Paperwork Reduction Act Statement. We are collecting this information in accordance with Endangered Species Act—International Cooperation,16 U.S.C. §1537; E.N.D. Wildlife Trafficking Act of 2016, P.L. 114-231; and Executive Order 13773, signed February 09, 2017. Your response is required to obtain or retain a benefit. We will use the information you provide to conduct a competitive review and select projects for funding. We 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. We estimate that it will take applicants under this program about 22 hours to complete an application. We estimate it will take recipients under this program about 20 hours to complete required reporting and 20 hours for required recordkeeping. All burden estimates include the time to review instructions, search existing data resources, gather data needed and complete and review the submission. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

U.S. Fish and Wildlife Service
International Affairs

Marine Turtle Conservation Fund
Combating Wildlife Trafficking Strategy and Partnerships Program
Catalog of Federal Domestic Assistance (CFDA) Number: 15.679
Funding Opportunity Number: F19AS00072
Submission Deadline: February 19, 2019

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

I. Description of Funding Opportunity

Combating the Trafficking of Marine Turtles in East and Southeast Asia

The mission of the U.S. Fish and Wildlife Service (USFWS) is to work with others to conserve, protect and enhance fish, wildlife and plants and their habitats for the continuing benefit of the American people. The International Affairs Program delivers on this mission through its financial assistance programs by supporting strategic projects that deliver measurable conservation results for priority species and their habitats around the world.

Background: Wildlife trafficking is estimated to be a multibillion-dollar business involving the unlawful harvest and trade of animals and plants. It has broad security implications, with corruption and sophisticated transnational crime syndicates at the center of poaching and trafficking. In East and Southeast Asia, hawksbill turtles (*Eretmochelys imbricata*) are illegally harvested and trafficked to supply the demand for shells, meat, and eggs. The high rate of poaching and trafficking is threatening the survival of the hawksbill turtle, which is listed as critically endangered on the IUCN (International Union for Conservation of Nature) Red List.

This Notice of Funding Opportunity (NOFO) aligns with the USFWS mission and the Secretary of the Interior's priority to create a conservation stewardship legacy second only to Teddy Roosevelt.

Description: The purpose of this NOFO is to provide financial assistance to projects that address the trafficking of hawksbill turtles in East and Southeast Asia (Vietnam, Cambodia, Thailand, Philippines, Indonesia, Malaysia, Taiwan, and China).

Priority will be given to projects that address one or more of the following results:

- Reduction in the illegal killing and trafficking of hawksbill turtles in East and Southeast Asia through increased community-based protection activities on key marine turtle nesting beaches;
- Improved understanding of marine turtle trafficking routes and main transit points in order to better target law enforcement operations;
- Enhanced application and enforcement of existing laws and prohibitions against marine turtle trafficking;
- Development and promotion of evidence-based behavior change strategies to reduce demand for marine turtle products in East and Southeast Asia.

II. Award Information

This program will use a grant as the assistance instrument. The total amount of funding available is expected to be $300,000 - $500,000; additional funding may become available later in the fiscal year. Funding will support multiple, one-year to two-year grants, with one-year proposals receiving up to $100,000. Two-year proposals demonstrating strong justification for multi-year support will be considered for funding of up to $200,000 for the entire project period. The amount of funding requested must match the scope of the activities, the anticipated results, and the length of the project period. The period of performance for projects starts on the date the award is signed by the USFWS.

III. Basic Eligibility Requirements

Eligible Applicants*:* Applicants under this program can be: individuals, multi-national secretariats, foreign governments, U.S. and foreign non-profits, non-governmental organizations, community and indigenous organizations, U.S. and foreign public and private institutions of higher education, and U.S. and foreign for-profit organizations.

U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Service (IRS) status must provide a copy of their Section 501(c)(3) status determination from the IRS.

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 USFWS does not assume responsibility for recipient compliance with the laws and regulations of the country in which the work is to be conducted.

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.

- **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.

Leahy Vetting Requirements: This program will award funding subject to the requirements and restrictions of the Foreign Assistance Act, which includes a prohibition on providing foreign assistance to any individual or unit of the security forces of a foreign country that has a record of gross violation of human rights. The U.S. Department of State must screen qualifying individuals and units, including consular political and other specific security and human rights checks, prior to the USFWS issuing an award. This vetting is required for all forms of support to a foreign security force including provision of training, technical assistance, and direct support for the purchase of materials or equipment. This program may fund conservation efforts authorized under the Foreign Assistance Act that require working with or providing direct support to entities meeting the definition of "foreign security force", which may include law enforcement personnel, park rangers, police, or customs officials. Please see the U.S. Department of State's website (https://www.state.gov/j/tip/rls/other/2017/271082.htm) for more information. If foreign (non-U.S.) security forces will be involved in any of the proposed project activities, please describe in detail the resources to be used to support these forces and specify if the participants are a unit (e.g., rangers assigned to a protected area), a group of individuals, or a single individual. The USFWS will contact any applicant selected for funding that is subject to Leahy vetting with further instructions.

Federal law (2 CFR Part 25, Universal Identifier and System for Award Management) 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. For technical difficulties, contact Dun & Bradstreet by email at: govt@dnb.com. 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
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.

Entity Registration in System for Award Management (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.

Note: The official U.S. government website address for SAM is www.sam.gov. There is NO COST to register in or access SAM.gov. There are third-party vendors who charge a fee in exchange for registering entities in SAM; please be aware that you can register to do business with the U.S. government FOR FREE directly in SAM at www.sam.gov.

Excluded Entities
Applicant entities or their key project personnel that have been designated as "*ineligible*", "*prohibited/restricted*" or "*excluded*" from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits in the ***SAM.gov Exclusion Database*** will not be considered for Federal funding, as applicable to the funding being requested under this Federal program. The Service conducts a review of the ***SAM.gov Exclusions Database*** for all applicant entities and their key project personnel prior to award.

B. Voluntary Committed Cost Sharing or Matching:
Voluntary committed cost sharing is not required but priority will be given to projects for which there exists some measure of voluntary committed cost share or match funds. If voluntary committed cost share/match is included it may be in the form of cash or in-kind contributions. Only verifiable contributions should be included as a voluntary committed cost share/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 voluntary committed cost share/match shown during one year may not be repeated as a voluntary committed cost share/match in a subsequent proposal. Applicants may attribute some or all of their allowable indirect costs as voluntary committed cost-share/match.

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

Application Checklist

- ☐ DUNS Number
- ☐ System for Award Management (SAM) registration
- ☐ Standard Form (SF) 424, Application for Federal Assistance
- ☐ Project Title

- ☐ Project Summary (1 page)
- ☐ Components outlined in Section D. Project Narrative (maximum 10 pages), including recent letter of governmental endorsement, summary *curricula vitae* (1 page maximum) for key personnel, and map
- ☐ SF 424 A or C Budget Information form
- ☐ Budget Narrative
- ☐ List of Federally funded equipment: If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ Indirect Cost Statement
- ☐ When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ Leahy vetting information, if applicable
- ☐ SF-424 B or D Assurances form
- ☐ SF-LLL form, if applicable
- ☐ Conflict of interest disclosure, if applicable
- ☐ Overlap/duplication statement

A. Standard Form (SF) 424, Application for Federal Assistance: Applicants must submit the appropriate SF 424 Application for Federal Assistance. The SF 424 Application for Federal Assistance must be complete, and signed and dated. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF 424 Application for Federal Assistance-Individual form. All other applicants must complete the standard SF 424, Application for Federal Assistance. The required SF 424 forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. Please note: Enter only the amount requested from this Federal program in the "Federal" funding box on the SF 424 Application. Include any other Federal sources of funding in the "Other" box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see section IV below).

B. Project Title
Provide a basic description of the project, including the location and country, in the title. If this is a continuation of an earlier funded proposal, use the same title and include the appropriate number to denote that this is a subsequent proposal such as: Marine Turtle Trafficking – 2. **Please note:** This title will be the reference archived and communicated in all future documents.

C. Project Summary
This section should answer the question, "What is the purpose of this project?" 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. This summary will be shared with the public and should describe the project but not reveal any security-sensitive information.

The following three-sentence format is recommended:

Sentence #1 identifies where the project will take place and its key intended result(s). *The purpose of this project is to counter trafficking in [insert place name and country or region if applicable] by [active verb] [key intended result(s)].*

Sentence #2 identifies what is the conservation target and direct threat(s). *This project is intended to conserve [insert species, habitat, or other biodiversity] by addressing the impacts of [direct threats addressed by project].*

Sentence #3 identifies what will be done. *Specific activities include: (1) [activity 1]; (2) [activity 2]; [and so on].*

D. Project Narrative

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

1. **Statement of Need:** This section should answer the question, "Why is this project necessary?" Clearly identify the species targeted for conservation (including any existing estimates of population size, geographic range, or extent) and a description of how wildlife trafficking impacts the targeted species, including the best available information on trafficking routes, key transit points, and who is doing the harvesting, trafficking, and/or consuming of the targeted species. This section should describe how the proposed activities are expected to lead to desired conservation outcomes, such as the reduction of direct threats or improvement of the status of species and habitats. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work, including how the proposal differs from past work, or builds upon it, and how the applicant plans to expand upon the successes, failures, and lessons learned from past efforts.

If you have received funding previously from the USFWS for this specific project work or site, provide a summary of the funding, associated activities, products, outcomes and associated measurable conservation results. A table may be the most efficient way to convey this information including columns for donor, reference number, amount funded, year of activity, and bullet points of major activities, outcomes, products and associated measurable conservation results. **Projects with funding from any other U.S. Government source or eligible for any other U.S. Government source must add a section describing the activities supported and the added value of USFWS support.** Please note how the proposal differs or builds upon funding available from other major donors. 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, Objectives, Activities and Methods**: This section should answer the question, "What do you want to achieve and how are you going to do it?" 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. A recommended reference for identifying and developing appropriate objectives and measures of success is the Open Standards for the Practice of Conservation (Internet link: http://cmp-openstandards.org/download-os/). **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) used to carry out each activity. 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

Consider including activities that meet one or more of the following conditions:

a. Activities that clearly address the specific direct threats described in the above section titled: Statement of Need.
b. Activities that are feasible and likely to be successfully implemented as stated;
c. Activities that apply the best scientific and/or technical information and methods available;
d. Activities that include the participation of local partners in project activities, including meaningful involvement of government, community or civil society stakeholders; and
e. Activities resulting in benefits continuing beyond the period of performance of the grant.

3. **Project Timetable:** This section should answer the question, "Over what time period will project activities be implemented?" Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period. An example of a timetable can be found here: https://www.fws.gov/international/pdf/sample-timetable.pdf.

4. **Stakeholder Coordination/Involvement:** This section should answer the question, "Who are you going to work with?" As applicable, describe how you/your organization has coordinated with and involved other relevant organizations, local community groups 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. 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 you evaluate the progress and success of this project?" 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). **Note that outputs (or products) should generally NOT be used as indicators, including USFWS performance reports.** Indicators should reflect a change in capacity, human behavior, threat, or status of the target species. If the current status of the indicator is known, and the applicant identifies the indicator's desired status or qualitative condition, providing this information will strengthen the proposal. Applicants are encouraged to review and use the USAID Measuring Efforts to Combat Wildlife Crime: A Toolkit for Improving Action and Accountability for guidance on indicators.

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**

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.

6. Description of Entities Undertaking the Project: This section should answer the question, "Who will carry out the project and what are their specific qualifications?" 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 the project. 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 page**) *curricula vitae* for key personnel, identifying their qualifications to meet the project objectives. To prevent unnecessary transmission of Personally Identifiable Information, ***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 description of key personnel qualifications.***

7. Sustainability: This section should answer the question, "What is your long-term plan for this project beyond the USFWS funding period?" 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) include as an addendum and not within the text of the proposal.

9. Map of Project Area: This section should answer the question, "Where is the project located?" The 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: For projects implemented outside the United States, 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.

E. Budget Information

1. SF 424, Budget Information Form

Applicants must submit the appropriate SF 424 Budget Information form. Complete the SF-424C, Budget Information for Construction Programs form for construction projects. Complete the SF-424A for all other projects. The required SF 424 forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. Federal award recipients and subrecipients are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200.

Please note: Show funds requested from this Federal program separately from any other Federal sources of funding. In the "Budget Summary" section, use the first row for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. 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.

2. Budget Narrative

Provide a written justification explaining all requested budget items/costs. Each budget item must demonstrate a clear connection to the project activities, and show how the item amounts were determined. Each of the major costs (salaries, fringe benefits, equipment, travel, supplies, other direct and indirect costs) must be explained. 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 USFWS approval and estimate its cost.

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

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

Wherever possible, cost calculations and additional descriptions should be included in the Budget Narrative. It is strongly recommend a detailed Budget Table accompany your Budget Narrative.

The following table format is recommended:

Category/Budget Item	**Units**	**Cost per Unit ($)**	**No. of Units**	**Total**	**USFWS**	**Other**
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
Fringe Benefits						
% rate	lump	$ xxx	xx	$ xxx	$xxx	$ xxx
Fringe Benefits 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	
Meals (4 day Training 30 ppl)	Day	$ xxx	xx	$ xxx	$xxx	
Accommodation (4 day Training 20ppl)	Day	$ xxx	xx	$ xxx	$xxx	
Travel Subtotal						
Equipment						
xxx	Each	$ xxx	xx	$ xxx	$xxx	
xxx	Each	$ xxx	xx	$ xxx	$xxx	
Equipment Subtotal					$ xxx	$ xxx
Supplies						
xxx	Each	$ xxx	xx	$ xxx	$xxx	
xxx	Each	$ xxx	xx	$ xxx	$xxx	
Supplies Subtotal					$ xxx	$ xxx
Contractual						
xxx	lump	$ xxx	xx	$ xxx	$xxx	
xxx	month	$ xxx	xx	$ xxx	$xxx	
Contractual Subtotal					$ xxx	$ xxx
Other						
xxx	lump	$ xxx	xx	$ xxx	$xxx	
xxx	month	$ xxx	xx	$ xxx	$xxx	

Other Subtotal				$ xxx	$ xxx	$ xxx
TOTAL DIRECT CHARGES				$ xxx	$ xxx	$ xxx
If claiming indirects and using de minimis: calculate Modified Total Direct Costs OR If using your organization's NICRA: calculate indirect costs base OR If charging all costs directly: leave blank				$ xxx	$ xxx	$ xxx
INDIRECT CHARGES (Amount from previous line times indirect rate)				$ xxx	$ 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.

If your 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 narrative and table for each year/phase with subtotals.

Other things to consider when developing your Budget:

- ***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.

- ***Banking fees and charges:*** Banking and funds transfer fees resulting from a Federal award are typically included in and recovered by the recipient's indirect cost rate (facilities & administrative (F&A) costs). Applicants that will charge all project costs directly (i.e., do not have an indirect cost rate and will not claim the flat *de minimis* indirect cost rate) should include an estimate of any anticipated electronic funds transfer or other banking fees and charges directly related to the Federal award in their proposed budget.

- ***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 USFWS for the project in addition to those committed by the recipient/other partners, and later used to

conduct additional activities that will further the project objectives; OR
2. Used to finance the non-Federal share of the project.

3. Required Indirect Cost Statement: Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim more than a flat *de minimis* 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] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. 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." Or "Attached is a copy of our current negotiated indirect cost rate agreement."]

OR

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.

OR

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 minimis* 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 minimis* 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.

OR

4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. 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 indirect cost rate of [insert rate; must be lower than 10%] of [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in

excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in 2 CFR 220.68]. We understand that we must notify the Service in writing immediately if we establish an approved rate with our cognizant agency at any point during the award period.

OR

5. 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 minimis* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the USFWS to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy voluntary committed 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
Email: Through https://www.doi.gov/ibc/contactus/ibcfeedback web form

Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

F. Single Audit Reporting Statements: 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 (https://harvester.census.gov/facweb/) and provide the EIN under which that report was OMB Control submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements".**

G. Assurances: Complete either the SF-424B, Assurances for Non-Construction Programs or the SF-424D, Assurances for Construction Programs. The required SF 424 forms are available on the "Packages" tab of this Funding Opportunity on Grants.gov. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program. Signing this form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

H. Certification and Disclosure of Lobbying Activities: 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 in 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 state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter, which might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the

impartiality of the applicant, or the applicant's employees or subrecipients, in matters pertaining to the proposed project. Applicants must notify the USFWS in writing in their application if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the program to which you are applying for funding or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Failure to disclose and resolve conflicts of interest in a manner that satisfies the USFWS may result in the rejection or disqualification of the application.

J. Required Overlap/Duplication Statement: Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with "We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing."

V. Submission Instructions

SUBMISSION DEADLINE: Open from December 18, 2018, through February 19, 2019. Proposals must be submitted by 11:59 PM ET on February 19, 2019. Proposals must be submitted in English. **Late applications will not be accepted**. A confirmation email containing an assigned proposal number beginning with **"CWT19"** will be sent to applicants within 5-15 business days from the opportunity closing date. If you do not receive this email within 15 days of the opportunity closing date, contact the program inbox at cwt@fws.gov.

Please select the appropriate submission option:

U.S. Applicants: U.S. applicants **MUST** apply through Grants.gov. U.S. applicants cannot submit applications by direct email to the program inbox email without prior approval or justification. If you wish to seek a waiver and approval for direct email submission, you must demonstrate that you have attempted to register in SAM and apply via Grants.gov, and attempted to resolve issues you experienced. This may include computer screen shots, email correspondence or other information obtained at the time of submission, before the stated deadline, that would support a waiver.

- **Register an Account with Grants.gov:** Applicants must first register an account with Grants.gov and complete all steps of the registration process before they can apply

through Grants.gov. Grants.gov registration requires the entity to create an account, create an account profile, and establish authorized profile roles, including the applicant's authorized representative. Registration can take three to five business days or longer, if you do not complete the required steps in a timely manner.

- **Apply through Grants.gov:** Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. To apply, the applicant will create, complete, and submit a Workspace application package for this Funding Opportunity directly on Grants.gov. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may disrupt the application submission. When attaching files to the Grants.gov application, please do not assign file names longer than 20 characters, including spaces. File names longer than 20 characters will prevent your application received by Grants.gov from automatically downloading into the USFWS financial assistance management system. Applicants using slow internet, such as dial-up connections, should be aware that the transmission of the application to Grants.gov takes time. Grants.gov sends either an error message or a "successfully received" message by email to the applicant's authorized representative once the transmission is complete. Please do not end the transmission process before receiving that message.

- **Proof of Timely Submission:** Grants.gov automatically generates an electronic date and time stamp in the system upon application receipt. Grants.gov sends an acknowledgement of receipt with the date and time stamp and a unique Grants.gov application tracking number to the authorized representative by email. This email from Grants.gov serves as the proof of timely submission.

Foreign Applicants: Foreign applicants are encouraged to submit applications through Grants.gov as described for U.S. applicants above. However, you may also submit your proposal to the following email addresses: cwt@fws.gov. All documents must be printable on letter-sized paper (8 ½" x 11"). Format pages to display and print page numbers. **Format your entire proposal into a SINGLE pdf file**. If you are unable to submit a single pdf file and need to submit separate attachments, please send them in a single email message. 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.

The required SF-424 Application for Federal Assistance form, SF-424B/D Assurances form, and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

VI. Application Review

Criteria: The USFWS International Affairs Program evaluates proposals by scoring how well each proposal addresses the priorities identified in this Notice of Funding Opportunity. In addition to the "Basic Eligibility Requirements" (Section III) and the criteria below, the proposal must meet minimum programmatic requirements, including addressing the trafficking of marine turtles in East and Southeast Asia, maintaining a positive track record with USFWS and other donors based on previous grant support (positive track record includes 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), satisfactory on-site collaboration with other conservation efforts, and following basic proposal content and formatting requirements as described in Section IV "Application Requirements". **Proposals that do not meet these requirements may be considered ineligible to advance to panel review.**

Other review criteria include:

- **Likelihood of impact on marine turtle trafficking**
  The degree to which: (1) the project demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate marine turtle trafficking. If proposed activities are not expected to reduce wildlife trafficking during the project period of performance (e.g., some capacity development, educational, and data collection or research activities), it is the responsibility of the applicant to clearly explain in the narrative how the activity is intended to ultimately advance the fight against the trafficking of marine turtles; (2) the project demonstrates that necessary enabling conditions are in place, such as political will, to make a long-term impact on marine turtle trafficking; (4) the goals are well defined and relevant to the project's Statement of Need; (5) 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; (6) the proposal is a catalyst for activities in a previously neglected area with potential significant conservation value; and (7) 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**
  The degree to which a proposal indicates that the applicant organization and/or individual(s) has the ability to implement the proposed activities effectively, including working in collaboration with government authorities to make a meaningful impact on marine turtle trafficking. Supporting evidence of this capacity may be provided in the curricula vitae of key personnel, letters of endorsement or support by host government representatives and partner organizations, and/or the Statement of Need.

- **Willingness to collaborate**
  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 counter wildlife trafficking priorities, action plans and/or strategies; and (4) the proposal suggests activities that are non-duplicative of other ongoing activities.

- **Project sustainability**
  The degree to which: (1) the proposal implements activities or provides benefits that have the potential to be sustained beyond the life of the grant; (2) the monitoring and evaluation plans are well described, appropriate, and adequate; and (3) 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.

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

The above considerations are not listed in order of importance. USFWS staff and other reviewers may consider the following sub-factors to break ties among applications with equivalent scores: financial need; geographical and topical diversity of projects; prominence of foreign nationals as key personnel; proportion of budget dedicated to administration, salaries and travel; and cost sharing or matching.

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

Review and Selection Process: USFWS International Affairs evaluates proposals by scoring how well each proposal addresses the program priority areas and the requested elements outlined in this NOFO. High-priority, well-justified, and fully-complete proposals will receive higher scores.

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. The Program Officer determines if all minimum programmatic requirements noted above have been met and if so, the proposal is assigned to a review panel.

Review panels are comprised of three to five U.S. Government employees with subject area expertise. 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 by the group according to the consensus scores and funding recommendations are put forth. These scores are not the sole determining

factor for final funding decisions and other factors and sub-factors as described above are then used to make the final funding decisions.

The USFWS also solicits advice from qualified experts, including past and present partners, to conduct a technical review of your proposed project to encourage coordination and collaboration among projects on the ground and reduce the potential for waste, fraud, and abuse.

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 USFWS point-of-contact identified in the Agency Contacts section below. Prior to award, USFWS reviews the selected applicant's statement regarding potential overlap or duplication in terms of activities, funding, or time commitment of key personnel and makes a determination regarding USFWS funding. Depending on the circumstances, modification of the application, other pending applications, or an active award may be necessary, or USFWS might choose to not fund the proposed project.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the USFWS conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. For a copy of the USFWS's risk assessment form, go to https://www.fws.gov/grants/atc.html.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the USFWS must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS; https://www.fapiis.gov/fapiis/index.action) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The USFWS must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

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 USFWS. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by email, within 180 days of the final review decision.

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

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 USFWS until it is requested from you by the USFWS 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 USFWS will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

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

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

Recipient Reporting Requirements:

Final Reports: Recipients are required to submit final financial and performance reports no later than 90 calendar days after the award period of performance end date or termination date, whichever comes first. For awards lasting 12 months or less, the final reports will be the only financial and performance reports required, except in unusual circumstances or if waived.

Interim Reports: For awards that last longer than 12 months, recipients are required to submit interim financial and performance reports no less frequently than annually and no more frequently than quarterly, except in unusual circumstances or if waived. Requiring a higher frequency of reporting than annual reporting will be based on the USFWS's assessment of higher or other unusual circumstance. Quarterly and semiannual interim reports are due within 30 calendar days of the reporting period end date. Annual interim reports are due within 90 calendar days of the reporting period end date.

Recipients must use the Standard Form 425, Federal Financial Report for financial reporting, available on the Internet at https://www.gsa.gov/cdnstatic/SF425-V2.pdf?forceDownload=1.

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

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

The USFWS will specify in the Notice of Award document the report types and reporting frequency applicable to the award.

Conflict of Interest Disclosures: Recipients must notify the USFWS Program Officer immediately in writing of any actual or potential conflicts of interest that may arise during the life of their Federal award. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment

arrangements with a different organization; and decision-making authority related to the award. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the recipient or the recipient's employees or subrecipients in matters pertaining to the award. Recipients must notify the Service in writing if any employees, including sub-recipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the program to which you are receiving funds or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. 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 the award.

Other Mandatory Disclosures: Recipients and their sub-recipients 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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