts on the date the award is signed by the USFWS. 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 U.S. Fish and Wildlife Service (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. 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 Service is needed to fulfill the project objectives.

### **III. Basic Eligibility Requirements**

#### **Eligible Applicants**

Applicants under this program can be government agencies, nongovernmental organizations, institutions of higher education, and individuals. U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS. Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The USFWS does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

#### ***Ineligible Activities:***

**We will not fund the purchase of firearms or ammunition; buying of intelligence, evidence or information or paying informants; gathering information by persons who conceal their true identity or any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country in which the activity would occur.**

**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.**

**Projects that support the government of a country determined by the U.S. Department of State in the 2018 Trafficking in Persons report as 1) not fully meeting the minimum standards of the Trafficking Victim Protection Act (TVPA), 22 U.S.C. § 7101 et seq., and 2) not making significant efforts to bring itself into compliance with such standards (countries classified as Tier 3), unless exempted from restrictions based on a waiver issued in accordance with the TVPA. For more information on countries that fall under this designation for FY 2019, please consult the Tier 3 classification in the 2018 Trafficking in Persons Report (<https://www.state.gov/j/tip/rls/tiprpt/2018/282584.htm>) and the Presidential Determination of November 29, 2018 (<https://www.whitehouse.gov/presidential-actions/presidential-memorandum-secretary-state-15/>). If you have any questions about the TVPA and its applicability to your application, please contact the Program Officer identified in this Notice of Funding Opportunity (Section VIII).**

Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

**Leahy Vetting Requirements:** This program may award funding subject to the requirements and restrictions of the Foreign Assistance Act, which includes a prohibition on providing foreign assistance to any individual or unit of the security forces of a foreign country that has a record of gross violation of human rights. The U.S. Department of State must screen qualifying individuals and units, including consular political and other specific security and human rights checks, prior to the Service issuing an award. This vetting is required for all forms of support to a foreign security force including provision of training, technical assistance, and direct support for the purchase of materials or equipment. This program may fund conservation efforts authorized under the Foreign Assistance Act that require working with or providing direct support to entities meeting the definition of “foreign security force”, which may include law enforcement personnel, park rangers, police, or customs officials. Please see the U.S. Department of State’s website for more information. If foreign (non-U.S.) security forces will be involved in any of the proposed project activities, please describe in detail the resources to be used to support these forces and specify if the participants are a unit (e.g, rangers assigned to a protected area), a group of individuals, or a single individual. The Service will contact any applicant selected for funding that is subject to Leahy vetting with further instructions.

Federal law (2 CFR Part 25, Universal Identifier and System for Award Management) mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). **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>. For technical difficulties, contact Dun & Bradstreet by email at: [govt@dnb.com](mailto:govt@dnb.com). 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

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.

#### **Entity Registration in System for Award Management (SAM)**

Register in SAM 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.

Note: The official U.S. government website address for SAM is [www.sam.gov](http://www.sam.gov). There is NO COST to register in or access SAM.gov. There are third-party vendors who charge a fee in exchange for registering entities in SAM; please be aware that you can register to do business with the U.S. government FOR FREE directly in SAM at [www.sam.gov](http://www.sam.gov).

#### **Excluded Entities**

Applicant entities or their key project personnel that have been designated as “*ineligible*”, “*prohibited/restricted*” or “*excluded*” from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits in the *SAM.gov Exclusion Database* will not be considered for Federal funding, as applicable to the funding being requested under this Federal program. The Service conducts a review of the *SAM.gov Exclusions Database* for all applicant entities and their key project personnel prior to award.

**B. Voluntary Committed Cost Sharing or Matching:**

Voluntary committed cost sharing is not required but priority will be given to projects for which there exists some measure of voluntary committed cost share or match funds. If voluntary committed cost share/match is included it may be in the form of cash or in-kind contributions. Only verifiable contributions should be included as a voluntary committed cost share/match. Funds provided by another U.S. Federal Government agency or another Service award cannot be reported as matching contributions but should be noted and explained in detail. A voluntary committed cost share/match shown during one year may not be repeated as a voluntary committed cost share/match in a subsequent proposal. Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match.

**IV. Application Requirements: To be considered for funding under this opportunity, an application must contain:**

**Application Checklist**

- DUNS Number
- System for Award Management (SAM) registration
- Standard Form (SF) 424, Application for Federal Assistance
- Project Title
- Project Summary (1 page)
- Components outlined in Section D. Project Narrative (maximum 10 pages), including recent letter of governmental endorsement, summary *curricula vitae* (1 page maximum) for key personnel, and map
- SF 424 A or C Budget Information form
- Budget Narrative
- List of Federally funded equipment: If Federally-funded equipment will be used for the project, a list of that equipment
- Indirect Cost Statement
- When applicable, a copy of the organization’s current Negotiated Indirect Cost Rate Agreement
- Leahy vetting information, if applicable
- SF-424 B or D Assurances form
- SF-LLL form, if applicable
- Conflict of interest disclosure, if applicable
- Overlap/duplication statement

**A. Standard Form (SF) 424, Application for Federal Assistance**

Applicants must submit the appropriate SF 424 Application for Federal Assistance. The SF 424 Application for Federal Assistance must be complete, and signed and dated. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF 424 Application for Federal Assistance-Individual form. All other applicants must complete the standard SF 424, Application for Federal Assistance. The required SF 424 forms are available on the “Packages” tab of this Funding Opportunity on Grants.gov. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF 424 Application. Include any other Federal sources of funding in the “Other” box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see section xx below).

**B. Project Title**

Provide a basic description of the project, including the location and country, in the title. If this is a continuation of an earlier funded proposal, use the same title and include the appropriate number to denote that this is a subsequent proposal such as: Save the Lions – 2. **Please note:** This title will be the reference archived and communicated in all future documents.

**C. Project Summary**

This section should answer the question, “What is the purpose of this project?” BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, beneficiaries, and expected products can also be included in this section. This summary will be shared with the public and should describe the project but not reveal any security-sensitive information.

**D. Project Narrative**

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

**1. Statement of Need:** This section should answer the question, “Why is this project necessary?” Clearly identify the wildlife, habitat or biodiversity 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 describe how the proposed activities are expected to lead to desired conservation outcomes, such as the reduction of direct threats or improvement of the status of species and habitats. Summarize previous or ongoing efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work, including 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 from 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.

If you have received funding previously from the Service for this specific project work or site, provide a summary of the funding, associated activities, products, outcomes and associated measurable conservation results. A table may be the most efficient way to convey this information: including columns for donor, reference number, amount funded, year of activity, and bullet points of major activities, outcomes, products and associated measurable conservation results. Projects with funding

from any other government source or eligible for any other government source should add a section describing the activities supported and the added value of Service support. Please note how the proposal differs or builds upon funding available from other major donors. Former recipients of Service 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, Objectives, Activities and Methods:** This section should answer the question, “What do you want to achieve and how are you going to do it?” State the long-term goals of what your project aims to achieve. Objectives are the specific steps that you will take to reach your stated goals. Your objectives must be attainable within the project period and should be specific, measurable, and realistic. 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. Provide a detailed description of the method(s) used to carry out each activity. 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:** This section should answer the question, “Over what time period will project activities be implemented?”

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 instead group activities by month for each month over the entire proposed project period.

Consider including activities that meet one or more of the following conditions:

- a. Activities that clearly address the specific direct threats describe in the above section titled: Statement of Need.
- b. Activities that are feasible and likely to be successfully implemented as stated;
- c. Activities that apply the best scientific and/or technical information and methods available;
- d. Activities that include the participation of local partners in project activities, including meaningful involvement of government, community or civil society stakeholders; and
- e. Activities resulting in benefits continuing beyond the period of performance of the grant.

An example of a timetable can be found here: <https://www.fws.gov/international/pdf/sample-timetable.pdf>.

**4. Stakeholder Coordination/Involvement:** This section should answer the question, “Who are you going to work with?” As applicable, describe how you/your organization has coordinated with and involved other relevant organizations, local community groups or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities. Please describe any previous work with these stakeholders and how working with them relates to the specific threats and target audiences. 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.

**5. Project Monitoring and Evaluation:** This section should answer the question, “How will you evaluate the progress and success of this project?” Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). **Note that outputs (or products) should generally NOT be used as indicators, including USFWS performance reports.** Indicators should reflect a change in capacity, human behavior, threat, or status of the target species. If the current status of the indicator is known, and the applicant identifies the indicator’s desired status or qualitative condition, providing this information will strengthen the proposal.

The following table format is recommended:

<b>Objective</b>	<b>Indicator</b> (i.e., what you will measure to track your progress toward achieving the objective)	<b>Monitoring Method</b> (i.e., how you will measure the indicator)	<b>Current Status</b> (if known)	<b>Desired Status</b>
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The Service values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife.

For USFWS grants, project monitoring and evaluation involves two components:

**(a) Anticipated outputs** document project implementation. Identify all anticipated outputs (also known as products) of USFWS-funded activities. Examples include management plans, brochures, posters, training manuals, terms of reference, workshops, and scientific papers.

**(b) Conservation outcomes** are the intended results of the project. Identify all conservation outcomes intended to be achieved by this project. Examples include fewer illegal activities occurring inside a protected area, 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, (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 the 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 the USFWS guidance on project evaluation. All other applicants are encouraged, but not required, to do so. Cooperative agreement recipients should include a Standard Threat Assessment Indicator as recommended in *Standard Measures*, 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 will carry out the project and what are their specific qualifications?” Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. On the SF-424, Application for Federal Assistance, provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based completely or in part on the qualifications of key personnel, provide brief (**1 page**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. 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:** This section should answer the question, “What is your long-term plan for this project beyond the USFWS funding period?” As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

**8. Literature Cited:** (if applicable) include as an addendum and not within the text of the proposal.

**9. Map of Project Area:** This section should answer the question, “Where is the project located?” The map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

**10. Governmental Endorsement:** For projects implemented outside the United States, 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.

## E. Budget Information

### 1. SF 424, Budget Information Form

Applicants must submit the appropriate SF 424 Budget Information form. Complete the SF-424C, Budget Information for Construction Programs form for construction projects. Complete the SF-424A for all other projects. The required SF 424 forms are available on the “Packages” tab of this Funding Opportunity on Grants.gov. Federal award recipients and subrecipients are subject to the Federal cost principles in [Title 2 of the Code of Federal Regulations Part 200](#). **Please note:** Show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section, use the first row for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. 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.

## 2. Budget Narrative

Provide a written justification explaining all requested budget items/costs. Each budget item must demonstrate a clear connection to the project activities, and show how the item amounts were determined. Each of the major costs (salaries, fringe benefits, equipment, travel, supplies, other direct and indirect costs) must be explained. For expensive items or large single purchases, provide detailed technical specifications or a pro forma invoice. For personnel salary costs, include the baseline salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service’s approval and estimate its cost.

The Budget Narrative should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a \$3,300 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 for which Service funds are requested, 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.

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 approval and estimate its cost.

Wherever possible, cost calculations and additional descriptions should be included in the Budget Narrative. It is strongly recommend a detailed Budget Table accompany your Budget Narrative.

The following table format is recommended:

Category/Budget Item	Units	Cost per Unit (\$)	No. Units	Total	USFWS	Other Donor
<b>Personnel</b>						
Trainer	month	\$xxx	xx	\$ xxx	\$xxx	
Project Director	month	\$ xxx	xx	\$ xxx		\$ xxx
Project Coordinator	month	\$ xxx	xx	\$ xxx		\$ xxx
<b>Personnel Subtotal</b>					\$xxx	\$ xxx
<b>Fringe Benefits</b>						
% rate	lump	\$ xxx	xx	\$ xxx	\$xxx	\$ xxx

<b>Fringe Benefits Subtotal</b>					\$ xxx	\$ xxx
<b>Travel</b>						
Vehicle day use (with driver)	Day	\$ xxx	xx	\$ xxx		
Vehicle maintenance and repair	lump	\$ xxx	xx	\$ xxx	\$xxx	
Domestic Flights (Coordination at Transit Points)	Each	\$ xxx	xx	\$ xxx	\$xxx	
Meals (4 day Training 30 ppl)	Day	\$ xxx	xx	\$ xxx	\$xxx	
Accommodation (4 day Training 20ppl)	Day	\$ xxx	xx	\$ xxx	\$xxx	
<b>Travel Subtotal</b>						
<b>Equipment</b>						
xxx	Each	\$ xxx	xx	\$ xxx	\$xxx	
xxx	Each	\$ xxx	xx	\$ xxx	\$xxx	
<b>Equipment Subtotal</b>					\$ xxx	\$ xxx
<b>Supplies</b>						
xxx	Each	\$ xxx	xx	\$ xxx	\$xxx	
xxx	Each	\$ xxx	xx	\$ xxx	\$xxx	
<b>Supplies Subtotal</b>					\$ xxx	\$ xxx
<b>Contractual</b>						
xxx	lump	\$ xxx	xx	\$ xxx	\$xxx	
xxx	month	\$ xxx	xx	\$ xxx	\$xxx	
<b>Contractual Subtotal</b>					\$ xxx	\$ xxx
<b>Other</b>						
xxx	lump	\$ xxx	xx	\$ xxx	\$xxx	
xxx	month	\$ xxx	xx	\$ xxx	\$xxx	
<b>Other Subtotal</b>					\$ xxx	\$ xxx
<b>TOTAL DIRECT CHARGES</b>					\$ xxx	\$ xxx
<i>If claiming indirects and using de minimis: calculate Modified Total Direct Costs OR If using your organization's NICRA: calculate indirect costs base OR If charging all costs directly: leave blank</i>					\$ xxx	\$ xxx
<b>INDIRECT CHARGES</b> (Amount from previous line times indirect rate)					\$ xxx	\$ xxx
<b>GRAND TOTAL</b>					\$xxx	\$xxx

\*Present all amounts in U.S. dollars

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

If your Budget Table requires more than one page, verify that the column headings and row titles appear on all pages. For multi-year or multi-phase projects, please include a separate budget narrative and table for each year/phase with subtotals.

Other things to consider when developing your Budget :

- **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.

- **Banking fees and charges:** Banking and funds transfer fees resulting from a Federal award are typically included in and recovered by the recipient's indirect cost rate (facilities & administrative (F&A) costs). Applicants that will charge all project costs directly (i.e., do not have an indirect cost rate and will not claim the flat *de minimis* indirect cost rate) should include an estimate of any anticipated electronic funds transfer or other banking fees and charges directly related to the Federal award in their proposed budget.
- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:
  1. Added to the funds requested from the Service for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
  2. Used to finance the non-Federal share of the project.

**3. Required Indirect Cost Statement:** Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim more than a flat *de minimis* indirect cost rate of 10% of modified total direct costs. All applicants, except individuals applying for funds separate from a business or non-profit organization he/she may operate, must include in the budget justification one of the following statements and attach to their application any required documentation identified in the applicable statement:

**“We are:**

1. A [insert your organization type] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: “Attached is a copy of our most recently approved but expired rate agreement. 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.” Or “Attached is a copy of our current negotiated indirect cost rate agreement.”]

OR

2. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.

OR

3. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* 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 minimis* 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.

OR

4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. 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 indirect cost rate of [insert rate; must be lower than 10%] of [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs)]. However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 220.68]. We understand that we must notify the Service in writing immediately if we establish an approved rate with our cognizant agency at any point during the award period.

OR

5. 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 minimis* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy voluntary committed cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

For more information on indirect cost rates, see the Service’s **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

### **Negotiating an Indirect Cost Rate with the Department of the Interior**

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

Indirect Cost Services  
Acquisition Services Directorate, Interior Business Center  
U.S. Department of the Interior  
2180 Harvard Street, Suite 430  
Sacramento, CA 95815  
Phone: 916-566-7111; Email: [ics@nbc.gov](mailto:ics@nbc.gov)  
Email: Through <https://www.doi.gov/ibc/contactus/ibcfeedback> web form  
Internet address: <https://www.doi.gov/ibc/services/finance/indirect-cost-services>

### **F. Single Audit Reporting Statements**

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 (<https://harvester.census.gov/facweb/>) 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**".

### **G. Assurances**

Complete either the SF-424B, Assurances for Non-Construction Programs or the SF-424D, Assurances for Construction Programs. The required SF 424 forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program. Signing this form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

### **H. Certification and Disclosure of Lobbying Activities**

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds US\$100,000, complete and submit the [SF- LLL, Disclosure of Lobbying Activities form](#). See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

## I. Conflict of Interest Disclosures

Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter, which might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, or the applicant's employees or subrecipients, in matters pertaining to the proposed project. Applicants must notify the Service in writing in their application if any employees, including sub-recipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in program to which you are applying for funding or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the rejection or disqualification of the application.

## J. Required Overlap/Duplication Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with "We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing."

## V. Submission Instructions

**SUBMISSION DEADLINE:** **March 18, 2019** by 11:59 PM ET. Pre-proposals must be submitted in English. A confirmation email containing an assigned proposal number beginning with "AFR19" will be sent to applicants within 5-15 business days from the opportunity closing date. If you do not receive this email within 15 days of the opportunity closing date, contact Ms. Devon Larson at [WWB\\_Africa@fws.gov](mailto:WWB_Africa@fws.gov). Applicants will be notified of the opportunity to submit a full application for either a grant or cooperative agreement by **April 16, 2019** (by invitation only). The deadline for submitting full applications (including all items in the Application Checklist) is **May 7, 2019**.

Please select the appropriate submission option:

**U.S. Applicants:** U.S. applicants **MUST** apply through Grants.gov. U.S. applicants cannot submit applications by direct email to the program inbox email without prior approval or justification. If you

wish to seek a waiver and approval for direct email submission, you must demonstrate that you have attempted to register in SAM and apply via Grants.gov, and attempted to resolve issues you experienced. This may include computer screen shots, email correspondence or other information obtained at the time of submission, before the stated deadline, that would support a waiver.

- **Register an Account with Grants.gov:** Applicants must first register an account with Grants.gov and complete all steps of the registration process before they can apply through Grants.gov. Grants.gov registration requires the entity to create an account, create an account profile, and establish authorized profile roles, including the applicant's authorized representative. Registration can take three to five business days or longer, if you do not complete the required steps in a timely manner.
- **Apply through Grants.gov:** Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. To apply, the applicant will create, complete, and submit a Workspace application package for this Funding Opportunity directly on Grants.gov. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may disrupt the application submission. When attaching files to the Grants.gov application, please do not assign file names longer than 20 characters, including spaces. File names longer than 20 characters will prevent your application received by Grants.gov from automatically downloading into the Service's financial assistance management system. Applicants using slow internet, such as dial-up connections, should be aware that the transmission of the application to Grants.gov takes time. Grants.gov sends either an error message or a "successfully received" message by email to the applicant's authorized representative once the transmission is complete. Please do not end the transmission process before receiving that message.
- **Proof of Timely Submission:** Grants.gov automatically generates an electronic date and time stamp in the system upon application receipt. Grants.gov sends an acknowledgement of receipt with the date and time stamp and a unique Grants.gov application tracking number to the authorized representative by email. This email from Grants.gov serves as the proof of timely submission.

**Foreign Applicants:** Foreign applicants are encouraged to submit applications through Grants.gov as described for U.S. applicants above. However, you may also submit your proposal to the following email addresses: [WWB\\_Africa@fws.gov](mailto:WWB_Africa@fws.gov). All documents must be printable on letter-sized paper (8 1/2" x 11"). Format pages to display and print page numbers. **Format your entire proposal into a SINGLE pdf file.** If you are unable to submit a single pdf file and need to submit separate attachments, please send them in a single email message. If your files are too big for a single email, please number your emails and attachments and include the name of your organization in the subject line so that we know the order of your submissions. Compressed files (ZIP, RAR, etc.) and/or links to upload sites will **NOT** be accepted.

The required SF-424 Application for Federal Assistance, form, SF-424B/D Assurances form, and any other required standard forms **MUST** be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

## VI. Application Review

The Service will 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 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 Impact** - including the degree to which a proposal demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate important pressures on Central African wildlife. If proposed activities are not expected to affect pressures during the project period of performance (e.g., some training or research 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 species and the habitats upon which they depend, and/or direct threats and pressures to wildlife and fish.
- **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.

Reviewers may consider the following sub-factors to break ties and further distinguish among applications with equivalent scores: financial need; likelihood of contributing toward desired results identified in Section I; geographical and project diversity in the USFWS portfolio; prominence of Central African nationals as key personnel; proportion of budget dedicated to administration, salaries and international travel; project sustainability; and/or 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.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact

the Service point of contact identified in the Agency Contacts section below. Prior to award, the Service reviews the selected applicant's statement regarding potential overlap or duplication in terms of activities, funding, or time commitment of key personnel and makes a determination regarding Service funding. Depending on the circumstances, modification of the application, other pending applications, or an active award may be necessary, or the Service might choose to not fund the proposed project.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. For a copy of the Service's risk assessment form, go to <https://www.fws.gov/grants/atc.html>.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS; <https://www.fapiis.gov/fapiis/index.action>) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

## 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 email 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 email, within 180 days of the final review decision.

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

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

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

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

The Notice of Award document from the Service will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

**Transmittal of Sensitive Data:** Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

**Award Terms and Conditions:** Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/>. 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:**

**Final Reports:** Recipients are required to submit final financial and performance reports no later than 90 calendar days after the award period of performance end date or termination date, whichever comes first. For awards lasting 12 months or less, the final reports will be the only financial and performance reports required, except in unusual circumstances or if waived.

**Interim Reports:** For awards that last longer than 12 months, recipients are required to submit interim financial and performance reports no less frequently than annually and no more frequently than quarterly, except in unusual circumstances or if waived. Requiring a higher frequency of reporting than annual reporting will be based on the Service's assessment of higher or other unusual circumstance. Quarterly and semiannual interim reports are due within 30 calendar days of the reporting period end date. Annual interim reports are due within 90 calendar days of the reporting period end date.

Recipients must use the Standard Form 425, Federal Financial Report for financial reporting, available on the Internet at <https://www.gsa.gov/cdnstatic/SF425-V2.pdf?forceDownload=1>.

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 that have significant impact upon the supported activity may occur between the scheduled performance reporting dates. 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 report types and reporting frequency applicable to the award.

**Conflict of Interest Disclosures:** Recipients must notify the Service Program Officer immediately in writing of any actual or potential conflicts of interest that may arise during the life of their Federal award. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the award. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the recipient or the recipient's employees or subrecipients in matters pertaining to the award. Recipients must notify the Service in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the program to which you are receiving funds or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in [2 CFR 200.338 Remedies for Noncompliance](#), including termination of the award.

**Other Mandatory Disclosures:** Recipients and their sub-recipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

## VIII. Agency Contacts

Nancy Gelman  
Project Officer  
Central Africa Regional Program  
International Affairs

Matt Muir, Ph.D.  
Project Officer  
Central Africa Regional Program  
International Affairs

U.S. Fish & Wildlife Service  
5275 Leesburg Pike, MS: IA  
Falls Church, VA 22041-3803  
Tel: (703) 358-2125  
E-mail: [nancy\\_gelman@fws.gov](mailto:nancy_gelman@fws.gov)

U.S. Fish & Wildlife Service  
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