U.S. Fish and Wildlife Service
Rhinoceros and Tiger Conservation Fund-ASIA
Catalog of Federal Domestic Assistance (CFDA) Number: 15.619
Funding Opportunity Number: F16AS00474
Submission Deadline: December 2, 2016

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

The Rhinoceros and Tiger Conservation Fund (RTCF) is soliciting proposals for the conservation of rhinoceroses and/or tigers throughout their ranges. The Rhinoceros and Tiger Conservation Act was passed in 1994 to provide financial resources for conservation of rhinoceros and tiger populations.

The Rhinoceros and Tiger Conservation Fund supports projects that promote conservation through:

- Enhanced protection of at-risk rhinoceros and tiger populations;
- Protected area/reserve management in important rhinoceros and tiger range;
- Veterinary care for wild populations;
- Habitat conservation and management;
- Reintroduction to former range;
- Restoration of habitat;
- Wildlife inspection, law enforcement, and forensics skills;
- Conservation education and community outreach;
- Efforts to decrease human-rhinoceros and human-tiger conflicts;
- Strengthening local capacity to implement conservation programs;
- Transfrontier rhinoceros and tiger conservation;
- Applied research on rhinoceros and tiger populations and their habitats, including surveys and monitoring;
- Development and execution of rhinoceros and tiger conservation management plans; and
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of rhinoceros and tigers or regulate the use and management of their habitat;
- Reducing demand for illegal rhino and tiger parts, products and live animals in consumer countries;
- Combatting trafficking of illegal rhino and tiger parts, products and live animals.

Proposed project work should occur within the rhinoceros or tiger range, or, if work is to be conducted outside of the range, the proposal should show clear relevance to rhinoceros or tiger conservation. If the project includes research, the applicant must provide a convincing argument that the research addresses priority threats and that the results are likely to result in management actions.

Priority will be given to projects involving indigenous subspecies within natural range. Ex situ populations are not eligible. Funding decisions will also take in the degree of endangerment of the taxon, with more funding directed to more imperiled subspecies.

II. Award Information:

This program will use a grant or cooperative agreement, whose period of performance can range from one to five years. The type of assistance instrument to be used is the decision of the U.S. Fish and Wildlife Service (Service).

The approximate amount of funding available for Asia under the RTCF program is approximately $1,560,000 USD. The amount of funding requested must match 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 USFWS. The period of performance for projects awarded under this program may be 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 fiscal year.

Cooperative Agreements

Under cooperative agreements, substantial involvement by the Service 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 temporarily placing US 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; helping select project staff or trainees; directing or redirecting the work because of interrelationships with other projects; having power to immediately halt 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 Service and a rationale for why involvement of Service is needed to fulfill the project objectives.

III. Basic Eligibility Requirements:

Eligible Applicants: Applicants under this program can be any agency responsible for the conservation and protection of rhinoceroses and/or tigers in the wild and any other organization, multi-national secretariat, public or private university, or individual with demonstrated experience in rhinoceros and/or tiger conservation may submit proposals to this Fund. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

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

- the purchase of firearms or ammunition;
- gathering information by persons who conceal their true identity;
- buying or purchasing of intelligence, evidence or information or paying informants
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);

- any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country of proposed activity;
- projects in countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism. These countries are subject to four main categories of sanctions which include restrictions on U.S. foreign assistance, miscellaneous financial, and other restrictions. See http://www.state.gov/j/ct/list/c14151.htm for more information;
- projects in countries included in comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Controls, without proper licenses. See http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx for more information on OFAC and specific comprehensive and non-comprehensive sanction programs.

Applicants must ensure that activities occurring outside the United States are coordinated as necessary with appropriate U.S. and foreign government authorities and that any necessary licenses, permits, or approvals are obtained prior to undertaking proposed activities. The Service does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration

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

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

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

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 but priority will be given to projects for which there exists some measure of matching funds. 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 Service award cannot be reported as matching contributions but should be noted and explained in detail. A match shown during one year may not be repeated as a match in a subsequent proposal.

IV. Application Requirements - To be considered for funding under this opportunity, an application must contain:

A.

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

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

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

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

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

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

B. Project Summary: Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes should also be included in this section. This section should be a stand-alone summary of your project and it may be shared with the public. It must be submitted in English.

C. Project Narrative: Please bear in mind not all proposal reviewers may be familiar with past grants, so the proposal itself should include all the major points that a reader needs to know. Do not expect reviewers to refer to past proposals or reports or outside references but instead summarize them as necessary.

1. **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 describe why this project is necessary (significance/value) and include supporting information. The Statement of Need should clearly identify the **targeted species** and any existing estimates of population size, geographic range, or abundance, a description of the **direct threats** that affect the targeted species at the project site, and the specific threats that the project will address. Summarize previous or ongoing efforts (of you/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. If you have received funding previously (from the USFWS or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

   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 page limit. A table should include columns for: (1) year of grant, (2) USFWS grant number, (3) amount funded in US$, (4) objectives, and (5) 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.

2. **Project Goals and Objectives:** This section should answer the question, "*What do you want to achieve and how are you going to do it*?" State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period). 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).
   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

3. **Project Activities, Methods and Timetable:** This section should answer the question, "*How are you going to achieve your objectives*?" State the proposed project activities and describe how implementation will enable the project team to achieve the stated objectives. For each capacity building activity, describe the capacity building approach (e.g., training, talk or presentation, on-line course, demonstrations, group discussion, field work, field visit, case studies, facilitating dialogue, program development, provision of equipment or other resources), topics to be covered/curricula, skills to be learned or improved, intended audience/target group profile (e.g., number and type of people trained), duration and location of each training activity, and materials/equipment to be used. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and proposed activities should correspond with the budget request. Activities that meet one or more of the following conditions will strengthen your proposal:

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

The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. The proposed activities should correspond with the Project Budget Table.

Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period. For clarity, you may also wish to add a column specifying which individual or group will carry out the activity. To view a sample timetable, please see link:
http://www.fws.gov/international/DIC/pdf/Sample_timetable.pdf

4. **Stakeholder Coordination/Involvement:** This section should answer the question, "*Who are you going to be working with*?" Describe any coordination with local resource managers and other relevant organizations or individuals in planning your project, conducting project activities, or disseminating project results. As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities. Where multiple groups are working in the same site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal, and may be requested by reviewers.

5. **Project Monitoring and Evaluation:** This section should answer the question, "*How will we know that the project is working successfully*?" From your list of Project Objectives in the previous section, choose one objective that you consider the most important to achieve in order to effectively conserve the target species. To track your progress toward achievement of this key objective, identify what you will measure (i.e., indicators), and how will you will measure it (i.e., monitoring methods, sample sizes, survey tools). Reviewers may request the same for other objectives. Describe how you (or others) will monitor project progress and **measure the project's results and impact**. Include details on how you will assess your progress toward reaching the objectives such as the **specific metrics or indicators** you will use to report project implementation (e.g., number of workshops held, number of trained park guards, number of trees planted, number of species protected, etc.) and what specific metrics or indicators you will use to report on intended project outcomes (e.g., core competencies obtained, change in behavior of workshop attendees, increase in awareness, and conservation action). Indicate how project participants and beneficiaries will participate in these activities. Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

<u>Anticipated Benefits and Outputs:</u> Identify all expected project outputs, (e.g., management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted). Where appropriate, describe how outputs will be distributed to the relevant stakeholders, such as host country government agencies, resource managers, local communities, media, and civil society.

Conservation Outcomes: Conservation outcomes are the desired impacts of a project, such as a change in capacity, threat, or condition of a species or habitat, and should relate directly to your objectives. To track your progress toward achievement of each project objective, identify what you will measure (i.e., indicators), and how you will measure it (e.g., methods, sample sizes, survey tools). For example:

- Whenever possible, include direct measures of abundance or spatial extent for the focal species, population, or habitat to demonstrate the impact of project activities.
- For education and outreach, include examples of questionnaires or behavioral surveys that you will employ to measure how knowledge, skills, attitudes, and behaviors were affected by your project.
- For training, curricula should be described or attached and assessment tools like exams or tests should be described and benchmarks for passing the training program should be stated.
- For wildlife protection activities, you may wish to measure patrol days, person-hours, or prosecutions secured.
- For reintroduction or veterinary programs, measures of success may focus on the number of animals moved or treated, survivorship, or overall population numbers.

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. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of activities can be credibly assessed and shared.

Note that outputs (or products) should NOT be used as indicators, including Service performance reports, materials produced, number of management plans generated, etc. Remember, indicators should reflect a change in capacity, human behavior, threat, or status of the target species. If the 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 table format is recommended:

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**

6. Description of Organization(s) Undertaking the Project: This section should answer the question, *"Who are you, and who are you going to be working with?"* Provide a brief description of the applicant organization and all cooperating or coordinating organizations and agencies. Provide a brief description of the applicant organization an all cooperating or coordinating organizations and agencies. State the activity for which each group or individual is responsible. Provide brief (<1 page) curricula vitae or biographies for key personnel, identifying their qualifications to meet the project objectives. ***Do not include Social Security or passport numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

If the project can demonstrate a strong partnership with the wildlife authority and national or species- or site-specific plans or priorities, providing this information will strengthen the proposal.

7. **Sustainability:** This section should answer the question, "*What is your long-term plan for this project beyond the FWS funding period?*" Describe which project activities will continue beyond the time described in your proposal, who will continue the work or act on the results you have achieved, and any ideas you have for future funding.

8. **Literature Cited (if applicable).**

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

   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 Falls Church, Virginia, USA, would be provided as 38.8825°, -77.1145° (latitude, longitude). Please correctly enter north and east coordinates as positive values, and south and west coordinates as negative values.

10. **Government Letter of Endorsement-** Non-governmental applicants must include a RECENT letter of support (not older than two years) 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 Service funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities as demonstrated here:

Category/Budget Item	Units	Cost per Unit ($)	No. Units	Total	Request from FWS	Org
Personnel						
Principal Investigator	month	$ xxx	xx	$ xxx	$ xxx	
Program Manager	month	$ xxx	xx	$ xxx	$ xxx	$ xxx
Trainer	month	$ xxx	xx	$ xxx	$ xxx	$ xxx
Personnel Subtotal				***$xxx***	***$xxx***	
Purchased Services						
Printing (Manuals)	each	$ xxx	xx	$ xxx	$ xxx	$ xxx
Printing (Training)	lump	$ xxx	xx	$ xxx	$ xxx	$ xxx
Printing (Outreach materials; banners, stands, etc)	lump	$ xxx	xx	$ xxx	$ xxx	
Purchased Services Subtotal				***$xxx***	***$xxx***	
Travel						
Vehicle day use (with driver)	day	$ xxx	xx	$ xxx		
Vehicle maintenance and repair	lump	$ xxx	xx	$ xxx	$ xxx	$ xxx
Domestic Flights to project sites	each	$ xxx	xx	$ xxx	$ xxx	
Travel Subtotal				***$xxx***	***$xxx***	
Lodging and Meals						
Meals (and other accommodations)	day	$ xxx	xx	$ xxx	$ xxx	
Travel costs 4 person patrol/maintenance	day	$ xxx	xx	$ xxx	$ xxx	
Lodging and Meals Subtotal				***$xxx***	***$xxx***	
Supplies						
Supplies (Training)	lump	$ xxx	xx	$ xxx	$ xxx	
Supplies (Patrols)	month	$ xxx	xx	$ xxx	$ xxx	
Supplies Subtotal			***$xxx***	***$xxx***	***$xxx***	
GRAND TOTAL				**$xxx**	**$xxx**	**$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*.

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. For multi-year or multi-phase projects, please include a separate budget table for each year/phase with subtotals.

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.

E. Budget Justification- (<u>This is a necessary requirement)</u>

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

Example of a Budget Justification:

A. Personnel request= [insert amount]

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

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

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

B. Services request= [insert amount]

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

C. Travel request= [insert amount]

-Airfare costs for three person team (principal investigator, program manager, trainer) to travel to work sites. Travel is necessary to establish new work sites for the project and is more cost effective via air. Costs include airfare and accommodations.

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

Travel and food costs to cover the annual needs of XX person patrol team including fuel and other costs related to transportation.
-Maintenance for vehicles is estimated at XX per month.
D. Other-request = [insert amount]
Explain any other costs
E. Indirect Cost
Indicate rate or if claiming 10% de minimus or charging directly

For expensive items or large single purchases, provide detailed technical specifications or a pro-forma invoice. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service's approval and estimate its cost.

Required Indirect Cost Statement: Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim more than an indirect cost rate of 10% of modified total direct costs (this indirect cost rate is referred to as *de minimus)*. All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of

award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in [Title 2 of the Code of Federal Regulations Part 200, section 200.68](). We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.

7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award that is more than 10%. 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 Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation."

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

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

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

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

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

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

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

Application Checklist

- ☐ SF-424 - Application for Federal Assistance
- ☐ SF-424B Assurances form
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page)
- ☐ Project Narrative
- ☐ Budget Table (Costs need to be shown in USD)
- ☐ Budget justification including indirect cost statement
- ☐ Government Letter of Endorsement-(Applicants from India must include copy of FCRA)
- ☐ Conflict of Interest statement, when applicable
- ☐ A-133 Single Audit Reporting statement (US applicants only)
- ☐ SF-LLL Form, when applicable (US applicants only)
- ☐ 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 (US applicants only)

- ☐ NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ Brief resumes/CV for Key personnel (1 page; provide full name of person (first, middle, last name)

V. Submission Instructions

SUBMISSION DEADLINE: Open from September 30, 2016 through December 2, 2016. Proposals must be submitted by 11:59 PM EDT on Friday, December 2nd, 2016. Proposals must be in English. A confirmation e-mail containing an assigned proposal number beginning with **"RT16"** will be sent to applicants in 5-15 business days from the opportunity closing date. If you do not receive this email within 15 days of the opportunity closing date, please contact **the Rhino Tiger mailbox** at **mscf_rhinotiger@fws.gov**.

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

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

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

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. 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 Service'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: **mscf_rhinotiger@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

Criteria: The Division of International Conservation evaluates proposals by scoring how well each proposal addresses rhinoceros or tiger conservation and the requested proposal elements listed in the Application Requirements and Format sections above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. In addition to the basic eligibility elements other review criteria include:

○ **Direct conservation activity which will contribute to the survival of a key population or taxon,** including the degree to which: (1) a project is well justified, has clear benefits, makes a significant contribution to the protection of rhinoceroses and tigers and is a high priority for the conservation of rhinoceroses and tigers and their habitat; (2) the goals are well-defined and relevant to the project's Statement of Need; (3) the objectives, methods, and activities are well-defined, described in detail, measurable, apply the best scientific and technical information available, statistically valid, and realistic for the project's anticipated timeframe; (4) the proposal is a catalyst for activities in a previously neglected area with potential significant conservation value; and (5) the budget line items are justified in the proposal narrative, appropriate, allowable and reasonable, and applicant and other counterpart cash and in-kind contributions are acceptable.

○ **Capacity to implement**, including the degree to which: (1) a proposal indicates that the applicant organization and/or individual(s) has the ability to implement the proposed activities effectively; and (2) the proposal maintains a positive record of accomplishment with USFWS based on previous grant support, if applicable, including timely submission of financial and performance reports and a summary of major activities and accomplishments of previous USFWS support in the Statement of Need section.

○ **Inclusion of range country personnel,** including the degree to which: (1) the proposal includes the participation of local people in the project activities; and (2) the proposal provides training essential to the development of local capacity to implement conservation activities (i.e. capacity building), and provides project management experience to local personnel, strengthening the local capacity to manage conservation programs.

○ **Willingness to collaborate,** including the degree to which: (1) the proposal adequately details coordination of project activities with similar, ongoing or planned activities of other stakeholders; (2) the proposal promotes networking, partnerships and/or coalitions; (3) proposed activities are harmonious with international, national and/or regional conservation priorities, action plans and/or strategies; (4) the proposal suggests activities that are non-duplicative of other ongoing activities; and (5) the proposal promotes networking, partnerships and/or coalitions.

○ **Relevance of activities,** including the degree to which: (1) the proposal is a catalyst for activities in a previously neglected area with potential significant conservation value; (2) the proposal addresses an emergent issue with potential significant conservation value; and (3) the proposal addresses a conservation need identified by a specialist group, or by a regional, national or global strategy.

○ **Sustainability of project,** including the degree to which: (1) the proposal provides for the development of a demonstration activity that can be replicated for widespread use; (2) the proposal implements activities or provides benefits that have the potential to be sustained beyond the life of the grant; (3) the monitoring and evaluation plans are well described, and are appropriate and adequate; and (4) the expected products/outputs/outcomes are identified and enumerated, their impact on the resource is apparent, and they will be effectively distributed to resource managers, community members, researchers and other stakeholders,

○ **Past performance** (if applicable)

USFWS staff may consider additional factors to break ties and further distinguish among applications with equivalent scores: including financial need; cost sharing or matching; geographical and project diversity in the USFWS portfolio; proportion of budget dedicated to administration, salaries and travel; 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 asked to revise the project scope and/or budget before a final funding decision can be made. In addition to the criteria above, the proposal must meet minimum programmatic requirements, and follow basic proposal content and formatting requirements as described in Section IV Application Requirements. Proposals that do not meet minimum programmatic requirements may be considered ineligible to advance to panel review.

Review and Selection Process: The Division of International Conservation evaluates proposals by how well each addresses the program priority areas and the requested elements outlined in this Notice of Funding Opportunity. *High priority, well-justified projects that address all of the requested proposal elements will be more competitive.*

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

Each reviewer assigns each proposal an ordinal score based on the criteria listed above. Proposals and scores are discussed during the review panel and a consensus score is assigned to each proposal. Proposals are then ranked according to the consensus scores. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores and be put forth for funding.

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

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

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests**.** Applicants whose projects are not selected for funding will receive written notice, most often by email, within 180 days from the submission deadline.

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

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

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

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

Recipient Reporting Requirements:
Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than

annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

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

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

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

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

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

VIII. Agency Contacts

Meenakshi Nagendran/Program Officer (Rhino Tiger Asia)
International Affairs Programs

U.S. Fish & Wildlife Service Headquarters
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803
Tel: (703)358-2315
E-mail: Meenakshi_nagendran@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.