

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

Wildlife Without Borders – Western Hemisphere Program (Mexico)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.641
Funding Opportunity Number: F14AS00370
Submission Deadline: October 1, 2014.

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

I. Description of Funding Opportunity

The U.S. Fish and Wildlife Service (USFWS) and the Mexican Ministry of Environment and Natural Resources (SEMARNAT) are soliciting proposals under the *Wildlife Without Borders-Mexico* Program for projects that address Mexico's capacity building for biodiversity conservation.

Program Goal: Build human and institutional capacity for biodiversity conservation and management in Mexico through training. Of interest are projects that provide direct and significant training to Mexican personnel in terms of the number of individuals trained, the strategic or innovative nature of the training, and the impact of the training on the conservation of biodiversity.

Program Objectives:

- To address the training needs of Mexican natural resources managers for managing and conserving biodiversity;
- To provide local communities access to training that links sound management practices in priority biodiversity areas with the creation of sustainable economic opportunities;
- To involve key stakeholder groups to address biodiversity conservation challenges to enable the delivery and implementation of effective conservation actions.

To be considered, projects must fall into at least one of the following three strategic categories (please indicate under which of these categories your proposal falls):

(1) *Managing for Excellence:* Training in biodiversity and natural resource conservation and management for *Mexican Government personnel*, including policy-makers, federal, state, and municipal-level resource managers, and reserve guards. This includes, but is not limited to, short-term (2-3 weeks) on-the-job courses certified by an educational institution (*Diplomados*), workshops, and exchanges of personnel.

(2) *Stewards of the Land:* Training in biodiversity and natural resources conservation and management for *resource owners and/or direct users*, including local communities, rural peasant farmer (*campesino*) organizations, and indigenous peoples. This includes training provided through on-the-ground practices, workshops, exchanges of personnel, and other delivery mechanisms appropriate to the training needs of these target groups.

(3) *Voices for Nature:* 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. This includes, but is not limited to, workshops, educational programs, and production of educational and training materials.

Applicant organizations should be proposing work to be conducted in Mexico. If work is to be conducted in the United States, the proposal must show a clear connection to capacity building for biodiversity conservation in Mexico to be eligible for funding. To the extent that it provides clear, direct support for the program objectives above, proposed work may also relate to climate change adaptation, mitigation and education.

Please note that only one proposal per organization will be considered for funding.

Due to other grant programs supported by the U.S Fish & Wildlife Service, Wildlife Without Borders-Western Hemisphere (Mexico) WILL NOT FUND capacity building 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/>.

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 USFWS.

Grant Awards

Funds available under this program are limited. The approximate amount for funding available under this program is \$500,000 USD. Based on the program experience, it is anticipated that 20 awards will be granted this fiscal year. The period of performance for projects awarded under this program is one year, starting on the date the award is signed by the USFWS. 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

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

Ineligible Activities: The Division of International Conservation will not fund:

- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country of proposed activity;
- projects in countries determined by the U.S Department of State to have repeatedly provided support for acts of international terrorism. These countries are subject to four main categories of
- sanctions which include restrictions on U.S. foreign assistance, miscellaneous financial, and other restrictions. See <http://www.state.gov/j/ct/list/c14151.htm> for more information;
- projects in countries included in comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Controls, without proper licenses. See <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx> for more information on OFAC and specific comprehensive and non-comprehensive sanction programs.

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.

A. DUNS Registration

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

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

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

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

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet. Additional information in Spanish can be found at <http://www.fws.gov/international/pdf/guia-introductoria-para-inscripcion-en-duns-ncage-y-sam.pdf>.

B. Entity Registration in SAM

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

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and

benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching

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. Only verifiable contributions should be included as a match. A match shown during one year may not be repeated as a match in a subsequent proposal. See Section VI. APPLICATION REVIEW for more information on cost sharing.

IV. Application Requirements

Proposals should be ten pages or less. Pages should be numbered. Application cover page, summary (English and Spanish), figures, tables, maps, curriculum vitae, and required forms do not count toward the ten-page limit.

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

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

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

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

- All applicants must complete a signed and dated DIC Application Cover Page located at <http://www.fws.gov/international/pdf/cover-page.pdf> according to the instructions on page 3 of the form.

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, Stewards of the Land, 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 describe why this project is necessary. 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) the specific conservation capacity that needs to be built to address these threats, and d) identify the **intended audience for proposed capacity building activities** (e.g. rangers, protected area managers, local community leaders.)

If you have received grants previously (from USFWS or any other donor) for this work or this specific site, provide a summary of those activities and accomplishments so that reviewers can better understand the proposal in context.

2. Project Goals and Objectives:

Goal(s): This section should answer the question, “*What do you want to achieve in the long-term?*” In other words, 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 status. Your objectives must be **specific** (i.e., clearly defined so that all reviewers should have the same understanding of what the objectives mean), **measurable** (i.e., definable in relation to some standard scale), **realistic** (i.e., achievable and appropriate within the context of the project site, and in light of the political, social, and financial context), **results-oriented** (i.e., represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals), and **time-limited** (i.e., achievable within the specific period of time of the grant award).

Example: By 2015, 50% of the landowners living in the buffer zones around the Monarch Butterfly Biosphere Reserve are implementing agro-ecological farming techniques in their lands.

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. For each capacity building activity, describe the capacity building approach (e.g., training, talk or presentation, on-line course, demonstrations, group discussion, field work, field visit, case studies, facilitating dialogue, program development, provision of equipment or other resources), topics to be covered/curricula, skills to be learned or improved, intended audience/target group profile (e.g., number and type of people trained), duration and location of each training activity, and materials/equipment to be used. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and proposed activities should correspond with the budget request.

Activities that meet one or more of the following conditions will strengthen your proposal:

- Activities that are feasible and likely to be successfully implemented as stated;
- Activities that apply the best scientific and/or technical information and methods available;
- Activities that include the participation of local partners in project activities, including meaningful involvement of government, community or civil society stakeholders; and
- Activities that result in benefits that go beyond the period of performance of the grant.

For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of

Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity.

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

4. Stakeholder Coordination/Involvement:

This section should answer the question “*Who 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**. Include details on how you will assess your progress toward reaching the objectives such as the **specific metrics or indicators** you will use to report project implementation (e.g., number of workshops held, number of trained park guards, number of trees planted, number of species protected, etc.) and what specific metrics or indicators you will use to report on intended project outcomes (e.g., core competencies obtained, change in behavior of workshop attendees, increase in awareness, and conservation action). Indicate how project participants and beneficiaries will participate in these activities.

Anticipated Benefits and Outputs: Identify all expected project products/outputs (e.g., management plans, brochures, posters, training manuals, communication strategy, etc.). Detail how products will be distributed and which audiences will receive them. Explain the long-term biodiversity conservation impact of the project benefits and outputs. Please notice that outputs (or products) should NOT be used as indicators, including USFWS performance reports.

Note that outputs (or products) should NOT be used as indicators, including USFWS performance reports, materials produced, number of management plans generated, etc.

Remember, indicators should reflect a change in capacity, human behavior, threat, or status of the target species. If the current status of the indicator is known, and the applicant identifies the indicator’s desired status or qualitative condition, providing this information will strengthen the proposal. The following format is suggested:

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

Additional examples of capacity building indicators are:

- Questionnaires, surveys or any other tools used to measure the change in knowledge, skills, attitudes and behavior (pre and post surveys.)
- Testing tools such as evaluating exams for passing the training program proposed.
- Interviews and focus groups.
- Follow-up visits performed by your organization to confirm the use of newly learned techniques, skills, change in behavior, compliance with agreements, etc.
- Change in the level of community participation and engagement.

6. Description of Organization(s) 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. Include a brief (1-page) curricula vitae for key personnel, focusing on the qualifications to meet the project objectives. DO NOT include Social Security numbers, the names of family members, photographs, or any other personal or sensitive information including marital status, religion or physical characteristics.

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

8. Literature Cited.

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

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

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

D. Budget Form

When developing your budget, keep in mind the following financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions
- 2 CFR Part 225, Cost Principles for States and Local Governments

- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

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

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

Instructions for Budget Table:

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

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
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
Totals		\$x,xxxx	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx

*Present all amounts in U.S. dollars

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

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

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a \$3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x \$15/night = \$3,300*. Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget Justifications. If the budget table requires more than one page, verify that the column headings and row titles appear on all pages. **Carefully verify that all calculations/formulas are correct and submit the budget table as described in this section.**

Failure to provide correct and accurate budget information, as outlined above, will cause delays, postponement, or rejection of your application.

Things to consider when developing your Budget Table:

- **Federally Funded Equipment:** If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-kind contribution and SHOULD NOT include it in the budget table. Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.
- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under the WWB-MX program, income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:
 1. added to the funds requested from the USFWS for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
 2. used to finance the non-Federal share of the project.

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

E. Budget Justification

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

Required Indirect Cost Statement: 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 narrative one of the following statements and attach to their application all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
• No indirect cost rate • Charges all costs directly	Indirect Cost Statement: Our organization does not have an indirect cost rate and will charge all costs directly.	None.
• Is not an individual • Has an indirect cost rate	Indirect Cost Statement: We have an approved NICRA covering part/all of the	Copy of approved NICRA.

Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period	proposed project period. A copy of that NICRA is attached.	
- Is not an individual - Has an indirect cost rate - Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period - May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made	Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: “We submitted a new NICRA proposal to our cognizant agency on [insert date].” OR “In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made”. We understand that: - Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. - Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. - Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. - We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.
- Is not an individual - Has an indirect cost rate - Has never established a NICRA in the past - Will submit a NICRA proposal to cognizant agency within the required timeframe, in	Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that: Although the Service may approve a	None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.

the event an award is made	budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	
• Is not an individual, state, local or Federally-recognized Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made	Indirect Cost Statement: We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.	None.

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

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

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

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

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

- F. Statements Regarding A-133 Single Audit Reporting:** Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements.**" Do not include your audit report in the proposal or application.

G. Assurances

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

H. Certification and Disclosure of Lobbying Activities:

For U.S. applicants, under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an

application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

Application Checklist

- ☐ Signed DIC Application Cover Page (MUST be signed by authorized representative)
- ☐ DUNS Number
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page)
- ☐ Components outlined in C. Project Narrative (maximum 10 pages)
- ☐ Budget Table and justification
- ☐ Summary *curricula vitae* (1 page maximum) for key personnel
- ☐ Map
- ☐ Recent Letter of Governmental Endorsement
- ☐ **A-133 Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
- ☐ **SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424
- ☐ **SF 424B Assurances form:** For U.S. applicants, signed and dated SF 424B form
- ☐ **Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form
- ☐ **Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

V. Submission Instructions

SUBMISSION DEADLINE: October 1 is the annual deadline. Proposals must be submitted to both the USFWS and SEMARNAT. You can submit your proposal in English and Spanish. A confirmation e-mail containing an assigned proposal number will be sent to applicants in 5-10 business days from the date of submission.

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

U.S. Applicants: You MUST apply through Grants.gov. 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 including the DIC cover page MUST be uploaded as a SINGLE pdf file.

Attach your file on the Attachment Form. SEMARNAT does not have access to proposals submitted through Grants.gov. You MUST also submit proposals to SEMARNAT via email to luisa.dominguez@inecc.gob.mx.

Foreign Applicants: Must submit through the following email addresses: WWB_Mexico@fws.gov and luisa.dominguez@inecc.gob.mx. All documents must be printable on letter paper (8 1/2" x 11"). Format all pages to display and print page numbers. We prefer to receive the entire proposal as a SINGLE file attachment. If you need to submit separate attachments please try to send them all together in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line so that we know the order of your submissions.

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

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 (include e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others).

VI. Application Review

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

Criteria: A key aspect of on-the-ground institutional capacity building for conservation is the ability of local organizations to draft proposals, raise funds, and administer them effectively. Further, such functions serve to generate local pride, an important goal of this grants program. Therefore, these factors will receive important consideration in the proposal selection process. Other review criteria include considering the degree to which a project will:

- 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 management actions;
- Provide for the development of a demonstration activity that can be replicated for widespread use;
- 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;
- Maintain a positive track record with USFWS based on previous grant support, if applicable, including 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.

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

Review and Selection Process:

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

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.

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

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

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

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

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

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending

sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

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

Recipient Reporting Requirements:

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

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

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

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

VII. Agency Contacts

USFWS Contact:

Amanda L. Gonzales
Program Officer
Wildlife Without Borders – Mexico
U.S. Fish and Wildlife Service
5275 Leesburg Pike, Mailstop IA
Falls Church, VA 22041-3803
Tel: 703-358-2110 Fax: 703-358-2115
E-mail: amanda_gonzales@fws.gov

SEMARNAT Contact:

Luisa Alejandra Domínguez Álvarez
Chief, Endangered Species Department.
Instituto Nacional de Ecología y Cambio Climático,
SEMARNAT
Periferico Sur #5000, Piso 2
Colonia Insurgentes Cuicuilco, Del. Coyoacán
Mexico, D.F. 04530 Mexico
Tel: 52-55-5424-6400 ext. 13135 Fax: 52-55-5424-5391
E-mail: luisa.dominguez@inecc.gob.mx

PAPERWORK REDUCTION ACT STATEMENT:

IX. Paperwork Reduction Act Statement: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Availability is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No. 1018-0123, which expires on 09/30/2014. The public reporting burden for this collection of information is estimated to average of 22 hours per application and 40 hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, Mailstop BPHC Falls Church, VA 22041-3803.