U.S. Fish and Wildlife Service
International Affairs

Marine Turtle Conservation Fund
Catalog of Federal Domestic Assistance (CFDA) Number: 15.645
Funding Opportunity Number: F16AS00378
Submission Deadline: October 3, 2016 (Cycle 1) and April 3, 2017 (Cycle 2)

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

I. Description of Funding Opportunity

The Marine Turtle Conservation Fund is soliciting proposals for the conservation of marine turtles (*Chelonia mydas, Caretta caretta, Dermochelys coriacea, Eretmochelys imbricata, Lepidochelys olivacea, Lepidochelys kempii*) throughout their range outside of the United States and its territories. The U.S. Government enacted the Marine Turtle Conservation Act (MTCA) of 2004 in response to the decline of many marine turtle populations worldwide and the serious threats to their long-term survival. The primary purpose of the Act is to provide financial support for projects that conserve nesting populations and habitat and address other threats to the survival of marine turtles in foreign countries.

The goal of this program is to reduce threats to marine turtles in their natural habitat. Proposals should identify specific conservation actions that have a high likelihood of creating lasting 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 that do not demonstrate a strong link between data collection and management action will be disqualified.

Proposed project work should occur within the species range, outside of the United States. If work is to be conducted outside of the species range, the proposal should show a clear relevance to its conservation. To the extent that it provides clear, direct support for the program objectives above, proposed work may also relate to climate change adaptation, mitigation and education.

The Marine Turtle Conservation Fund is seeking project proposals that promote the conservation of marine turtles by focusing on:

- Activities that protect nesting females and eggs on important nesting beaches;
- Developing local human and institutional capacity for marine turtle conservation and management through training;
- Cultivating the conservation values, interests, and actions of target audiences through conservation education, community outreach, social marketing and other relevant tools and mechanisms;
- Developing and implementing measures to address fisheries by-catch threats to priority nesting populations *(see below)*;
- Incorporating an interdisciplinary approach that includes social, economic, policy, and legal

considerations of marine turtle conservation;

- Integrating problem solving, conflict resolution, and participatory approaches that are socially, culturally, politically, and economically enduring in the country/region where the project activities take place;
- Developing and executing marine turtle conservation management plans;
- Habitat conservation and management;
- Information exchange to promote international collaboration;
- Promotion of networks, partnerships, and coalitions that assist in the implementation of conventions, treaties, protocols and other international activities that promote regional collaboration and maximize coordinated conservation and management of marine turtles;
- Protected area/reserve management of important nesting beaches; and
- Strengthening local capacity to implement conservation programs on nesting beaches.

Priorities for the MTCA Program are as follows:

1. **Leatherback** nesting populations in the **Pacific, West Africa and Northern Indian Ocean;**
2. **Loggerhead** nesting populations in the **North Pacific, West Africa, Mediterranean, and North Indian Ocean;**
3. Major **hawksbill** nesting populations in the **Caribbean, West Africa, Pacific, Indian Ocean, and Southeast Asia;**
4. **Olive ridley** nesting populations in the **Indian Ocean, South Atlantic, and Southeast Asia.**
5. Major **green turtle** nesting populations in **West Africa, Mediterranean, and Eastern Pacific and remnant nesting populations anywhere experiencing high threats;**
6. **Kemp's ridley nesting populations on primary nesting beaches of Mexico**
7. Proposals that address and/or directly complement conservation activities directed at fisheries by-catch threats to priority nesting populations identified above and foraging populations in the North Atlantic and Mediterranean;
8. International, regional, and national marine turtle conservation capacity building.

II. Award Information

This program uses 1 to 5 year grants or cooperative agreements as financial assistance instruments. The type of assistance instrument to be used is the decision of the U.S. Fish and Wildlife Service (Service). Proposals are typically funded at or less than $50,000 USD for every year of project activities. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period. Higher amounts may be requested with appropriate justification. 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.

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 detailing Federal personnel to work on the project effort; reviews and approves one stage of work before the next stage can begin; reviews and approves, prior to recipient action, proposed modifications or sub-awards; helps select project staff or trainees; directs or redirects the work because of interrelationships with other projects; has power to immediately halt an activity if detailed performance specifications are not met; and limits recipient discretion with respect to scope of work, organizational structure, staffing, mode of operations and other management processes, coupled with close monitoring or operational involvement during performance under the award. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested by the Service and a rationale for why involvement of Service is needed to fulfill the project objectives.

III. Basic Eligibility Requirements

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

Ineligible Activities: We will not fund the purchase of firearms or ammunition; buying of intelligence, evidence or information or paying informants; gathering information by persons who conceal their true identity or any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country in which the activity would occur.

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

A. DUNS Registration

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

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

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

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

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

B. Entity Registration in SAM

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

IV. Application Requirements: 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.

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

B. Project Summary

BRIEFLY summarize your 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, beneficiaries, and expected products can also be included in this section.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary and its significance to particular nesting populations and species. Include information about the number of nests or nesting females by species that are known or estimated for the project area historically and presently. The statement of need should identify the direct threats that adversely affect the population at the project site as well as the specific threats and target audiences to be addressed through project activities.

   Summarize previous or on-going efforts (of your organization as well as other international, national, regional and/or local organizations or individuals) that are relevant to the proposed work.

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

2. **Project Goals and Objectives**: State the long-term goals of what your project aims to achieve. Objectives are the specific steps that you will take to reach your stated goals. Your objectives must be attainable within the project period and should be specific, measurable, and realistic.

3. **Project Activities, Methods and Timetable:** List the proposed project activities and describe how they relate to the stated objectives.
   - Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs.

   - Provide a detailed description of the method(s) to be used to carry out each activity. **Indicate beach lengths and location of project beaches and include species and estimated numbers of nests to be protected within the project area. If numbers are**

presently low provide information supporting the importance of this nesting population historically.

- 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. To view a sample project timetable go to: http://www.fws.gov/international/pdf/sample-timetable.pdf.

4. **Stakeholder Coordination/Involvement:** 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. Please describe any previous work with these stakeholders and how working with them relates to the specific threats and target audiences.

5. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e. quantitative/quantifiable indicators) and how you will measure (i.e. methods, sample size, survey tools). Reference the stated project timetable (i.e. process indicators) and budget information (i.e. input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e. output indictors). 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.

   Identify all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted, etc.). Once the outputs are identified, describe the intended impact of the products/outputs on the objectives

   The Service 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.

The following table format is recommended:

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

6. **Description of Entities 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. On the SF-424, Application for Federal Assistance, provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based completely or in part on the qualifications of key personnel, provide brief (**1-2 pages**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. ***Do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the curricula vitae!***

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

8. **Literature Cited: if applicable.**

9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

10. **Governmental Endorsement:** Non-governmental applicants must include a **recent** letter of support (no 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.

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

Category/Budget Item	Units	Cost per Unit ($)	No. Units	Total	UFSWS	Org
Personnel						
Trainer	month	$xxx	xx	$ xxx	$xxx	
Project Director	month	$ xxx	xx	$ xxx		$ xxx
Project Coordinator	month	$ xxx	xx	$ 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	
Domestic Flights (Coordination at Transit Points)	each	$ xxx	xx	$ xxx	$xxx	
Travel Subtotal					***$xxx***	***$xxx***
Lodging and Meals						
Meals (4 day Training 30 ppl)	day	$ xxx	xx	$ xxx	$xxx	
Accommodation 4 day Training 20ppl)	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***	***$xxx***
GRAND TOTAL					**$xxx**	**$xxx**

*Present all amounts in U.S. dollars

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

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

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.

Wherever possible, cost calculations should be included in the Budget Table. When necessary, additional descriptions should be provided in the Budget Justification. 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.

- ***Program Income:*** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:

1. Added to the funds requested from the Service for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
2. Used to finance the non-Federal share of the project.

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

E. Budget Justification

In a separate narrative titled "Budget Justification," provide written justification explaining 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 baseline 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 a flat *de minimus* indirect cost rate of 10% of modified total direct costs. 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 [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.
2. 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.
3. 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
4. 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 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 US$750,000 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 US 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. SF LLL: 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 US$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.

I. Conflict of Interest Disclosures: Applicants must notify the 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 sub-recipients 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 sub-recipients 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 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 page)
- ☐ Components outlined in Section C. Project Narrative (maximum 10 pages)
- ☐ Budget table and justification including indirect cost statement
- ☐ Summary *curricula vitae* (1 page maximum) for key personnel
- ☐ Map
- ☐ Recent Letter of Governmental Endorsement
- ☐ List of Federally-funded equipment: If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement

Additional Items for U.S. Applicants:

- ☐ A-133 Single Audit Reporting statement
- ☐ SF-LLL Form (if applicable)
- ☐ Evidence of non-profit status: If a non-profit organization, a copy of Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service

V. Submission Instructions

SUBMISSION DEADLINE: Cycle 1 is open from August 2, 2016 - October 3, 2016. Cycle 2 is open from February 1, 2017 - April 3, 2017. Proposals must be submitted in English. Late applications will not be accepted. A confirmation email containing an assigned proposal number beginning with **"MT16"** 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, immediately contact Forrest Miller at Forrest_Miller@fws.gov.

Please select the appropriate submission option:

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.

If you have problems submitting your application in 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.

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

Foreign Applicants: Submit your proposal to the following email addresses: **MSCF_Marineturtle@fws.gov.** All documents must be printable on letter paper (8 ½" x 11"). Format pages to display and print page numbers. **Your entire proposal MUST be uploaded as a SINGLE pdf file**. Failure to submit your proposal in a single document may result in automatic disqualification. If your files are too big for a single email, please number your emails and attachments and include the name of your organization in the subject line so that we know the order of your submissions. Compressed files (ZIP, RAR, etc.) and/or links to upload sites will NOT be accepted.

VI. Application Review

The Service will solicit advice from qualified experts to conduct a technical review of your proposed project. The Service may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud, and abuse and to encourage coordination and collaboration among projects on the ground.

Criteria: High priority, well-justified and feasible projects that address most or all of the requested proposal elements will be forwarded for review. Other review criteria include considering the degree to which a project:

- The project is well justified, has clear benefits, makes a significant contribution to the protection and is a high priority for the conservation Marine turtles and their habitat;
- The capacity of organization and qualifications of key personnel to accomplish project objectives are evident from attached biographical sketch (CV);
- The goals are well defined, and are relevant to the project's statement of need;
- The objectives, methods and activities are well defined, described in detail, measurable, apply the best scientific and technical information available, are statistically valid, and are realistic for the project's anticipated timeframe;

- The proposal includes a well-organized timetable of activities, which can be accomplished during the project's anticipated timeframe;
- 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, and the project activities have the potential to be sustained beyond the life of the grant;
- The monitoring and evaluation plans are well described, and are appropriate and adequate;
- The proposal adequately details coordination of project activities with similar, on-going or planned activities of other stakeholders, and conducts activities that are non-duplicative of other on-going activities;
- 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;
- The proposal is a catalyst for activities in a previously neglected area with potential significant conservation value;
- The proposal addresses an emergent issue with potential significant conservation value;
- The proposal addresses a conservation need identified by a specialist group, or by a regional, national or global strategy;
- The proposal conducts activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- The proposal provides training essential to the development of local capacity to implement conservation activities (*i.e.*, capacity building), and provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- The proposal includes the participation of local people in the project activities;
- The proposal promotes networking, partnerships and/or coalitions;
- The proposal provides for the development of a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant;
- Maintains a positive record of accomplishment with Service 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 Service support in the Statement of Need section.

Review and Selection Process: The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements.

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 email 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 of the final review decision.

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

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

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

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

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

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

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are 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

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IX. Paperwork Reduction Act Statement

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