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## **U.S. Fish and Wildlife Service**

International Affairs

Combating Wildlife Trafficking Strategy and Partnerships Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15.679

Funding Opportunity Number: F18AS00087

Submission Deadline: May 10, 2018

### **Notice of Funding Opportunity and Application Instructions**

#### **I. Description of Funding Opportunity**

##### Conserving Priority Species Threatened by the Illegal Trade:

**Background:** Illegal wildlife trade is estimated to be a multibillion-dollar business involving the unlawful harvest of and trade in live animals and plants or parts and products derived from them. It has wide security implications, with corruption and sophisticated transnational crime syndicates at the center of poaching and trade. Illegal wildlife trade harms wild populations of animals and plants and pushes endangered species toward extinction. Endangered animals and plants are often the target of wildlife crime because of their rarity and increased economic value. Furthermore, illegal trade negatively impacts a country's natural resources and local communities which might otherwise benefit from tourism or legal, sustainable trade.

Recognizing the urgent need for a coordinated response to this growing global crisis, the United States issued the [National Strategy to Combat Wildlife Trafficking](#). Released in 2014, this strategy sets forth a robust, whole-of-government approach that focuses on three key objectives to stop illegal wildlife trade – strengthening enforcement, reducing demand for illegally traded wildlife, and expanding international cooperation. The National Strategy was further reinforced by the [Eliminate, Neutralize, and Disrupt \(END\) Wildlife Trafficking Act](#), passed in 2016 with bipartisan support, and by [Executive Order 13773](#), signed by President Trump on February 9, 2017, calling for a comprehensive and decisive approach to dismantle organized crime syndicates, including those associated with wildlife trafficking.

This NOFO aligns with the USFWS mission and the Department of the Interior Secretary's priorities, including: (1) Creating a conservation stewardship legacy second only to Teddy Roosevelt; and, (2) Achieving our goals and leading our team forward.

**Description:** To complement and facilitate existing efforts, USFWS has issued this Notice of Funding Opportunity to provide financial assistance to projects that address the illegal trade and trafficking of priority species. Wildlife trafficking is defined in the as “the poaching or other taking of protected or managed species and the illegal trade in wildlife and their related parts and products.” For the purposes of this funding opportunity, the term “wildlife” includes terrestrial and aquatic animal species and plant species subject to illegal trade.

Priority will be given to proposals focused on:

- Species whose conservation status’ has been categorized as “Threatened” (including “Vulnerable,” “Endangered,” and “Critically Endangered”) by the International Union for the Conservation of Nature (IUCN) [Red List](#); designated as “Threatened” or “Endangered” under The Endangered Species Act (ESA, [50CFR17](#)); and/or listed in Appendix I of the Convention on the International Trade in Endangered Species of Wild Fauna and Flora ([CITES](#)). Proposals for species listed in Appendix II CITES and/or those that have yet to be listed but whose conservation statuses are greatly threatened by illegal trade will also be considered.
- Species of interest to the USFWS that are immediately threatened by the illegal trade including African grey parrots (*Psittacus erithacus*), pangolins (*Manis spp. [Phataginus spp., and Smutsia spp.]*), lions (*Panthera leo*), jaguars (*Panthera onca*), hippos (*Hippopotamus amphibious*), and giraffes (*Giraffa camelopardalis*).

**Ineligible species:** Species that are eligible for funding under the USFWS International Affairs Multinational Species Conservation Funds via the African Elephant, Asian Elephant, Rhinoceros and Tiger, Great Ape, and Marine Turtle Conservation Acts, will be considered **ineligible** for this Notice of Funding Opportunity. Applicants can review all funding opportunities on the USFWS International Affairs [How to Apply](#) page. Proposals may only be submitted to one program each Fiscal Year; therefore proposals that have already been submitted to another program (i.e., duplicate proposals) will be disqualified from this funding opportunity.

**Funding Mechanism:** Funding will support multiple, one-year to two-year grants, with one-year proposals receiving up to \$100,000. Two-year proposals demonstrating strong justification for multi-year support will be considered for funding of up to \$200,000 for the entire project period. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period. Proposals should include all materials noted in Section IV “Application Requirements.”

## II. Award Information

This program will use a grant as the assistance instrument. The type of assistance instrument to be used is the decision of the USFWS. The current total amount of funding available is expected to be \$1-2 million USD; additional funding may become available later on in the fiscal year. 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.

### III. Basic Eligibility Requirements:

**Eligible Applicants:** Applicants under this program can be: individuals, multi-national secretariats, foreign governments, U.S. and foreign non-profits, non-governmental organizations, community and indigenous organizations, U.S. and foreign public and private institutions of higher education, and U.S. and foreign for-profit organizations.

U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Service (IRS) status must provide a copy of their Section 501(c)(3) status determination 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.

**The USFWS International Affairs will not fund the purchase of firearms or ammunition; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country in which the activity would occur.**

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 2 of the Code of Federal Regulations (CFR), Part 25 for more information. 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. **Applicants must be registered in SAM at the time of pre-proposal submission. We recommend that applicants immediately begin registering as the process, depending on the type of organization, can take months to complete.** Please begin by reading our General Instructions for Registering in DUNS/SAM at <http://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf>, and then visit [www.sam.gov](http://www.sam.gov).

#### A. DUNS Registration

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

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1) For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date

information with Dun & Bradstreet.

**B. Entity Registration in SAM**

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

**C. Excluded Entities**

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

**D. Cost Sharing or Matching**

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

**IV. Application Requirements**

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

**A. SF-424 and Assurances Forms**

1. Completed, signed and dated Application for Federal Assistance form (SF-424). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

Additional instructions for completing the SF-424 can be found at <http://www.fws.gov/international/pdf/sf-424-instructions.pdf>

2. Completed, signed and dated Assurances - Non-Construction form (SF-424b).

The SF-424 and SF-424b forms are located here:

<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. Look for the

form name - Application for Federal Assistance (SF-424) and Assurances for Non-Construction Programs (SF-424B).

For U.S. recipients applying through Grants.gov, downloading and saving the Application Package to your computer make the required government-wide standard forms fillable and printable.

For foreign recipients, your organization's authorized official MUST sign required forms.

**B. Project Summary: 1 page maximum**

This section should answer the question, "What is the purpose of this project?" Summarize your project in 300 words or less. **This section should be a stand-alone summary of your project and it may be shared with the public.** The summary should explicitly identify the target species and how it is impacted by the illegal trade.

The following 3 sentence format is recommended:

Sentence #1 identifies where the project will take place and its key intended result(s). *The purpose of this project is to counter illegal wildlife trade in [insert place name and country or region if applicable] by [active verb] [key intended result(s)].*

Sentence #2 identifies what is the conservation target and direct threat(s). *This project is intended to conserve [insert species, habitat, or other biodiversity] by addressing the impacts of [direct threats addressed by project].*

Sentence #3 identifies what will be done. *Specific activities include: (1) [activity 1]; (2) [activity 2]; [and so on].*

**C. Project Narrative: 8 pages maximum (from "Statement of Need" to "Literature Cited")**

- 1. 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. If the proposed project is not site-based (i.e. database analysis), please include a description of where the proposed project work will take place and any additional areas impacted.
- 2. Statement of Need:** This section should answer the question, "Why is this project necessary?" The Statement of Need should clearly demonstrate that the applicant has a well-developed understanding of the specific problem to be addressed. Thus, as appropriate, proposals should include the best available information on the wildlife

species being trafficked, routes and key transit points, and who is doing the harvesting, trafficking and/or consuming of wildlife products. Proposals should explicitly address the priorities identified above in Section I. “Description of Funding Opportunity”.

This section should also explain how your proposal differs from past work, or builds upon it, including how your proposal expands upon the successes, failures, and lessons learned of past efforts. **Projects with other U.S. government funding (USG) must add a section describing the activities supported by each USG funding agency and mechanism and how the awards and activities will be coordinated.** Please note how the proposal differs or builds upon funding available from other agencies.

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

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

GOAL:

- Objective 1.
  - Activity 1.1
  - Activity 1.2
- Objective 2.
  - Activity 2.1
- Objective 3.
  - Activity 3.1
  - Activity 3.2

A *goal* is the long-term biological outcome that you want to achieve in order to successfully conserve the target species.

*Objectives* are the specific outcomes that you want to achieve in order to reach your stated goal(s), and should reflect a desired change in capacity, threat, or species status. Your objectives must be **attainable within the project period** and should be specific, measurable, realistic, and results-oriented. Objectives should form the basis for the project’s Monitoring and Evaluation section. A recommended reference for identifying and developing appropriate objectives and measures of success is the Open Standards for the Practice of Conservation (Internet link: <http://cmp-openstandards.org/download-os/>).

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

*Project Timetable.* This section should answer the question, “Over what time period will project activities be implemented?” Provide a timetable indicating when activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the narrative (DO NOT include separate attachments). The timetable should not propose specific dates, but rather list the activities described in Section 2, for each month over a 12-month or 24-month period.

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

(1) *Anticipated outputs that document project implementation.* Identify all expected outputs (also known as products) of key project activities. Examples include management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, and equipment purchased.

(2) *Conservation outcomes that are the intended results of the project.* Identify all conservation outcomes intended to be achieved by this project. Examples include increased numbers of giant pangolins, more trained individuals applying their training, and increased number of prosecutions and convictions of poachers. 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). Applicants are encouraged to review and use the [Standard Measures of Effectiveness and Measuring Efforts to](#)

[Combat Wildlife Trafficking](#) and the [USAID Measuring Efforts to Combat Wildlife Crime: A Toolkit for Improving Action and Accountability](#) for guidance on indicators.

The USFWS values projects that report both the successes 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.

- 7. Description of Entities Undertaking the Project:** This section should answer the question, “Who are you, and who are you going to be working with?” Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide brief (1-2 pages) curricula vitae for key personnel, identifying their qualifications to carry out project activities. To prevent unnecessary transmission of Personally Identifiable Information (PII), 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.
- 8. 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.
- 9. Literature Cited.**
- 10. Government Letter of Endorsement -** For projects implemented outside of the United States, non-governmental applicants must include a RECENT letter of support (**not older than two years**) from the country’s appropriate local, regional, or national government wildlife or conservation authority. Where appropriate, letters of support from local communities or project beneficiaries should be provided. Endorsement letters should make specific reference to the project by its title as submitted on the applicant’s proposal. **If the project activities will take place domestically, a letter of endorsement IS NOT required from any U.S. government agency or office.**

**D. Budget Form**

When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200 (2 CFR 200), as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at <http://www.ecfr.gov/>.

**Multiple Federal Funding Sources:** If the project budget includes multiple Federal funding

sources, you must show the funds being requested from this Federal program separately from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

**Instructions for Budget Table:** Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project. One column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities as demonstrated here:

Category/Budget Item	Units	Cost per Unit (USD)	No. Units	Total	Requested from FWS	Applicant Match
<b>Personnel Expenses Related to Project</b>						
Trainer	Month	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Project Director	Month	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Project Coordinator	Month	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
<b>Personnel Subtotal</b>					<b>\$ xxx</b>	<b>\$ xxx</b>
<b>Purchased Services</b>						
Printing (Manuals)	Each	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Printing (Training)	Lump	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Printing (Outreach materials; banners, stands, etc.)	Lump	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
<b>Purchased Services Subtotal</b>					<b>\$ xxx</b>	<b>\$ xxx</b>
<b>Travel</b>						
Vehicle day use (with driver)	Day	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Vehicle maintenance and repair	Lump	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Domestic Flights (Coordination at Transit Points)	Each	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
<b>Travel Subtotal</b>					<b>\$ xxx</b>	<b>\$ xxx</b>
<b>Lodging and Meals</b>						
Meals (4 day Training 30 ppl)	Day	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Accommodation 4 day Training 20ppl)	Day	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
<b>Lodging and Meals Subtotal</b>					<b>\$ xxx</b>	<b>\$ xxx</b>
<b>Supplies</b>						
Supplies (Training)	Lump	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
Supplies (Patrols)	Month	\$ xxx	xx	\$ xxx	\$ xxx	\$ xxx
<b>Supplies Subtotal</b>					<b>\$ xxx</b>	<b>\$ xxx</b>
<b>GRAND TOTAL</b>				<b>\$ xxx</b>	<b>\$ xxx</b>	<b>\$ xxx</b>

\*Present all amounts in U.S. dollars

## **Things to consider when developing your 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.*

For any salaries, staff time or contractors that USFWS funds are requested for, the person should be identified and their qualifications described in Section 7 (Description of Entities Undertaking the Project). For any training, a description of the training should be included in the Methods section. For any meetings, a description of participants, a draft agenda and desired outputs should be provided.

Wherever possible, cost calculations should be included in the Budget Table. Where necessary, additional description should be provided in the Budget Justifications. If the Budget Table requires more than one page, verify that the column headings and row titles appear on all pages.

**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.

### **E. Budget Justification**

In a separate narrative titled “Budget Justification,” explain and justify all requested budget items/costs. A thorough written justification that explains both the necessity and the basis for the proposed costs must accompany the budget. Each budget line must demonstrate a clear connection to the project activities, and show how line item amounts were determined. Each of the major costs (salaries, fringe benefits, equipment, travel, supplies other direct costs and indirect costs) must be explained (please see example below).

#### **Example of a Budget Justification:**

**A. Personnel request= [insert amount]**

-Principal Investigator-Jane Smith- (Time=12 months) Jane’s time will be spent [insert activity and describe why it is needed for the project].

-Trainer- John Doe- (Time= 5 months) - John is responsible for the overall coordination of staff training. He will recruit staff, for 2 months and spend his time on training for the remaining 3 months.

(Continue to list other staff and explain/justify roles).

**B. Services request= [insert amount]**

-Production and printing of 50 training manuals (100pgs) used to conduct workshops.

**C. Travel request= [insert amount]**

-Airfare costs for three person team (principal investigator, program manager, trainer) to travel to work sites. Travel is necessary to establish new work sites for the project

and is more cost effective via air. Costs include airfare and accommodations.

-Vehicle cost with driver for XX days is requested, to conduct field patrols.

Travel and food costs to cover the annual needs of XX person patrol team including fuel and other costs related to transportation.

-Maintenance for vehicles is estimated at XX per month.

**D. *Other-request = [insert amount]***

Explain any other costs

**E. *Indirect Cost***

Indicate rate or if claiming 10% de minimus or charging directly

For expensive items or large single purchases, provide detailed technical specifications or a proforma 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.

**Required Indirect Cost Statement:** Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim more than a flat *de minimus* indirect cost rate of 10% of modified total direct costs (MTDC). When calculating MTDC please ensure that these line items are NOT included in your calculation: capital expenditures, rental costs, equipment over \$5,000 USD or more, fellowships, participant support costs and the portion of each sub- award in excess of \$25,000 USD. All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification one of the following statements and attach to their application any required documentation identified in the applicable statement:

**“We are:**

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency 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.

6. 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 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. 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 2 CFR 200.68. We understand that we must notify the Service in writing immediately if we do establish an approved rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and such changes are subject to review, negotiation, and prior approval by the Service.
7. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the USFWS to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that the USFWS approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
8. A [insert your organization type] that will charge all costs directly.

**All applicants are hereby notified of the following:**

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be

charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.

- Recipients must have prior written approval from the USFWS to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

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

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

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

Indirect Cost Services  
Acquisition Services Directorate, Interior Business Center  
U.S. Department of the Interior  
2180 Harvard Street, Suite 430  
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- F. Single Audit Reporting Statements (Foreign Applicants Excluded):** As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization’s most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled **“Single Audit Reporting Statements”**. Do not include your audit report in the proposal or application.

- G. Assurances:** Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF 424B)**. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.
- H. Certification and Disclosure of Lobbying Activities (Foreign Applicants Excluded):** Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.
- I. Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Applicants must notify the Service in writing in their application if any key project personnel, including subrecipient and contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the application. Upon receipt of such a notice, the Service program, in consultation with their Ethics Counselor, will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.
- J. Overlap/Duplications Statement:** Applicants must notify the Program in writing that the proposed project/proposal does not have any duplication of work that is currently being funded by the Program. This is a mandatory statement.

### **Application Checklist**

- SF-424 – Signed Application for Federal Assistance
- SF-424B – Signed Assurances form
- System for Award Management (SAM) registration
- Project Summary (1 page)
- Project Narrative (8 pages maximum; see paragraph C.1-9)
- Government Letter of Endorsement
- Leahy Vetting (if applicable)
- Budget Table (costs need to be shown in USD)
- Budget justification including indirect cost statement
- NICRA (if applicable)
- FCRA Documentation – *for applicants in India only*
- Conflict of Interest statement, when applicable
- Brief resumes/CV for key personnel (1 page; provide full name of person (first, middle, and last name; no initials))
- Duplication of work statement (see paragraph J.)

### **U.S. APPLICANTS ONLY**

- SF-LLL Form (if applicable)
- Evidence of non-profit status: If a non-profit organization, a copy of Section 501(c)(3) or (4) status determination letter received from the IRS.
- Single Audit Reporting statement: If you are a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, include a statement regarding applicability of and compliance with Single Audit reporting requirements.

## **V. Submission Instructions**

**SUBMISSION DEADLINE:** Open from March 26, 2018, through May 10, 2018. Proposals must be submitted by 11:59 PM ET on May 10, 2018. Proposals must be in English. A confirmation e-mail containing an assigned proposal number beginning with “**CWT18**” will be sent to applicants in 5-10 business days from the opportunity closing date. If you do not receive this email within 15 business days of the opportunity closing date, you must contact **the program inbox at [CWT@fws.gov](mailto:CWT@fws.gov)**.

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

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

**U.S. Applicants:** You **MUST** apply through Grants.gov. If you do not have an account, register at <http://www.grants.gov/web/grants/applicants/organization-registration.html> (please note if applying as an individual, register here: <http://www.grants.gov/web/grants/applicants/individual-registration.html>). Registration can take between three to five business days or as long as two weeks. To apply through Grants.gov, you must be registered in SAM.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Upload your proposal and attachments (if applicable) to the Project Narrative Attachment Form.

**Important note on Grants.gov application attachment file names:** Please do not assign application attachments file names longer than 20 characters including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the USFWS's financial assistance management system.

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

**U.S. applications will not be received via email without prior approval and proper justification.**

**Foreign Applicants:** Submit your proposal to the following program mailbox: [cwt@fws.gov](mailto:cwt@fws.gov). All documents must be printable on letter paper (8 1/2" x 11"). Format pages to display and print page numbers. Your entire proposal **MUST** be uploaded as a SINGLE pdf file. If you need to submit separate attachments please send them in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line so that we know the order of your submissions.

## **VI. Application Review**

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project.

**Criteria:** USFWS International Affairs evaluates proposals by scoring how well each proposal addresses the priorities identified in this Notice of Funding Opportunity. In addition to the "Basic Eligibility Requirements" (Section III) and the criteria below, the proposal must meet minimum programmatic requirements, including addressing the illegal wildlife trade, maintaining a positive track record with USFWS and other donors based on previous grant support (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 these requirements may be considered ineligible to advance to panel review.**

Other review criteria include:

- **Likelihood of impact on the illegal wildlife trade**

The degree to which: (1) a project demonstrates that the illegal wildlife trade is the primary immediate threat to the survival of the target species; (2) a project demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate the illegal wildlife trade (NB: if proposed activities are not expected to reduce the illegal wildlife trade during the project period of performance (e.g., some capacity development, educational, and data collection or research activities), it is the responsibility of the applicant to clearly explain in the narrative how the activity is intended to ultimately advance the fight against the illegal trade in wildlife); (3) the project demonstrates that necessary enabling conditions are in place, such as political will, to make a long-term impact on the illegal wildlife trade; (4) the goals are well defined and relevant to the project's Statement of Need; (5) the objectives, methods, and activities are well-defined, described in detail, measurable, apply the best scientific and technical information available, statistically valid, and realistic for the project's anticipated timeframe; (6) the proposal is a catalyst for activities in a previously neglected area with potential significant conservation value; and (7) the budget line items are justified in the proposal narrative, appropriate, allowable and reasonable, and applicant and other counterpart cash and in-kind contributions are acceptable.

- **Capacity to implement**

The degree to which: (1) 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.

- **Willingness to collaborate**

The degree to which: (1) the proposal adequately details coordination of project activities with similar, ongoing or planned activities of other stakeholders; (2) the proposal promotes networking, partnerships and/or coalitions; (3) proposed activities are harmonious with international, national and/or regional counter wildlife trafficking priorities, action plans and/or strategies; and (4) the proposal suggests activities that are non-duplicative of other ongoing activities.

- **Project sustainability**

The degree to which: (1) the proposal implements activities or provides benefits that have the potential to be sustained beyond the life of the grant; (2) the monitoring and evaluation plans are well described, and are appropriate and adequate; and (3) the expected products/outputs/outcomes are identified and enumerated, their impact on the resource is apparent, and they will be effectively distributed to resource managers, community members, researchers and other stakeholders.

- **Inclusion of range country personnel**

The degree to which: (1) the proposal includes the participation of range country personnel in the project activities; and (2) the proposal provides training essential to the development of range

country capacity to implement conservation activities (i.e. capacity development), and provides project management experience to range country personnel, strengthening the local capacity to manage conservation programs.

**The above considerations are not listed in any order of importance.** USFWS staff and other reviewers may consider the following sub-factors to break ties among applications with equivalent scores: financial need; geographical and topical diversity of projects; prominence of foreign nationals as key personnel; proportion of budget dedicated to administration, salaries and travel; and cost sharing or matching.

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

***Review and Selection Process:*** USFWS International Affairs evaluates proposals by scoring how well each proposal addresses the program priority areas and the requested elements outlined in this Notice of Funding Opportunity. High-priority, well-justified, and fully-complete proposals will receive higher scores.

After proposals have been submitted, they are reviewed by a grants specialist to determine if all required basic eligibility elements listed in the “Application Checklist” are complete and sufficient. In addition, a detailed budget review is conducted before they are forwarded to the Program Officer. The Program Officer determines if all minimum programmatic requirements noted above have been met and if so, the proposal is assigned to a review panel. Review panels are comprised of three to five U.S. Government employees with subject area expertise. In addition, USFWS may solicit advice from additional qualified experts to conduct a technical review of the proposed project. The USFWS 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.

Each reviewer assigns each proposal an ordinal score based on the criteria listed above. Proposals and scores are discussed during the review panel and a consensus score is assigned to each proposal. Proposals are then ranked by the group according to the consensus scores and funding recommendations are put forth. These scores are not the sole determining factor for final funding decisions and other factors and sub-factors as described above are then used to make the 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 USFWS point of contact identified in the Agency Contacts section below.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the USFWS conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year ([USFWS Risk Assessment Form](#)).

## VII. Award Administration

**Award Notices:** Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the USFWS. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Decisions on pre-applications are made within 90 days. Decisions on full applications are typically made within 180 days after the receipt of the applications, but not later than September 30 each year.

**Recipient Payments:** Prior to award, the USFWS 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.

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

**Transmittal of Sensitive Data:** Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends that recipients use the most secure transmission/delivery method available. The USFWS recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their USFWS Program 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 USFWS carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the USFWS and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to USFWS awards are available on the Internet at <http://www.fws.gov/grants/> and <http://www.fws.gov/international/pdf/assistance-award-guidelines.pdf>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the USFWS point of contact identified in the Agency Contacts section below.

**Recipient Reporting Requirements:**

**Financial and Performance Reports:** Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

**Significant Developments Reports:** Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the USFWS in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

The USFWS will specify in the notice of award document the reporting and reporting frequency applicable to the award.

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

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

## **VIII. Agency Contacts**

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