

U.S. Fish and Wildlife USFWS
Division of International Conservation

Wildlife Without Borders – Latin America and the Caribbean (South America)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.640
Funding Opportunity Number: F16AS00095
Submission Deadline: May 2, 2016

Notice of Funding Opportunity and Application Instructions
Read this document carefully as changes have been incorporated!

I. Description of Funding Opportunity

Program Authorizing Statute: Endangered Species Act of 1973, as amended (16 U.S.C. 1531-43)

South America is home to some of the most biologically rich sites in the world. The region's landscapes host large numbers of endemic species and biodiversity threatened by habitat loss and degradation due to unsustainable land use and high deforestation rates, driven by increased demands of a growing global population for food, forest products, land minerals, and energy.

Whereas human activity can be the greatest threat to a region's biodiversity, individuals, and local communities and organizations are also the most powerful element for conservation when stakeholders are able to work cooperatively toward shared conservation goals that incorporate the sustainable use of landscapes and natural resources. The challenge is to effectively engage stakeholders at the individual, community, organizational and institutional levels to implement sound conservation actions in a participatory and inclusive way that produces clear conservation results that are sustainable and enduring.

Program Goal: Conserve priority species, habitats and ecological processes across landscapes with high biodiversity value in South America.

Program Objectives:

- Reduce the underlying threats and address the human elements of biodiversity conservation by supporting the implementation of on the ground projects.
- Conserve flora and fauna by strengthening the ability of local institutions, decision makers and civil society to deliver enduring conservation actions.
- Maximize conservation impact by developing strategic partnerships with key stakeholders at the local, national, regional and international levels.

U.S. Fish and Wildlife Service (USFWS) funding will be considered for projects that take place in the countries and regions under Geographic Eligibility and that address the priority threats described under Programmatic Funding Priorities, described below.

Please review each USFWS funding priority below for specific details, including what USFWS wants to achieve through its funding support (i.e., Desired Results). Each funding priority also identifies factors that, in USFWS experience, are basic requirements (also known as prerequisites or enabling conditions) for projects to effectively implement proposed activities. Applicants should address these factors in the proposal's Statement of Need.

Proposed activities should identify specific conservation actions that have a high likelihood of creating durable benefits. Project activities that emphasize data collection and status assessment should describe a direct link to management action, and explain how lack of information has been a key limiting factor for management action in the past. Proposals that do

not identify how actions will reduce threats, or do not demonstrate a strong link between data collection and management action, are not eligible for consideration.

Please note that government endorsement is required for **all** proposals. Applicants are strongly encouraged to consult with relevant government authorities prior to preparing applications for USFWS funds. Projects should take place in the countries/regions of South America described under Geographic Eligibility.

Please note that projects in Central America are administered through the Wildlife Without Borders – Central America Program, and in Mexico are administered through the Wildlife Without Borders – Mexico Program.

Due to other grant programs supported by the USFWS, Wildlife Without Borders – South America will not fund projects related to: Marine Turtles (Marine Turtle Conservation Fund) and Neotropical Migratory Birds (Neotropical Migratory Bird Conservation Act Fund)

Geographic Eligibility:

The Tropical Andes, including Amazon basin border regions – Center of mega-diversity. Spanning from western Venezuela to northern Chile and Argentina, including all of Colombia, Ecuador, Peru, and Bolivia, this region contains approximately one-sixth of all plant life in less than 1 percent of the world's land area.

The Southern Cone – Landscape diversity and species endemism. Comprised of Argentina, Chile, Paraguay, and Uruguay, this region is home to a high number of unique species and landscapes found nowhere else on Earth. The following two eco-regions of the Southern Cone are eligible for USFWS funding in FY 2016:

The Gran Chaco Americano is the largest dry forest in South America and the continent's most extensive forested region outside Amazonia. It is a vast plain extending from the Andes in the west to the Paraguay River in the east, covering parts of northern Argentina, western Paraguay and south-eastern Bolivia.

Map of the Gran Chaco:



Source: <http://commons.wikimedia.org/wiki/File:GranChacoApproximate.jpg>

Patagonia encompasses the southern end of South America, shared by Argentina and Chile. The region comprises the southern section of the Andean mountains as well as the deserts, steppes and grasslands east of the southern portion of the Andes, including the Pacific and Atlantic Ocean coasts.



Source: <http://www.destination360.com/south-america/argentina/map-of-patagonia>

Programmatic Funding Priorities:

A) Unsustainable land use

Description: The USFWS will support projects that benefit landscapes that are clearly justified to be of 1) high conservation value **and** 2) under immediate and direct threat from unsustainable land use practices (i.e., expansion of agricultural activity, grazing, deforestation, etc.). Through targeted ecosystem and/or landscape-level conservation actions, projects shall directly link identified threats to key stakeholders. Projects should seek to create or promote actions amongst key stakeholders to work cooperatively to identify conservation problems, diagnose causes and jointly identify and implement best practices for conservation and management solutions through a participatory and inclusive process that acknowledges the legitimacy of partner needs and goals and the advantages of concerted collaborative action to address complex resource management challenges.

Desired results: Increased conservation and management of threatened landscapes of high conservation value including both protected areas and multi-functional landscapes. Proposals should address one or more of the following:

- Reduction of unsustainable land use activities (e.g., habitat degradation or loss due to the expansion of agriculture and/or cattle ranching/pastures, road and infrastructure) that lead to improved alternative livelihoods, climate change resilience, and/or sustainable food production systems in the biodiversity conservation project area;
- Reduction of threats to highly endangered wildlife and plant species (e.g., harvesting, hunting, fishing, habitat destruction by land use change, wildfires, other); and
- Integration of both human and biological dimensions into conservation policies and programs at the local, national, and/or regional level.

Additional desired results related to management or establishment of high value conservation areas:

- Legal declaration of conservation areas (if not formally protected).
- A management plan with clear authority, responsive and flexible enough to be adapted as needed, and implementation of plan by relevant wildlife authorities and other stakeholders.
- Illegal activities curtailed at the conservation area, and public use of the site is consistent with conservation goals.

B) Trafficking of illegal species (wildlife, plant and/or timber) and/or illegal wildlife pet trade

Description: The USFWS will support local, national and regional (transnational) activities designed and implemented to reduce species (wildlife, plant and/or timber) trafficking and illegal pet trade. Proposals should focus on reducing the market for wild animals, plant and/or timber resources that are illegally and unsustainably harvested.

This opportunity will consider both field- and legal system-based projects. Eligible proposals include both projects to combat poaching and habitat degradation in high value conservation areas, as well as projects that increase national political will and legal capacity to improve compliance with anti-trafficking laws and law enforcement. Example activities include disruption of illegal trade networks and control of illicit trade routes; support to national judicial systems and law enforcement offices to apply wildlife-related law; augmentation of the national government's capacity to protect high value sites, including protected area management or establishment; and reduction of threats and/or targeted recovery of species that are clearly identified to be threatened.

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 intelligence and informant networks, and existing project strategies that support good governance and ensure the legal process is not undermined by corruption.

Overall desired results: Reduced illegal and/or unsustainable distribution of species (wildlife, plant, and/or timber resources). Decreased availability and commercial activities relating to illegal species. Increased application of wildlife protection laws by in-country decision-makers and law enforcement agents. Regional, transnational and/or international actions that lead to direct cooperation and communication to combat wildlife trafficking. Effective messaging in the media and development community regarding the link between wildlife declines and illegal trade. Proposals should address one or more of the following:

- Identify and address the key human behavior(s) to be changed related to the unsustainable or illegal trade;
- Define credible measure(s) demonstrating effectiveness of project activities, and
- Produce benefits for other species and/or habitats within the project area.

Additional desired results related to the legal system:

- Sufficient investigative capacity to identify wildlife traffickers and the evidence that can be used to assist their arrest and prosecution.
- Arrests and prosecutions of suspected wildlife traffickers, and appropriate legal penalties for convicted traffickers.
- National and/or international news and media related to wildlife trafficking law enforcement, and a public awareness that wildlife law is being enforced.
- Items confiscated during anti-trafficking efforts do not re-enter wildlife trade and are stored securely.

Additional desired results related to field missions:

- Tactical deployment of field missions to detect and deter illegal activities, including apprehension of poachers and perpetrators of other illegal activities.
- Items confiscated during field activities are appropriately destroyed and/or do not re-enter wildlife trade or poaching activities.
- Reduction in hunting for the illegal trade in wildlife.

C) Human-wildlife conflict

Description: The USFWS will support local, national and regional (transnational) activities designed to mitigate and reduce conflicts between people and wildlife due to predation on livestock, domestic animals and game species, wildlife disease, and overall damage to human lives and livelihoods in agricultural and multi-use areas located within or near protected areas.

Desired results: Reduction or elimination of conflicts between humans and wildlife, including livestock predation, and damage to human lives and livelihoods. Proposals should address one or more of the following:

- pre-emptive techniques to reduce or eliminate conflicts between humans and wildlife,
- reduction of retaliatory attacks and killings of wildlife,
- engagement of relevant constituencies (e.g. ranchers, decision-makers, community or opinion leaders) for peaceful co-existence with wildlife through education, outreach and social marketing campaigns,
- integration of sustainable mechanisms and/or policy incentives for owners to prevent livestock predation at the local, national, and/or regional level, and
- produce benefits for other species and/or habitats within the project area.

II. Award Information

This program uses grants and cooperative agreements as financial assistance instruments. The type of assistance instrument to be used is the decision of the USFWS depending on the scope of the activities, the anticipated results, and the length of the project period.

Funds available for this program are limited. The total amount of funding available for **all** projects in FY 2016 under this program is approximately \$500,000 USD. 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 awarded will start on the date the award is signed by the USFWS, no later than September 30, 2016. Past and present recipients of awards under this program are eligible, but must submit proposals to compete for FY 2016 funding.

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; reviewing and approving one stage of work before the next stage can begin; reviewing and approving, prior to recipient action, proposed modifications or sub-awards; assisting in the select project staff or trainees; informing the direction of the work due to interrelationships with other projects; immediately halting an activity if detailed performance specifications are not met; and limiting 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 USFWS is needed to fulfill the project objectives.

III. Basic Eligibility Requirements

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, doctorate degrees, and post-doctorate research are **not eligible** under this Notice of Funding Opportunity.

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).

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

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 bios, and required forms do not count toward the ten-page limit.

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

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 clearly identify the conservation goal(s), a description of the direct threats that adversely affect biodiversity conservation at the project site(s), how specific threats will be addressed by project activities, and how key stakeholders will collaborate/participate in the proposed 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. A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website (Internet link: <http://www.conservationmeasures.org/initiatives/standards-for-project-management>).

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. Projects should have an estimated start month of September 2016. 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 outputs that document project implementation. Identify all expected outputs (also known as products) of key project activities. Examples include management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, and equipment purchased.
- (2) Conservation outcomes that are the intended results of the project. Identify all conservation outcomes intended to be achieved by this project. Examples include 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).

Note that outputs (or products) should NOT be used as indicators, including USFWS performance reports, materials produced, number of management plans generated, etc. Indicators should reflect a change in capacity, human behavior, threat, or status of the target species or landscape. 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

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/Services/ICS.aspx>

- E. 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.
- F. 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.

- G. 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.
- H. 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 select 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 bios of key project personnel (maximum of 1 page each)
- Government Letter of Endorsement
- Conflict of Interest statement, when applicable

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
- NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement

V. Submission Instructions (GS will complete this section)

SUBMISSION DEADLINE: **Open from January 28, 2016**]. Proposals must be submitted by 11:59 PM EDT on May 2, 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. A confirmation e-mail containing an assigned proposal number beginning with “[**Program initials +FY, Example: MT16**]” 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_LAC@fws.gov.

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

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

U.S. Applicants: You **MUST** apply through Grants.gov. If you do not have an account, register at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. 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 your proposal to the following program mailbox: [WWB_LAC @fws.gov](mailto:WWB_LAC@fws.gov). All documents must be printable on letter paper (8 ½” x 11”). Format pages to display and print page numbers. Your entire **MUST** be uploaded as a SINGLE pdf file. If you need to submit separate attachments please send them in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line so that we know the order of your submissions.

VI. Application Review

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. 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. Other review criteria include the degree to which a project addresses the following:

- **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 South 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).
- **Meets all proposal submission requirements** and if a previous grantee, has performed satisfactorily, including on-site collaboration and timely completion of reporting requirements to the USFWS and other donors.
- **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 South 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.

Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Proposals that do not meet minimum programmatic requirements may be considered ineligible for technical review.

Review and Selection Process:

Prior to participating in any review or evaluation process, all panel members 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_LAC@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 asked 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 service. 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

Jenny Martínez
Program Officer, South America
U.S. Fish and Wildlife Service
Division of International Conservation
Western Hemisphere Branch
5275 Leesburg Pike, MS: IA
Falls Church, Virginia 22041-3803
Tel: 703-358-2041 Fax: 703-358-2115
Email: Jenny_Martinez@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 Service, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041.