

U.S. Fish and Wildlife Service
International Affairs
Wildlife Without Borders – Central America
Catalog of Federal Domestic Assistance (CFDA) Number: 15.640
Funding Opportunity Number: F16AS00463
Submission Deadline: December 16, 2016

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

Central America possesses one of the richest concentrations of species and ecosystem diversity on Earth. The region's forests serve as irreplaceable flyways for migratory birds, provide important watershed and ecosystem services, and reduce the severity of climate change impacts. Central America's wildlife and ecosystems are among the most threatened with some of the highest land conversion and deforestation rates in the world.

The U.S. Fish and Wildlife Service (USFWS) works closely with national governments, U.S. agencies, and a range of other partners to ensure a results-based approach to conserving priority species, habitats and ecological processes across landscapes with high biodiversity value in Central America. Protecting wildlife and forests is a critical element in securing food sources, livelihoods and sustainable development for the region.

USFWS is providing this funding opportunity to reduce threats to key species and ecosystems in Central America and to strengthen the requisite local individual and institutional capacity to sustain conservation processes in the long-term. Project activities should take place in Central America. If work is to be conducted in the United States, the proposal must show a clear impact on biodiversity conservation in Central America to be eligible.

Geographic and programmatic priorities are described below, including what USFWS wants to achieve through its funding support (i.e., Desired Results). Proposals may address more than one geographic and programmatic priority.

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

- Marine turtles (Marine Turtle Conservation Fund)
- Mexico (Wildlife Without Borders – Mexico)
- Neotropical migratory birds (Neotropical Migratory Bird Conservation Act Fund)

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

Geographic priorities:

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

Priority consideration will be given to projects that impact biodiversity in the following landscapes:

- Maya Mountains Massif – Chiquibul – Central and Southern Corridor (Belize)
- Maya Forest (Guatemala)
- Montecristo Massif – Trifinio Corridor (El Salvador, Guatemala and Honduras)
- Texiguat - Pico-Bonito - Cuero y Salado (Honduras)
- Rio Plátano - Tawahka - Patuca - Bosawas (Honduras and Nicaragua)
- Osa Peninsula and Térraba-Sierpe (Costa Rica)
- Rio Indo Maíz (Nicaragua)
- La Amistad – Palo Seco – Santa Fe (Costa Rica and Panama)
- Darién Gap (Panama)

Given the transnational nature of the priority landscapes, the USFWS seeks to support not only local landscape activities, but also activities to ameliorate threats to biodiversity targeted at a regional and political level.

Furthermore, to support collaboration and learning across sites, recipients may be invited to participate in a community of practice around specific approaches to addressing Central America's most pressing conservation issues.

Programmatic priorities:

1. Reducing agricultural encroachment and uncontrolled cattle ranching

Description: Habitat loss and degradation due to agricultural encroachment is one of the primary threats to wildlife in Central America. Expansions of pastures for livestock production, especially cattle, as well as expansion of oil palm production and other agroindustry activities are major drivers of deforestation and wetland degradation resulting in loss of wildlife habitat.

The USFWS seeks to support activities to: 1) improve compliance with protected area legislation and reduce/eliminate agroindustry and livestock production in core protected areas, 2) promote alternatives or more sustainable farming and grazing systems for communities in buffer areas, multiple use zones and biological corridors, 3) improve zoning for agricultural lands, and 4)

ensure coherent policies and incentives that support the maintenance of forests and functional landscapes rather than degrade them.

Desired results related to management of high conservation value areas:

- Reduction in total ha/% of management area encroached by harmful agricultural activity.
- Reduction of illegal or unsustainable activities and/or incursions within management area
- Increase in total ha/% under biodiversity-friendly production systems
- Increase in #/% of community members engaged in wildlife conservation-related activities through sustainable livelihoods, incentive agreements (e.g. community conservation agreements) or other mechanisms.

Desired results related to policy and enforcement:

- Integrated sustainable mechanisms and/or policies for farmers and ranchers to prevent agricultural encroachment and reduce cattle production at the local, national, and/or regional level, including more coherent fiscal and regulatory incentives.
- Capacity to identify large-scale illegal pasture clearing within protected areas for livestock and/or agricultural production and the enforcement capacity and political will to produce arrests and prosecutions as a result.

2. Conserving jaguar populations

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

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

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

- Maya Biosphere Reserve
- Greater Bosawas Landscape
- Wawashang Natural Reserve
- Indio Maiz Biological Reserve
- Jeannette Kawas National Park
- Pico Bonito National Park
- Central Belize Corridor
- San Juan-La Selva Corridor

- Central Volcanic to Talamanca Corridor
- Amistosa Corridor
- Santa Fe-Lago Gatun and Central Corridor

Desired results:

- Improved management capacity of jaguar conservation units and corridors.
- Designation of new protected areas or corridors.
- Reduction of retaliatory attacks and killing of jaguars.
- Reduction of livestock predation and damage to human lives and livelihoods.
- Improved conservation for other species and/or ecosystems (e.g. natural prey)
- Integrated sustainable mechanisms and/or policy incentives for landowners to prevent livestock predation at the local, national, and/or regional level.
- Improved land use planning to proactively reduce interactions between cattle and jaguars.

3. Improving wildlife security

Description: The USFWS will support local, national and regional (transnational) activities to reduce removal of wildlife, plants and timber from natural ecosystems for illegal and/or unsustainable consumption, commercial sale or trade. Eligible proposals include both projects to combat poaching, illegal resource extraction and habitat degradation in high value conservation areas, as well as projects that increase local and national political will and capacity to improve compliance with wildlife and protected area laws.

USFWS seeks to support projects that improve wildlife security in the following areas:

1. Strengthen Wildlife Law Compliance and Enforcement

a. Support Governments in Developing Capacity

The USFWS will support efforts to assist Central American governments in range, transit, and consumer countries affected by wildlife poaching and trafficking in building their capacity to address the wildlife crime chain at any critical stage of enforcement. These efforts may focus on strengthening their capacity to fight wildlife crime through: crafting strong laws, stopping poachers, protecting borders, investigating traffickers and trafficking routes, fighting trafficking-related corruption, improving professionalism for relevant authorities, building and prosecuting strong wildlife law cases, and imposing penalties adequate to deter others.

b. Support Indigenous Peoples in Developing Capacity

The USFWS will support efforts to assist indigenous peoples affected by illegal forest clearing of wildlife habitat, poaching and wildlife trafficking activities by strengthening their capacity to monitor and control illegal activities within their areas of influence. These efforts may focus on building the capacity to fight wildlife crime through: effective community patrols, building and bringing strong cases to national and international authorities, and applying disincentives adequate to deter illegal and/or environmentally destructive activities.

2. Support Community-Based Wildlife Conservation

The USFWS will support efforts to work with local communities to protect wildlife and prevent wildlife poaching and trafficking. For example, efforts that create local support for conserving wildlife by strengthening or creating incentives for communities to be stewards of their biodiversity (e.g. conservation agreements, forest management, alternative productive activities, land use planning, etc.) and/or efforts to work with communities to develop secure methods for community-based monitoring and patrols in key wildlife areas where poaching and habitat destruction occurs or is likely.

3. Raise Public Awareness and Change Behavior

The USFWS will support efforts to raise public awareness and recognition of wildlife poaching and trafficking and its negative impacts, and associated risks of prosecution, as a means to change consumption patterns and eliminate the demand for illegal wildlife and wildlife products. For example, where a lack of public awareness has been demonstrated to be the primary barrier to reducing demand, the USFWS will support activities such as social media campaigns, public service announcements, and the use of public spaces at home and abroad, which target specific consumer groups to raise public awareness of wildlife crime. USFWS will also support efforts to work with the private sector to raise awareness within organizations and among their respective consumer bases and audiences on the broader impacts and risks of buying and/or selling illegal wildlife products.

4. Expand International Cooperation (Bilateral and regional)

The USFWS will support efforts to catalyze political will and actions to address wildlife trafficking at all levels of government in Central America. Outcomes may include safeguarding key wildlife populations and habitats, investigating and sharing information on the status of targeted species and of groups involved in poaching and trafficking, enhancing governance for the conservation and sustainable use of wildlife and other natural resources, and leveraging efforts to combat wildlife trafficking with efforts in other areas to develop synergies.

In the project narrative section, proposals should describe current conditions that will enable proposed activities to be successful, including the status of government resources and political will to support field protection missions and/or wildlife law enforcement, existing project strategies that support good governance and current level of community and civil society engagement in conservation-related activities. For guidance on what these descriptions should address, please see the relevant application questions in the [Measures of Effectiveness for Wildlife Conservation in Central America](#) document (Wildlife law compliance and enforcement, p. 13-14, Set up and manage patrols, p. 14, Alternative livelihoods, economic and other incentives p. 9-11, and Public engagement, p. 7-8).

Furthermore, this priority area is designed to support conservation activities for habitats, sites and species not identified elsewhere in the Notice of Funding Opportunity that can clearly demonstrate a reduction of threat to the conservation target. This may include addressing an urgent, emerging threat.

Desired results:

- Reduced illegal and/or unsustainable harvesting of wildlife (includes plants and timber).
- Decreased availability and commercial consumption and/or use of illegal wildlife.
- Increased field missions to detect, deter, and prosecute illegal activities.
- Increased application of wildlife protection laws by in-country decision-makers and law enforcement agents.
- Increased sustainable livelihoods with social, economic and environmental benefits.
- Effective messaging in the media and development community related to wildlife crime, and public awareness that wildlife laws are being enforced.

4. Developing capacity for conservation of Central America's wildlife

Description: USFWS will support the delivery of effective training and capacity development linked to practical on-the-ground problem solving. Proposals should focus on strengthening the ability of Central American individuals, institutions, and networks to carry out conservation activities and techniques to reduce the threat of agricultural encroachment, illegal cattle ranching, human-wildlife conflict, poaching and wildlife trafficking in the short and long term.

Proposals should show how capacity development will address gaps in engagement and/or performance of the following target audiences:

- 1) Personnel or institutions working on wildlife conservation and protected area and/or biological corridor management;
- 2) Local resource managers, community organizations, indigenous peoples, or producer organizations; or
- 3) Underserved youth (ages 16 – 25) living in priority landscapes.

Proposals should describe how gender will be considered in the design and delivery of capacity development activities.

For guidance on what to include in the project narrative, please see the relevant application questions in the [Measures of Effectiveness for Wildlife Conservation in Central America](#) document (Training and capacity development, p. 22-23).

Desired results related to capacity development:

- Successful identification of training and competencies needed to carry out specific conservation activities and techniques, and selection of trainers and individuals with high potential to effectively deliver and apply training.
- Successful *application* of new competencies by trained individuals which result in measureable reduction of threats.
- Increased participation of indigenous peoples, forest-based communities and civil society in monitoring, influencing or providing input into decision-making processes and policies and regulations related to biodiversity.
- Development of conservation champions due to expanded educational, community service and/or employment opportunities related to biodiversity conservation.

5. Developing regional conservation teams for Central America's wildlife

Description: USFWS will support the development and delivery of effective training and capacity development programs for regional (more than one country) teams of current conservation practitioners in Central America. Priority consideration will be given to those working to conserve priority landscapes identified under geographic priorities. Through mentoring, experiential learning, peer-to-peer exchange, and academic and field-based training programs, these teams acquire needed competencies and networks to scale up the impact of their current conservation activities and work together to tackle problems on high priority national and regional conservation challenges.

Proposals should include: a brief overview of the key threats to wildlife and landscapes addressed by the proposed training program; description of training and technical competencies needed by practitioners and how these were identified (e.g. agricultural policy, community forest concessions, environmental impact assessments, market-based incentives), the potential to earn a certificate or diploma by participants; the number of participants within each team (at least eight recommended); possible team compositions (e.g., which sectors and/or countries would be represented); how participants will be selected; description of mentoring and team-building approach; and how proposed activities are ultimately intended to reduce direct threats and improve the status of species and habitats. Proposals should give some indication of the necessary infrastructure and program support to provide an appropriate learning and training environment for teams.

USFWS seeks to support team-building programs that address key threats to biodiversity in Central America, including one or more of the following themes:

- Agricultural encroachment and uncontrolled/illegal cattle ranching
- Incompatible extractive industry practices (forestry, mining, oil, or agriculture)
- Limited political will for conservation
- Lack of effective conservation outreach and strategic communications
- Limited engagement by civil society organizations in advocating coherent policies and incentives for functional landscapes
- Weak enforcement of wildlife law
- Wildlife and timber trafficking

Funding mechanism: Multi-year cooperative agreement.

Desired Results:

- A team of Central American conservationists who apply the new competencies and work together to problem solve on key regional threats to wildlife and habitats across priority landscapes in the region.
- Specific products and measurable conservation outcomes produced by the team.
- Enhanced sharing and collaboration by local civil society organizations across sites.

- Development of conservation leaders with technical capacity to elevate local initiatives to the national and regional policy level.
- Increased ability for local organizations to access funding as a team to implement concrete actions for conservation at the landscape scale.

6. Guardians of the Forest

Description: USFWS is piloting a *Guardians of the Forest* initiative in Honduras and Guatemala to provide support for conservation champions whose lives are put at risk as a result of their efforts to protect wildlife and/or habitats. Central America, and in particular Honduras, has one of the highest rates in the world of violence against those working to protect wildlife, forests and/or natural resources. Females and indigenous peoples are particularly vulnerable.

The initiative is intended to provide assistance to both protected area personnel and community conservation leaders. Eligible projects include efforts that offer practical on-the-ground assistance to improve human security for conservation champions. Projects should also raise national, regional and/or international public awareness of the risks taken by these individuals and/or help improve the morale and performance of other protected area staff or community and non-governmental organizations staff engaged in conservation activities.

Proposals should include an overview of the risks undertaken by rangers and/or community leaders in the areas in which the project would work, and the impact of those risks on conservation efforts. Applicants must demonstrate a well-developed understanding of how to effectively provide support to proposed beneficiaries. Proposals should be developed in collaboration with relevant authorities and/or non-governmental organizations operating in landscapes where rangers and community leaders have been threatened with violence or have died for performing wildlife conservation related duties.

Desired results:

- Improved human security of protected area personnel or community conservation leaders.
- Motivated rangers and community conservation leaders who feel that their personal contribution to biodiversity conservation is recognized and that their lives and sacrifices are valued.

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 USFWS.

The approximate amount of funding available under this program in fiscal year 2017 is \$1,000,000 USD. **The next funding opportunity for this program is anticipated for fiscal year 2019 which begins October 1, 2018.** Based on program experience, it is anticipated that 15

to 25 awards will be granted this fiscal year. The amount of funding requested must be fully justified by the scope of the activities, the anticipated results, and the length of the project period.

The period of performance for projects starts on the date the award is signed by the Service.

The period of performance for projects awarded under this program is one or more years. Project proposals must be designed and budgeted accordingly. For multi-year projects, budgets and project activities should be clearly articulated in phases/years and support for future phases/years will be contingent on project performance, satisfactory reporting and financial management, and availability of program funds. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each new funding opportunity.

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. 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 the 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).

Individuals are **not eligible** to apply under this Notice of Funding Opportunity. In addition, tuition for individuals and field projects carried out in support of masters and doctorate degrees as well as post-doctorate research are **not eligible**.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet

Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

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

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

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

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

B. Entity Registration in SAM

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

C. Excluded Entities

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

D. Cost Sharing or Matching

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

IV. Application Requirements

Failure to comply with Application Requirements will result in proposal disqualification.

Proposals should be ten pages or less. Pages should be numbered and text should not be smaller than 12 font. Application cover page, project summary, figures, tables, maps, brief curriculum vitae, citations and required forms do not count toward the ten-page limit.

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

A. SF-424 and SF-424b Forms

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

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

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

The SF-424 and SF-424b forms are located here: <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. Look for the form name - Application for Federal Assistance (SF-424) and Assurances for Non-Construction Programs (SF-424B).

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

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

B. Project Summary

This section should answer the question, “**What is the purpose of this project?**” Summarize your project in 300 words or less. This section should be a stand-alone summary of your project and it may be shared with the public. The following 3 sentence format is recommended:

Sentence #1 identifies where the project will take place and its key intended result(s)

The purpose of this project is to support a conservation effort in [insert place name and country] by [active verb] [key intended result(s)].

Sentence #2 identifies what is the conservation target and direct threats

This project is intended to conserve the [insert species, habitat, or other biodiversity] by addressing the impacts of [direct threats addressed by project].

Sentence #3 identifies what will be done

Specific activities include: (1) [activity 1]; (2) [activity 2]; [and so on].
where [activity] = [nominalization] to [active verb]+[intended result].

Example: The purpose of this project is to support a conservation effort in central Peru by establishing a private wildlife conservation area. The project is intended to conserve the yellow tailed woolly monkey (*Oreonax flavicauda*) by addressing the impacts of illegal hunting and habitat encroachment by slash-and-burn farmers. Specific activities include: (1) completion of the government application for the Los Chilchos Private Conservation Area, including responding to modifications and field data requested by national authorities; (2) participative workshops with local communities to create a management plan and to establish usage rules for the protected area; and (3) an education campaign and sustainable development program to maintain support for the protected area among local communities.

C. Project Narrative

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

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

- 2. Statement of Need:**

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

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

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

3. Project Goals, Objectives and Activities:

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

GOAL:

Objective 1.

Activity 1.1

Activity 1.2

Objective 2.

Activity 2.1

Objective 3.

Activity 3.1

Activity 3.2

Activity 3.3

A *goal* is the long-term biological outcome that you want to achieve in order to successfully conserve the target species or ecosystem. The strongest goals will be directly related to species status or habitat quality.

Objectives are the specific outcomes that you want to achieve in order to reach your stated goal(s), and should reflect a desired change in capacity, threat, or species status. Your proposal will be strengthened if the objectives align with the desired results identified in the Description of Funding Opportunity section. Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated. Objectives should form the basis for the project’s *Monitoring and Evaluation* section.

Activities are the specific actions that you undertake to fulfill your objectives and reach your goal. Provide a detailed description of the method(s) for each activity. 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. 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 must be identified**, and **quantified**, and a description provided of

how the capacity development will be **applied to conservation activities** on the ground. Activities in which no USFWS funds are being requested should be clearly identified as such, and described concisely.

4. Timetable:

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

5. Stakeholder Coordination/Involvement:

This section should answer the question “**Who are you going to be working with?**” Describe how you have coordinated/cooperated with local resource managers, local communities, governments, and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results. You should state the activity for which each group or individual is responsible. If applicable, provide information on the amount of funds (cash or in-kind) to the project that will be contributed by these partners. If multiple groups are working in the same site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal, and may be requested by reviewers.

6. Project Monitoring and Evaluation:

Project monitoring should answer the question, “**How will project implementation and impacts be understood?**” Describe how you (or others) will monitor project progress and **measure the project’s results and impact.**

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

- (1) Anticipated **products** that document project implementation. Identify all expected products of key project activities. Examples include management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, and equipment purchased.
- (2) Conservation **outcomes** that are the intended results of the project. Identify all conservation outcomes intended to be achieved by this project. Examples include reduction of wildlife trafficking or unsustainable land use activities, reduced impacts of extractive industries on wildlife and habitat destruction. Outcomes should directly relate to, or even be synonymous with, your

Proposal Objectives identified above. To track your progress toward achievement of each objective, identify what you will measure (i.e., indicators), and how will you will measure it (i.e., methods, sample sizes, survey tools).

To assist applicants, the Central America program of the USFWS has identified indicators for the following conservation actions in Central America:

1. Public engagement
2. Alternative livelihoods, economic and other incentives
3. Wildlife law compliance & enforcement
4. Environmental law & policy
5. Conservation designation, management and planning
6. Training and capacity development
7. Partnerships

If you are proposing one or more of these actions, please see [Measures of Effectiveness for Wildlife Conservation in Central America](#) p.6-27. The document provides a set of application questions that you are encouraged to address in the *Statement of Need*, as well as, conservation action indicators designed to determine the effectiveness of each conservation action proposed in the proposal’s *Project Monitoring and Evaluation* section. Applicants for multi-year grants are encouraged to **also** include recommended threat indicators, (see [Measures of Effectiveness for Wildlife Conservation in Central America](#) p.28-37).

The following format is suggested:

Objective	Indicator	Measure	Current Status	Desired Status

The USFWS values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife.

7. Description of Organization(s) Undertaking the Project:

Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Include a brief (***1-page maximum***) curricula vitae for key personnel, focusing on the qualifications (education, experience and skills) 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.***

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

D. Budget Form

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

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

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

BUDGET: (Do not present the budget in any other form.)

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
Personnel: Project Leader	\$30,000 annual salary x 80% time for 1 year	\$24,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Project Assistant	\$20,000 annual salary x 50% time for 1 year	\$10,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Local Services							
Field Assistants	\$600/month x 6 months x 2 assistants	\$7,200	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Travel							
Round trip from A to B for Project Leader	4 trips x \$200/airfare	\$800	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
Lodging and Meals							
Project Leader travel	4 trips x 10 days x \$35/day	\$1,400	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Workshops							
Transportation assistance	10 people x 2 workshops x \$5/participant	\$100	\$xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Materials	Printing 12 manuals at \$10/manual	\$120	\$xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
Other							
Phone, internet	\$100/month for 1 year	\$100	\$xxx	\$xxx	\$xxx	\$xxx	\$xxx
Office rent	5% of local office rent	\$1,000	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx
TOTAL		\$44,720	\$x,xxx	\$x,xxx	\$x,xxx	\$x,xxx	

*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.*

For any salaries, staff time or contractors for which USFWS funds are requested, the person should be identified and their qualifications described in Section 6 (Description of Entities Undertaking the Project). For any training, a description of the training should be included in the Activities section. For any meetings, a description of participants, a draft agenda and desired outputs should be provided.

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

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 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 USFWS’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 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 USFWS to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that USFWS approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
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% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.

- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from USFWS to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

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

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

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

Indirect Cost Services

Acquisition Services Directorate, Interior Business Center

U.S. Department of the Interior

2180 Harvard Street, Suite 430

Sacramento, CA 95815

Phone: 916-566-7111; Email: ics@nbc.gov

Internet address: <http://www.aqd.nbc.gov/USFWSs/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 USFWS 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 USFWS 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 USFWS may result in the project not being selected for funding.

Application Checklist

- SF 424 Application for Federal Assistance
- SF-424B Assurances form
- DUNS Number
- System for Award Management (SAM) registration
- Project Summary (1 paragraph)
- Map indicating location(s) of project activities
- Project Narrative (maximum 10 pages)
- Budget Table
- Budget justification including indirect cost statement
- Brief *curricula vitae* (1 page maximum) of key personnel
- Recent Letter of Governmental Endorsement
- Conflict of interest statement, when applicable
- NICRA, when applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement (NICRA)

Additional requirements for U.S. applicants

- 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.

V. Submission Instructions

SUBMISSION DEADLINE: Open from September 16, 2016 to December 16, 2016. Proposals can be submitted in English or Spanish. If a proposal is submitted in Spanish and is selected, the final application will be translated into English by USFWS. A confirmation e-mail containing an assigned proposal number beginning with “CA17XX” 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_CA@fws.gov.

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

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

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

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

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

US applications will not be received via email without prior approval and proper justification.

Foreign Applicants: Submit through the following program mailbox: **WWB_CA@fws.gov**. All documents must be printable on letter paper (8 ½" x 11"). Format all pages to display and print page numbers. We prefer to receive the entire proposal as a SINGLE pdf 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.

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: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of

International Conservation evaluates proposals by scoring how well each address the *Desired Results* described under each program priority, as well as the requested elements described in Section IV Application Requirements. Proposals that do not meet minimum programmatic requirements may be considered ineligible for technical review. High priority, well-justified and feasible projects that address most or all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions.

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

- **Likelihood of Threat Reduction**, including the degree to which a proposal demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate important threats to Central American wildlife. If proposed activities are not expected to reduce threats during the project period of performance (e.g., some capacity development activities), it is the responsibility of the applicant to clearly explain in the Statement of Need how the activity is intended to ultimately improve the conservation status of direct threats, species and/or habitats.
- **Capacity to Implement**, including the degree to which a proposal indicates that the applicant organization staff has the ability to implement the proposed activities effectively. Supporting evidence of this capacity may be provided in the *curricula vitae* of key personnel, letters of endorsement or support by host government representatives and partner organizations, and/or the Statement of Need in which the applicant justifies that the prerequisites (or enabling conditions) identified in each funding priority are currently met (or if not, the project's plan to ensure activities succeed).
- **Other Sub-factors** to break ties and further distinguish among applications with equivalent scores: financial need; geographical and project diversity in the USFWS portfolio; prominence of Central American nationals as key personnel; proportion of budget dedicated to administration, salaries and travel; provides best value to the U.S. Government; project sustainability; and a monitoring and evaluation plan that is designed so that the effectiveness of activities can be credibly assessed and shared.

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, submit a request to WWB_CA@fws.gov.

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

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

VII. Award Administration

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

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

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

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the USFWS is protected during its transmission/delivery. The USFWS strongly recommends that recipients use the most secure transmission/delivery method available. The USFWS recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The USFWS strongly encourages recipients sending sensitive data in paper copy to use a courier mail USFWS. Recipients may also contact their USFWS 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 USFWS carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based

on the application submitted to and approved by the USFWS and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to USFWS awards are available on the Internet at <http://www.fws.gov/grants/> and <http://www.fws.gov/international/pdf/assistance-award-guidelines.pdf>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the USFWS point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

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

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

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

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

Conflict of Interest Disclosures: Recipients are responsible for notifying the USFWS 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 USFWS 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 USFWS may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

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

VIII. Agency Contact

Ani Cuevas
Program Officer
U.S. Fish and Wildlife USFWS Headquarters
International Affairs
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803, USA
Tel: 703-358-1950
ani_cuevas@fws.gov

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 expires on 10/31/2017. 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 USFWS, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041.