

**U.S. Fish and Wildlife Service**  
**Wildlife Without Borders – Western Hemisphere Program (Mexico)**  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.641  
Funding Opportunity Number: F15AS00439  
Submission Deadline: October 16, 2015.

**Notice of Funding Opportunity and Application Instructions**

*Carefully read this opportunity as recent changes have been incorporated!*

**I. Description of Funding Opportunity**

Mexico makes up only one percent of the Earth's land area, but is home to an impressive one-twelfth of all of the species known to science. A megadiverse country, Mexico is also a major center of origin and domestication of plants and a key flora and fauna dispersal corridor. Its rainforests are among the richest reservoirs of biological material on the planet, and its diverse habitats are home to a broad array of wildlife, including many seasonal residents that migrate to and from the U.S. and other areas.

Despite the multiple efforts and initiatives by local authorities, international agencies, non-government organizations and donors, Mexico's astonishing natural diversity remains threatened by habitat loss and degradation, agricultural encroachment and intensification, invasive alien species, human intrusion and disturbance, illegal wildlife trade, poaching and human-wildlife conflicts.

In response to these challenges, the U.S. Fish and Wildlife Service (the Service) together with the Secretariat of Environment and Natural Resources of Mexico (SEMARNAT) established the **Wildlife Without Borders – Mexico** program, as a cooperative effort between the United States and Mexico to preserve our shared natural heritage.

**Program Goal:** To conserve priority species, habitats and ecological processes across landscapes with high biodiversity value in Mexico.

**Program Objectives:**

1. To reduce the underlying threats to biodiversity by supporting the implementation of on-the-ground projects.
2. To conserve flora and fauna by strengthening the ability of local institutions, decision makers and civil society to deliver enduring conservation actions.
3. To maximize conservation impact by developing strategic partnerships with key stakeholders on the local, national, regional and international levels.

Proposed project activities should take place in Mexico. If work is to be conducted in the United States, the proposal must show a clear impact on biodiversity conservation in Mexico to be eligible for funding.

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

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

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

**Wildlife Without Borders - Mexico** goals and objectives are addressed through the following five categories. To be considered for funding, proposals must fall into at least one of these categories. If addressing more than one category, it should be clear how the different elements integrate into one project with clear goals, objectives, monitoring and evaluation methods, deliverables and outcomes:

## **1. MANAGING FOR EXCELLENCE:**

**Description:** Terrestrial and marine natural protected areas (NPAs) are globally recognized as the cornerstone of conservation efforts. Well governed and effectively managed, protected areas are a proven instrument for safeguarding habitats and species, while delivering important ecosystem services, reducing the risks of natural disasters and providing water, food security and sustainable livelihoods to surrounding communities. Building the capacities of Mexican natural resources management personnel to implement effective conservation and management actions across protected areas is therefore, crucial.

**Purpose:** The Service seeks to support short-term training courses with a high potential of on-the-ground applicability for *Mexican government personnel* that strengthen the management and conservation of natural protected areas, while effectively addressing the key threats to species and ecosystems identified above.

**Proposals should:** Include a brief and clear overview of the key **threats** to wildlife and landscapes addressed by the training proposed; show how capacity development will address gaps in the performance of personnel working on wildlife conservation and protected area management; describe how participants will be selected; describe the type of training approach, competencies and skills that will be developed to carry out specific conservation activities once the training is completed; explain how training will be applied by the participants; and mention the anticipated outputs and conservation outcomes.

**Target Audience:** Mexican natural resources employees on the federal, state and municipal level.

**Priority Landscapes:** Priority consideration will be given to training activities benefitting the following Mexican landscapes:

- Natural protected areas and their buffer and influence zones.
- Biological corridors.
- Terrestrial and Marine Regions Important for Conservation (as identified by the Mexican Commission for the Knowledge and Use of Biodiversity - CONABIO: <http://www.conabio.gob.mx/conocimiento/regionalizacion/doctos/Tlistado.html> and <http://www.conabio.gob.mx/conocimiento/regionalizacion/doctos/Mlistado.html>)

### **Desired Outcomes:**

- Successful completion of training and application of new knowledge and competencies by trained individuals, as reflected in the improved management of NPAs and buffer zones.
- Effective implementation of adaptive management methodologies, as well as, ecosystem conservation and management approaches that promote large-scale landscape conservation, restoration, resilience and connectivity.
- Effective implementation of protected areas management plans that incorporate clear biodiversity objectives, targets, management strategies and monitoring and evaluation protocols.
- Effective application of measures to prevent, control and eradicate invasive alien species and wildlife diseases in NPAs.

- Reduction of human-wildlife and other conservation conflicts through socially, culturally, ecologically and economically robust and sustainable solutions.
- Effective application of measures to conserve, protect and restore pollinators and other species' habitat in NPAs, buffer zones and biological corridors.
- Effective coordination among federal, state and municipal government entities, as well as, indigenous and rural local communities to implement NPA conservation strategies.

## **2. WILDLIFE WATCH:**

**Description:** The Service is committed to stop the illegal trade of wildlife. The scale and scope of wildlife trafficking continue to grow at an alarming rate, reversing decades of conservation efforts and gains. Wildlife trafficking threatens an increasing variety of Mexican terrestrial, freshwater, and marine species such as totoaba, sea cucumbers, sharks, parrots, macaws, primates, reptiles, orchids, timber, cacti, among others, while damaging local communities and undermining sustainable development efforts.

**Purpose:** The Service seeks to support projects to improve the capacity of Mexican government agencies and local communities to protect biodiversity from illegal trade and overexploitation.

This opportunity will consider field and legal system-based projects. Eligible proposals include, but are not limited to, projects to prevent and reduce poaching and illegal trade of species; projects that prevent illegal activities in NPAs; projects that increase Mexico's legal capacity to improve compliance with anti-trafficking laws and law enforcement; projects that develop the capacity of local communities to organize themselves into participatory environmental monitoring committees (as defined by Mexico's Office of the Federal Attorney of the Environment -PROFEPA:

<http://187.174.144.228/agenda/archivos/B.3.1%20Medio%20Ambiente/B.3.1.4.%20PROGRAMA%20CUIDADO%20MEDIO%20AMBIENTE/PROGRAMAS/MANUAL%20DE%20VIGILANCIA.pdf> ), among others.

Example activities include: disruption of illegal trade networks and control of illicit trade routes; effective training to develop the capacity of federal and state judicial systems and law enforcement offices to apply wildlife-related law; and augmentation of the Mexican (federal and state) agencies' capacity to perform enforcement actions (inspection, monitoring, patrolling and control).

In the project narrative section, proposals should describe current conditions that will enable proposed activities to be successful, including the status of government resources to support field protection missions and/or wildlife law enforcement, existing intelligence and informant networks, and existing project strategies that support good governance and ensure the legal process is not undermined by corruption.

**Target Audience:** Law enforcement inspectors working for PROFEPA and the Offices of the State Attorney of the Environment; members of the judiciary system; personnel from the Office of the Attorney General of Mexico (PGR); customs; Secretariat of National Defense (SEDENA); Naval Secretariat (SEMAR); local communities, among others.

**Priority Landscapes:** Nationwide.

### **Desired Outcomes:**

- Sufficient investigative capacity to identify both, the large-scale wildlife traffickers and the evidence that can be used to assist their arrest and prosecution.

- Tactical deployment of field missions to detect and deter illegal activities, including apprehension of poachers and perpetrators of other illegal activities.
- Effective coordination among different federal and state government entities in charge of enforcing the law (PROFEPA, Offices of the Mexican States Attorneys for Environmental Protection, PGR, SEDENA, SEMAR, National Commission of Natural Protected Areas, customs, judiciary system, etc.) as demonstrated by the increased number of arrests and improved prosecutions of suspected wildlife traffickers, and appropriate legal penalties for convicted traffickers.
- Illegal activities curtailed at the conservation area, local markets and trade routes, etc.
- Minimized impacts of extractive industries (mining, gas and oil exploration and extraction, logging, fishing, etc.) in NPAs and buffer zones.
- Reduction in hunting and fishing for the illegal trade in wildlife.
- Reduced demand for illegal wildlife products and parts.
- Reduction of illegal, unreported and unregulated fishing in and around NPAs.
- Creation of local participatory environmental monitoring committees in buffer and influence zones of NPAs which are properly trained, equipped and certified by PROFEPA.
- Increased public awareness of the Mexican legal framework for the protection of wildlife, as well as the legal, economic and environmental consequences of supporting the illegal trade and the importance of enforcing wildlife law.

### **3. STEWARDS OF THE LAND:**

**Description:** In Mexico, subsistence peasant farmers and indigenous groups are key to natural resources management efforts since over 15 million hectares of forests (approximately 70 percent of the country's forested area) are collectively owned by these two groups. Sustainable management of natural resources contributes to the well-being of the local communities engaged in their management, promotes biodiversity and ecosystems conservation, benefits production systems by improving soil fertility, erosion control, water retention, carbon sequestration, enhances pollination and reduces pests and invasive species outbreaks. Therefore, long-term biodiversity and ecosystems conservation depend on these groups ability to implement actions that encourage sustainable management of their lands according to their rights, knowledge, capacities, needs and traditions.

**Purpose:** The Service seeks to support projects that link sound management practices to economic alternatives for rural and indigenous communities, while reducing threats to biodiversity conservation such as habitat loss and degradation, agricultural encroachment and intensification, poaching and illegal trade of wildlife, human wildlife conflicts and the introduction of exotic invasive species.

**Target Audience:** Landowners, rural and indigenous communities, *ejido* (communal land) members, ranchers and land users living in or around NPAs, buffer and influence zones, biological corridors and Terrestrial Regions Important for Conservation (as identified by CONABIO: <http://www.conabio.gob.mx/conocimiento/regionalizacion/doctos/Tlistado.html>)

Example of projects include, but are not limited to, projects that promote a landscape management approach to land use planning and promote the creation of wildlife corridors, communal, voluntary and private natural protected areas; projects that develop the capacity of local communities to manage their land through the formulation and implementation of management plans and creation of sustainable livelihood alternatives; projects that create sustainable livelihoods for communities affected by illegal wildlife trade; projects that develop the capacity of communities to apply better management practices (BMPs) that eliminate the unsustainable use of biodiversity and/or ecosystems; projects that establish

networks of landowner and promote the exchange of experiences, better governance and gender equality, while promoting the use of traditional knowledge and practices, among others.

### **Desired Outcomes**

- Areas under agriculture and forestry schemes are managed sustainably by its owners and users.
- Degraded and fragmented ecosystems located in communal lands are restored and safeguarded using a combination of science-based and traditional techniques.
- Ecosystem resilience is enhanced through communities' conservation and restoration activities.
- Habitat loss and degradation around agricultural landscapes is significantly reduced and agricultural lands are capable of sustaining biodiversity and promote wildlife and ecosystem connectivity.
- Traditional knowledge and indigenous and local communities' practices relevant for the conservation and sustainable use of biodiversity are encouraged, incorporated and respected.
- Species stocks are managed and harvested sustainably by local communities through the effective implementation of alternative sustainable livelihood schemes such as units for environmental management (UMA), forest management units (UMAFOR), communally owned and voluntarily created natural protected areas, ecotourism enterprises, sustainable forest management enterprises, non-timber forest products harvesting businesses, sustainable production cooperatives, etc.
- Human - wildlife and other conservation related conflicts are prevented/reduced through solutions that are participative, culturally, ecologically and economically robust and sustainable.
- Effective application of measures to conserve, protect and restore the habitat of pollinators and other species.

### **4. SPECIES AND SPACES:**

**Description:** An important aspect of bi-national collaboration is sharing responsibility for species conservation and recovery. Mexico and the U.S. share many species considered threatened or endangered by both nations. Both countries are concerned about the status, distribution, and actions necessary to conserve and recover these species and their habitats. In fact, with the extirpation of some species from the U.S., Mexican stocks are the last refuge for the re-establishment of several species to their historical ranges in the U.S. and vice versa.

**Purpose:** The Service seeks to support projects that promote the reintroduction, recovery and conservation efforts for the following species and their habitats along their Mexican range: California condor (*Gymnogyps californianus*), jaguar (*Panthera onca*), black-tailed prairie dog (*Cynomys ludovicuanus*), Mexican wolf (*Canis lupus baileyi*), pronghorn (*Antilocapra americana peninsularis*, *A. a. mexicana* and *A. a. sonoriensis*), and thick-billed parrot (*Rhynchopsitta pachyrhyncha*).

Scientific research projects and theses are **NOT** considered as a part of this program category and won't be supported.

Example of projects include, but are not limited to: projects that address the management, monitoring, and other proactive conservation needs of the species; projects that support the implementation of the species recovery and management plans; projects that prevent/reduce the incidence of human-wildlife conflicts by increasing the capacity of Mexican personnel, landowners and land users to implement better management practices and apply for compensation programs; projects that promote applied research actions; projects that support breeding in captivity efforts for future reintroduction in the wild; projects that strengthen the capacity of Mexican personnel to implement species conservation programs; projects that promote habitat protection, and projects that support education and outreach activities.

**Desired Outcomes:**

- The extinction of species is prevented and their conservation status is improved and sustained.
- Successful implementation of recovery and conservation strategies, as defined by the Action Program for the Conservation of the Species (PACE-CONANP).
- Establishment of self-sustaining and viable populations of the species along their Mexican range.
- Human - wildlife and other conservation related conflicts are prevented/reduced through solutions that are participative, culturally, ecologically and economically robust and sustainable.
- Dissemination of information and improved awareness among citizens, government and non-government organizations on the importance of the species through public education and outreach activities.

**Important Considerations:** A letter of support from the Priority Species Program of the National Commission of Natural Protected Areas (CONANP) **must** accompany proposals submitted under this category.

**5. VOICES FOR NATURE:**

**Description:** An integral component of wildlife and natural resources conservation is changing people's behaviors and attitudes toward nature so they can make informed decisions, propose solutions and take actions to protect them. Until the general public develops a conservation ethic, efforts to protect natural resources will have only limited success.

**Purpose:** The Service seeks to support projects that increase the understanding, awareness, and appreciation of all Mexican citizens towards biodiversity and ecosystems, as well as, the goods, services and wealth they provide while promoting behavioral changes and values required to conserve and sustainably use biodiversity in the long term.

Example of projects include, but are not limited to, training in environmental education and/or public outreach for targeted society stakeholder groups, including teachers, school children, journalists, tourists, legislators, non-governmental organizations, and private sector organizations or businesses; projects that provide environmental education opportunities to citizens in formal and informal contexts; projects that support the implementation of the National Strategy on Environmental Conservation for Sustainability; projects that encourage the dialogue between Mexican civil society and other sectors to take actions for the conservation the country's natural capital; and projects that creatively engage children and youth into outdoors educational activities and the natural world.

**Target Audience:** teachers, school children and youth, journalists, tourists, legislators, non-governmental organizations, natural resource professionals, private sector organizations or businesses personnel, and communities living in or around NPAs.

**Priority Landscapes:** Nationwide.

**Desired Outcomes:**

- Mexican citizens are aware of the values of biodiversity and high-value ecosystems and the steps they can take to conserve and use them sustainably.
- Change in behaviors of the targeted audiences as demonstrated by their willingness to stop direct threats to biodiversity and implement positive environmental actions.
- Increased number of schools where biodiversity and environmental education programs are taught as part of their curricula.

- Active participation of children and youth in environmental education activities.
- The values of biodiversity are widely reflected in national policy decision-making.
- National policies that promote subsidies harmful to biodiversity are phased out or reformed in order to minimize or avoid negative impacts, and positive incentives for the conservation and sustainable use of biodiversity are developed and applied, while taking into account national socio-economic and cultural conditions.
- The values of biodiversity are reflected in the planning processes of governments on all levels, including economic, financial and spatial planning.

## **II. Award Information:**

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

### *Grant Awards*

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

### *Cooperative Agreements*

Under cooperative agreements, substantial involvement by the USFWS should be expected and may include participating and collaborating jointly with the recipient or other personnel in carrying out the scope of work, including training recipient personnel or detailing Federal personnel to work on the project effort; reviews and approves one stage of work before the next stage can begin; reviews and approves, prior to recipient action, proposed modifications or sub-awards; helps select project staff or trainees; directs or redirects the work because of interrelationships with other projects; has power to immediately halt an activity if detailed performance specifications are not met; and limits recipient discretion with respect to scope of work, organizational structure, staffing, mode of operations and other management processes, coupled with close monitoring or operational involvement during performance under the award. All other criteria described under Grants Awards above apply except that the period of performance of a cooperative agreement can be multiyear. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested by the USFWS and a rationale for why involvement of USFWS is needed to fulfill the project objectives.

## **III. Basic Eligibility Requirements**

Federal law (2 CFR Part 25, Central Contractor Registry and Data Universal Numbering System) mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the

System for Award Management (SAM). Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, State, local or Tribal government, academia or other type of organization.

#### **A. DUNS Registration**

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

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

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

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

#### **B. Entity Registration in SAM**

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

#### **C. Excluded Entities**

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

#### **D. Cost Sharing or Matching**

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

### **IV. Application Requirements**

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

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

**A.**

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:** BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, the strategic category of the proposal (*Management for Excellence, Wildlife Watch, Stewards of the Land, Species and Spaces or Voices for Nature*), and a brief overview of the need for the project, goal(s), objectives, summary of the project activities, beneficiaries, and expected products. If you submit a proposal in Spanish, you must also include a one-page project summary in English.

### **C. Project Narrative**

**1. Statement of Need:** This section should answer the question, “*Why is this project necessary?*” In three pages or less the statement of need should a) identify the species, habitats, or other biodiversity the project is attempting to conserve, b) identify the direct threats that adversely affect biodiversity conservation at the project site, c) identify the specific threats that the project will address; d) the specific conservation capacity that needs to be built to address these threats (if applicable), d) describe the conservation activities that need to be implemented; and e) identify the intended audience for proposed activities (e.g. rangers, protected area managers, local community leaders.). 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.

In addition to the text, applicants are strongly encouraged to provide a table that summarizes past Service support, if any, to the project or applicant. This table does not count toward the three page limit. A table should include columns for: (1) year of grant, (2) Service grant number, (3) amount funded in US\$, and (4) bullet points of major activities, outcomes, or products. 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 and Objectives:** This section should answer the question, “*What do you want to achieve in the long-term?*” The project goal(s) should describe the long-term outcome that you want to achieve in order to successfully conserve the species, habitats, and/or ecosystems described in your statement of need.

**Example:** By 2020, 100% of the butterfly suitable habitat located within the buffer zones of the Monarch Butterfly Biosphere Reserve is protected from illegal logging by the local communities.

**Objectives:** This section should answer the question, “*What do you want to achieve in the short-term?*” An objective is the specific outcome that you want to achieve in order to reach your stated goal, and should reflect a desired change in capacity, threat, or species/ecosystem status. Your objectives must be **attainable within the project period** and should be **specific, measurable, realistic** and **results-oriented** (i.e., represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals). Objectives should form the basis for the project’s *Monitoring and Evaluation* section, described later in the proposal. A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website: <http://cmp-openstandards.org/download-os/> .

**Example:** By 2017, 50% of the landowners living in the buffer zones around the Monarch Butterfly Biosphere Reserve are implementing agro-ecological farming techniques in their lands.

As an example, the following format is suggested:

**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 Activities, Methods and Timetable:** This section should answer the question, “*How are you going to achieve your objectives?*” State the proposed project activities and describe how implementation will enable the project team to achieve the stated objectives. Provide a detailed description of the method(s) for each activity. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and proposed activities should correspond with the Project Budget Table. For activities that develop capacity, the intended audience should be identified and quantified, as well as, topics to be covered/curricula, skills to be learned or improved, duration and location of each training activity, and materials/equipment to be used. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). Activities in which no Service funds are being requested should be clearly identified as such, and described concisely.

**Project Time Table:**

Provide a timetable indicating roughly, when activities or project milestones are to be accomplished. The timetable should not propose specific dates, but rather list activities described in Section 3, for each month over a 12-month or 24 month period.

**4. Stakeholder Coordination/Involvement:** This section should answer the question “*Who am I working with?*” Describe how you have coordinated/cooperated with local resource managers, local communities, governments, and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results. You should state the activity for which each group or individual is responsible. If applicable, provide information on the amount of funds (cash or in-kind) to the project that will be contributed by these partners.

**5. Project Monitoring and Evaluation:** Project monitoring should answer the question, “*How will we know that the project is working successfully?*” Describe how you (or others) will monitor project progress and measure the project’s results and impact. For Service 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. **Please notice that outputs cannot be used as indicators.** Examples include management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, equipment purchased, and communication strategy.

*(2) Conservation outcomes that are the intended results of the project:* Identify all conservation outcomes intended to be achieved by this project. 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). Examples include less hunting for the illegal wildlife trade, more Mexican wolves, more trained individuals applying their training, core competencies obtained, change in behavior of project audience, etc.

If the current status of the indicator is known, and the applicant identifies the indicator’s desired status or qualitative condition, providing this information will strengthen the proposal. The following format is suggested:

Objective	Indicator	Unit of Measure	Current Status	Desired Status

**6. Description of Entities Undertaking the Project:** This section should answer the question, “*Who are you?*” 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 for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

**7. Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

### **8. Literature Cited.**

**9. Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative. Provide the latitude and longitude coordinates of a representative geographic location for your project in decimal degrees format (NOT degree-minute-seconds format). For example, USFWS in Arlington, Virginia, USA, would be provided as 38.8825, -77.1145 (latitude, longitude). Please correctly enter north and east coordinates as positive values, and south and west coordinates as negative values.

**10. Government Letter of Endorsement -** Non-governmental applicants must include a RECENT letter of support (no older than one year) from the appropriate local, regional, or national government wildlife or conservation authority. Where appropriate, letters of support from local communities or project beneficiaries should be provided. Endorsement letters should make specific reference to the project by its title as submitted on the applicant's proposal.

### **11. Budget Form**

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

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

**Instructions for Budget Table:** Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project. One column to show the cost calculation, a column for the total costs, one column for the requested Service funding, one or more

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

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
I. Per Diem:							
A. Instructor (1)	\$500/month *6 months	\$3,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Trainees (30)	\$60/day* 5 days*30 trainees	\$9,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
2. Lodging (11 individuals)	20 nights *11 people * \$15/night	\$3,300	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
3. Transportation:							
Bus tickets (30 individuals )	30 tickets * \$20/each	\$600	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
4. Production of training material:							
A. Printing (100 manuals)	100 manuals * \$10/each	\$1,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Postage	12 months * \$20/month	\$240	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
<b>Totals</b>		<b>\$x,xxx x</b>	<b>\$x,xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>	<b>\$xxx</b>

\*Present all amounts in U.S. dollars

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

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

Things to consider when developing your Budget Table:

- **Federally Funded Equipment:** If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-kind contribution and SHOULD NOT include it in the budget table. Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project,

including the name of the Federal agency that paid for the equipment.

- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:
  1. added to the funds requested from the Service for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
  2. used to finance the non-Federal share of the project.

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

## **12. Budget Justification**

In a separate narrative titled “Budget Justification,” explain and justify all requested budget items/costs. Each budget line must demonstrate a clear connection to the project activities, and show how line item amounts were determined. For expensive items or large single purchases, provide detailed technical specifications or a pro-forma invoice. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service’s approval and estimate its cost.

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

“We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.

2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of **[insert rate]**. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A **[insert your organization type; U.S. states and local governments, please use one of the statements above or below]** that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is **[insert rate]**. A copy of our most recently approved rate agreement is attached.
4. A **[insert your organization type]** that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is **[insert rate]**. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A **[insert your organization type]** that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is **[insert rate]**. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in [Title 2 of the Code of Federal Regulations Part 200, section 200.68](#). We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
6. A **[insert your organization type]** that is submitting this proposal for consideration under the **[insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”]**, which has a Department of the Interior-approved indirect cost rate cap of **[insert program rate]**. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
7. A **[insert your organization type]** that will charge all costs directly.

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

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *minimum* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

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

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

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

Indirect Cost Services  
Acquisition Services Directorate, Interior Business Center  
U.S. Department of the Interior  
2180 Harvard Street, Suite 430  
Sacramento, CA 95815  
Phone: 916-566-7111; Email: [ics@nbc.gov](mailto:ics@nbc.gov)  
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

**F. Single Audit Reporting Statements (Foreign Applicants Excluded):** As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the

organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**". Do not include your audit report in the proposal or application.

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

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

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

### **Application Checklist**

- SF-424 - Application for Federal Assistance
- SF-424B Assurances form
- System for Award Management (SAM) registration
- Project Summary (1 page)
- Project Narrative
- Budget Table
- Budget justification including indirect cost statement
- Conflict of Interest statement, when applicable
- A-133 Single Audit Reporting statement
- SF-LLL Form, when applicable
- Evidence of non-profit status: If a non-profit organization, a copy of Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service
- NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement

### **V. Submission Instructions**

**SUBMISSION DEADLINE:** Open from August 17, 2015. Proposals must be submitted by 11:59 PM EDT on October 16<sup>th</sup>, 2015. A confirmation e-mail containing an assigned proposal number beginning with **MX16** will be sent to applicants in 5-10 business days from the opportunity closing date. If you do not receive this email, please contact **Brian Hayum** at [WWB\\_Mexico@fws.gov](mailto:WWB_Mexico@fws.gov).

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

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

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

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Your entire proposal **MUST** be uploaded as a **SINGLE** pdf file. If you need to submit separate attachments, number and upload each attachment according to the order it should be included in the proposal. Attach your file(s) on the Attachment Form.

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

**Foreign Applicants:** May submit through the following program mailbox: [wwb\\_mexico@fws.gov](mailto:wwb_mexico@fws.gov)  
All documents must be printable on letter paper (8 ½" x 11"). Format pages to display and print page numbers. Your entire proposals **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 Service may solicit advice from qualified experts to conduct a technical review of your proposed project. The Service may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud, and abuse and to encourage coordination and collaboration among projects on the ground.

### **Criteria:**

To be considered for funding, proposals must address one or more of this program's categories listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- Fits the programmatic goals and objectives of the program, including addressing biodiversity loss by reducing the threats and managing landscapes as identified in Section I of this Announcement.
- Meets proposal submission requirements and if a previous grantee, has performed satisfactorily, including on-site collaboration and timely completion of reporting requirements to the Service and other donors.
- Provide direct, significant, strategic, and innovative training in biodiversity conservation or natural resource management to Mexican personnel associated with high priority biodiversity areas;
- Use innovative capacity building approaches to develop local capacity to implement conservation activities;
- Build capacity of a key target audience to make and implement decisions and perform functions and activities in an effective, efficient, and sustainable manner (including providing training, resources, technologies, and institutions needed to address current issues or emerging problems);
- Apply the best scientific and technical information available in support of project activities;
- Recognize/contribute to close the gap between knowledge and action;

- Implement an important element of a larger scale/scope project that would provide synergistic value;
- Include the participation of local people in project activities, or otherwise contributes to local empowerment;
- Promote networking, partnerships and/or coalitions leading to efficient and effective conservation of the resource;
- Result in specific and measurable products and conservation and management actions;
- Implement activities with the potential to be sustained beyond the life of the grant;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;

The above considerations are not listed in any order of importance. All listed considerations do not necessarily apply to every proposal. 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:**

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

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service’s risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

**VII. Award Administration**

**Award Notices:** Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

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

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

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

**Award Terms and Conditions:** Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/> and <http://www.fws.gov/international/pdf/assistance-award-guidelines.pdf>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

**Recipient Reporting Requirements:**

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

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

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

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

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

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

## **VIII. Agency Contacts**

Amanda L. Gonzales  
Program Officer  
International Affairs Programs  
U.S. Fish & Wildlife Service Headquarters  
5275 Leesburg Pike, MS: IA  
Falls Church, VA 22041-3803  
Tel: (703)358-2110  
E-mail: [amanda\\_gonzales@fws.gov](mailto:amanda_gonzales@fws.gov)

Luisa A. Dominguez  
Chief, Endangered Species Department  
Instituto Nacional de Ecología y Cambio  
Climático, SEMARNAT  
Periferico Sur #5000, Piso 2 Colonia  
Insurgentes Cuicuilco,  
Del. Coyoacan Mexico, D.F. 04530 Mexico  
Tel: 52-55-5424-6400 ext. 13135  
E-mail: [vssf.mexico@inecc.gob.mx](mailto:vssf.mexico@inecc.gob.mx)

## **IX. Paperwork Reduction Act Statement**

The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Opportunity is required to receive funding. A Federal agency may not conduct or sponsor and you

are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No. 1018-0123, which expired on 09/30/2014. The public reporting burden for this collection of information is estimated to average of 22 hours per application and 40 hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041.