Paperwork Reduction Act Statement. We are collecting this information in accordance with Rhinoceros and Tiger Conservation Act of 1994, Public Law 103-391, 108 Stat. 4094 et seq., 16 U.S.C. 5301 et seq., as amended by the Rhino and Tiger Product Labeling Act of 1998, Public Law 105-312, 112 Stat. 2956 et seq., 16 U.S.C. 5301 et seq. 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 to complete an application. We estimate it will take recipients under this program about 40 to complete required reporting and 20 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
Rhinoceros and Tiger Conservation Fund - AFRICA

Catalog of Federal Domestic Assistance (CFDA) Number: 15.619
Funding Opportunity Number: F18AS00092
Submission Deadline: 16 May 2018

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

The Rhinoceros and Tiger Conservation Fund (RTCF) is soliciting proposals for the conservation of African rhinoceroses. In response to the alarming decline of rhino and tiger populations, the US Congress passed the Rhinoceros and Tiger Conservation Act in 1994. The Act provides for the establishment of the Rhino Tiger Conservation Fund to be administered by the U.S. Fish & Wildlife Service (USFWS) to provide financial assistance to support projects that work to conserve populations of rhinos and tigers in the wild. Proposals for Africa and for Asia are handled through different program offices. This document refers specifically to the Africa program.

This Funding Opportunity aligns with the USFWS mission and the Secretary's priorities, including:

1. Create a conservation stewardship legacy, second only to Teddy Roosevelt
2. Sustainably develop our energy & natural resources
3. Restore trust & be a good neighbor
4. Ensure Tribal sovereignty means something
7. Strike a regulatory balance
10. Achieving our goals, leading our team forward

The U.S. Fish & Wildlife Service's African Rhino program supports projects that promote conservation through:

- Enhanced protection of at-risk rhinoceros populations;
- Protected area/reserve management in important rhinoceros range;
- Veterinary care for wild populations;
- Habitat conservation and management;
- Reintroduction to former range;
- Restoration of habitat;
- Wildlife inspection, law enforcement, and forensics skills;
- Conservation education and community outreach;
- Strengthening local capacity to implement conservation programs;
- Applied research on rhinoceros populations and their habitats, including surveys and monitoring;
- Development and execution of rhinoceros conservation management plans; and
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of rhinoceros or regulate the use and management of their habitat;

- Reducing demand for illegal rhino parts and products and for live animals in consumer countries;
- Combatting trafficking of illegal rhino parts, products and live animals.

Proposed project work should occur within rhinoceros range, or, if work is to be conducted outside of the range, the proposal should show clear relevance to rhinoceros conservation. Proposals must identify immediate threats to rhino survival and support direct conservation activities to eliminate or reduce those threats. If the project includes research, the applicant must provide a convincing argument that the research addresses priority threats and that the results are likely to result in management actions.

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

II. Award Information

This program will use a grant or cooperative agreement as the assistance instrument. The type of assistance instrument to be used is the decision of the USFWS.

The amount of funding available for African rhinos under the RTCF program is approximately $1,000,000 USD. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period.

Applicants must demonstrate financial need. Projects must show long-term sustainability and significant buy-in from host country governments and other partners. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period.

The standard period of performance for projects is one or two years. Due to the limited funding available, USFWS may fund part or all of the request. Applicants are therefore advised to submit budget tables reflecting a one-year budget (for a lower amount) and a two-year budget (for a higher amount). If the applicant wishes to request a shorter or longer period of performance, it should be noted and the proposal and timetable should describe activities for the entire proposed period of performance.

Cooperative Agreements

Under cooperative agreements, substantial involvement by the USFWS should be expected and may include participating and collaborating jointly with the recipient or other personnel in carrying out the scope of work including training recipient personnel or temporarily placing US Federal personnel to work on the project effort; reviewing and approving one stage of work before the next stage can begin; reviewing and approving, prior to recipient action, proposed modifications or sub-awards; helping select project staff or trainees; directing or redirecting the work because of interrelationships with other projects; having power to immediately halt an activity if detailed performance specifications are not met; and limiting recipient discretion with respect to scope of work, organizational structure, staffing, mode of operations and other management processes, coupled with close monitoring or operational involvement during performance under the award. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested by the USFWS and a rationale for why involvement of the USFWS is needed to fulfill the project objectives. Program staff will evaluate the request and will correspond with the applicant if further information is needed to elucidate which option is more appropriate.

III. Basic Eligibility Requirements

Eligible Applicants: Any organization responsible for the conservation and protection of rhinoceroses in the wild and any other organization, multi-national secretariat, public or private university, or individual with demonstrated experience in rhinoceros conservation may submit proposals to this Fund. U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received 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: The Division of International Conservation will not fund

- the purchase of firearms or ammunition;
- gathering information by persons who conceal their true identity;
- buying or purchasing of intelligence, evidence or information or paying informants
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country of proposed activity;
- projects in countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism. These countries are subject to four main categories of sanctions which include restrictions on U.S. foreign assistance, miscellaneous financial, and other restrictions. See the U.S. Department of State's webpage on State Sponsors of Terrorism (https://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 Control (OFAC), without proper licenses. See the U.S. Department of Treasury's webpage on OFAC – Sanction Programs and Information (http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx) for more information.

To be eligible to apply for federal funding:

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information.

DUNS Registration

Request a DUNS number online (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.

A. Entity Registration in SAM

Register in System for Award Management online (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. 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.

B. 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.

C. Cost Sharing or Matching

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

IV. Application Requirements

Proposals should be ten (10) pages or less and must be submitted in English. Pages must be numbered. Application summary, figures, tables, maps, curriculum vitae, and required forms do not count toward the ten-page limit.

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

Application Checklist

- ☐ A. SF-424 - Application for Federal Assistance (including DUNS registration)
- ☐ B. SF-424B Assurances form
- ☐ C. Project Title
- ☐ D. Project Summary (1 page)
- ☐ E. Project Narrative of 10 pages or less (including all the required sections described in the following pages),
  - Brief resumes/CV for Key personnel (1 page; provide full name of person (first, middle, last name)
  - Map
- ☐ F. Budget Table (Costs need to be shown in USD)
- ☐ G. Budget justification
- ☐ H. Indirect cost statement or a copy of the organization's current Negotiated Indirect Cost Rate Agreement (NICRA)
- ☐ I. Government Letter of Endorsement from the relevant government agency (usually the national or provincial wildlife authority) in the country where activities are going to occur
- ☐ J. Conflict of Interest statement, when applicable

- ☐ K. SF-LLL Form, when applicable (US applicants only)
- ☐ L. A-133 Single Audit Reporting statement (US applicants only)
- ☐ M. Evidence of non-profit status: If a non-profit organization, a copy of Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service (US applicants only)
- ☐ Registration in the System for Award Management (SAM)
- ☐ Submit full proposal through grants.gov (US applicants) or by email to the program inbox (non-US recipients only) before the deadline

A. SF-424 and Assurances Forms: Completed, dated and signed federal forms Federal Assistance form (SF-424) and Non-Construction form (SF-424b), located online (https://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).

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 online (https://www.fws.gov/international/pdf/sf-424-instructions.pdf)

For U.S. recipients applying through Grants.gov, downloading and saving the Application Package to your computer make the required government-wide standard forms fillable and printable. For foreign recipients, your organization's authorized official MUST sign required forms.

B. SF-424B Assurances: Include the appropriate signed and dated Assurances form available online (https://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.

C. **Project Title:** Please name your proposal with a short but distinct title which includes the project site and country within the title and gives the reviewer an idea of the general type of work that is proposed. This title should be the same as you enter on the 424 in Field 15 *"Descriptive Title of Applicant's Project"*.

D. Project Summary: This section should answer the question, *"What is the purpose of this project?"* BRIEFLY summarize the project, in one page or less. This section should be a stand-alone summary of your project. **It may be shared with the public.** Include the title of the project, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

Please include the following table:

Common name	**Latin name**	**IUCN Red List Assessment**	**Existing estimates of range, population size, or abundance**	**Threats to the species that the project is working to reduce, eliminate, or mitigate**
		[IUCN	*[estimated # of individuals,*	

		Category (year assessed)]	*or occupied range (km2), IUCN African rhino Population status, if known,*	*[Threat text]*
			i.e. Key 1, Important 1]	

E. Project Narrative: Proposals are expected to be stand-alone documents, so the proposal itself should include all the major points that a reader needs to know. Do not expect reviewers to refer to past proposals or reports or outside references but instead summarize them as necessary.

1. **Statement of Need:** This section should answer the question, "*Why is this project necessary*?" In three pages of text or less, the statement of need should clearly describe why this project is necessary (significance/value) and include supporting information. The Statement of Need should clearly identify the targeted subspecies and any existing estimates of population size, geographic range, or abundance, a description of the direct threats that affect the targeted species at the project site, and the specific threats that the project will address.

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

   If you have received grants previously (from USFWS or any other donor) for this work or this specific site, provide a summary of those activities and accomplishments so that reviewers can better understand the proposal in context. 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, or products. Projects with funding from any other government source or eligible for any other government source should 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.

2. **Project Goals and Objectives:** This section should answer the question, "*What do you want to achieve and how are you going to do it*?" State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period). A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website (http://cmp-openstandards.org/).
   The following format is recommended:
   GOAL:
   - Objective 1.
     - Activity 1.1
     - Activity 1.2
   - Objective 2.
     - Activity 2.1
   - Objective 3.
     - Activity 3.1
     - Activity 3.2
     - Activity 3.3

3. **Project Activities, Methods and Timetable:** This section should answer the question, *"How are you going to achieve your objectives?"* State the proposed project activities and describe how implementation will enable the project team to achieve the stated objectives. 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. 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 show which activities are planned each month over the entire proposed project period. If your funding request is dependent upon activities that must occur on a specific date or dates, make that clear.

Activities that meet one or more of the following conditions will strengthen your proposal:

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

Provide a timetable indicating roughly (over a 12- or 24-month timeframe), when activities or project milestones are to be accomplished. If there are multiple agencies, organizations, or individuals involved, it may be helpful to include a column showing which party will be responsible for each activity. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates, but rather list activities described in Section 3, for each month over a 12- or 24-month period. A sample project table is provided online (https://www.fws.gov/international/pdf/sample-timetable.pdf)

4. **Stakeholder Coordination/Involvement:** This section should answer the question, *"Who are you going to be working with?"* Describe any coordination with local resource managers and other relevant organizations or individuals in planning your project, conducting project activities, or disseminating project results. Where multiple groups are working in the same site, or are listed as stakeholders in the proposal, clarify which entity is responsible for each activity. 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.

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

5. **Project Monitoring and Evaluation:** This section should answer the question, "*How will we know that the project is working successfully*?" For each of your Project Objectives in the previous section, identify what you will measure (i.e., indicators), and how you will measure it (i.e., monitoring methods, sample sizes, survey tools).

   USFWS values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of activities can be credibly assessed and shared.

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

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

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

The USFWS values projects that report both the success and failures of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of activities can be credibly assessed and shared.

Note that outputs (or products) should NOT be used as indicators, including USFWS performance reports, materials produced, number of management plans generated, etc. Remember, indicators should reflect a change in capacity, human behavior, threat, or status of the target species. If the status of the indicator is known, and the applicant identifies the indicator's desired status or qualitative condition, providing this information will strengthen the proposal.

The following table format is recommended:

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

6. **Description of Entities Undertaking the Project**: This section should answer the question, *"Who will be executing 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. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide brief (<1 page) *curricula vitae*

for key personnel, identifying their qualifications to carry out project activities. 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.***

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.

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

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

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

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

9. **Literature Cited** (if necessary).

F. Budget Table

Instructions for Budget Table: Begin your project budget table on a new page.
The budget table should include rows for all cost categories/items for the project (see example below). All amounts must be shown in US$. Monetary amounts should be right justified, with the same number of significant figures (no cents), and commas to demarcate thousands.

Columns should show cost calculations (in US$), total budget for that item, amount requested from USFWS, and one or more columns for applicant and other partner contributions. If the program generates any income that will be used to conduct project activities, that should be shown as a line item.

Category/ Budget Item	Cost Calculation	Year 1 Budget	Requested from USFWS	Applicant	Other donors (use one column per donor)	Year 2 Budget	Requested from USFWS	Applicant	Other donors (use one column per donor)
1. Operating expenses for anti-poaching patrols									
A. Uniforms (boots, socks, pants, shirt, jacket)	$60 per set x 15 scouts	**$9,000**	$xxx	$xxx	$xxx	**$9,000**	$xxx	$xxx	$xxx
B. Tents for mobile patrols	$100 x 15	**$1,500**	$xxx	$xxx	$xxx				
C. Rations for foot patrols	$6 per person per day x 15 scouts x 20 patrol days per month x 12 months	**$21,600**	$xxx	$xxx	$xxx	**$21,600**	$xxx	$xxx	$xxx
D. Operating costs for vehicles for patrols	$0.30 per km x 1000 km per vehicle per month x 12 months x 3 vehicles	**$10,800**	$x,xxx	$xxx	$xxx	**$10,800**	$x,xxx	$xxx	$xxx
2. Personnel expenses related to project									
A. Technical advisor to the park warden	$3,000/month *12 months	**$36,000**	$x,xxx	$xxx	$xxx	**$36,000**	$x,xxx	$xxx	$xxx
B. Game scouts	$500 per month x 15 x 12 months	**$9,000**	$x,xxx	$xxx	$xxx	**$9,000**	$x,xxx	$xxx	$xxx
Totals		**$87,900**	**$x,xxx**	**$xxx**	**$xxx**	**$86,400**	**$x,xxx**	**$xxx**	**$xxx**

The Budget Table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. Please provide all calculations in US$. For example, a $9,000 line item for uniforms should include the formula for how the cost was calculated: *Uniform issue, 1 set per person per year (boots, socks, pants, shirt, jacket)*: *$60 per set x 15 scouts= $9,000.*
For any salaries, staff time or contractors that USFWS funds are requested for, the person should be identified and their qualifications described in Section 6.
For any training, a description of the training should be included in the Methods section, qualifications of the trainer or training company should be included, and details on the objectives of the training (including curriculum or evaluation material) should be explained in detail.
For any meetings, a description of the participants, a draft agenda and desired outputs should be provided.

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

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.

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.

Budgets must be submitted in US dollars. 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 Electronic Code of Federal Regulations website (https://www.ecfr.gov/).

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

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

Example of a Budget Justification:

Item 1. Personnel request= [insert amount]

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

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

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

Item 2. Services request= [insert amount]

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

Item 3. Travel request= [insert amount]

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

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

Travel and food costs to cover the annual needs of XX person patrol team including fuel and other costs related to transportation.

-Maintenance for vehicles is estimated at XX per month.

Item 4. Other-request = [insert amount]

Explain any other costs

Item 5. Indirect Cost

Indicate rate or if claiming 10% de minimus or charging directly

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

Required Indirect Cost Statement: Recipients that do not have an approved indirect cost rate cannot charge indirect costs to their Federal award. 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 narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "A copy of our most recently approved but expired rate agreement is attached. 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* "A copy of our current, approved rate agreement(s) is attached."]
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency 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.
6. 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 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. 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 2 CFR 200.68. We understand that we must notify the Service in writing immediately if we do establish an approved rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and such changes are subject to review, negotiation, and prior approval by the Service.
7. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies

Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

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

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award that is more than 10%. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their 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 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 USFWS' **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet (https://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

I. Government Letter of Endorsement: Non-governmental applicants must include a RECENT letter of

support (not older than two years) from the appropriate local, regional, or national government wildlife or conservation authority. Where appropriate, letters of support from local communities or project beneficiaries should be provided. Endorsement letters should make specific reference to the project by its title as submitted on the applicant's proposal.

J. Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Applicants must notify the Service in writing in their application if any key project personnel, including subrecipient and contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the application. Upon receipt of such a notice, the Service program, 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 disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

K. Required Overlap/Duplication Statement: Applicants must provide a statement that addresses if there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application. Applicants must also state if the proposal submitted for consideration under this program is/is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non-Federal). If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (entity name and program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be duplicative of the funding requested from the Service, applicants must notify the Service point of contact for this funding opportunity immediately.

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

M. Single Audit Reporting Statements (Foreign Applicants Excluded): As required in Title 2 of

the Code of Federal Regulations Part 200 (https://www.ecfr.gov/), 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 website (https://harvester.census.gov/facweb/) 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.

V. Submission Instructions

SUBMISSION DEADLINE: Open from 27 March 2018 through 16 May 2018. Proposals must be submitted by 11:59 PM EDT on 16 May 2018. Proposals must be in English.

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

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

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

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

If you have problems submitting your application via Grants.gov or you do not receive a confirmation that your application was successfully received, directly contact Grants.gov for support (https://www.grants.gov/web/grants/support.html).

US applications cannot be submitted by direct email to the program without prior approval and proper justification.

Foreign Applicants: Submit your proposal to the following program mailbox: **africanrhino@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. If you need to submit separate attachments please send them in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line so that we know the order of your submissions.

A confirmation e-mail containing an assigned proposal number beginning with **"RT17"** will be sent to applicants in 5-15 business days from the opportunity closing date. If you do not receive this email within 15 days of the opportunity closing date, please contact **the African Rhino mailbox** at **africanrhino@fws.gov**.

The Division of International Conservation occasionally receives and funds proposals outside of the

announced submission deadlines that are of such a critical nature that they warrant immediate consideration (e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others).

VI. Application Review

Criteria: To be considered for funding, proposals must address one or more of this program's funding priorities, listed above in Section I. Description of Funding Opportunity. The USFWS, Division of International Conservation evaluates proposals by scoring how well each proposal addresses the program priorities and the requested elements listed in the Application Requirements section above. After reading proposals, reviewers categorize proposals into groups ranging from highest ranked to poorly ranked. The USFWS will attempt to fund all the projects that are deemed to be highest ranking. In the case that there are too many proposals within the top ranking category to be funded, they will be ranked and funded in order of priority. The following are considered in review of the proposals: importance of the project for the conservation of African rhinos and their habitat, proposal addresses the most important threats for that particular population and has a viable plan of action, qualifications of the organization and experience of key personnel, a summary of past interventions and history at the site is presented and the current plan of action is logical and feasible, activities and methods adequately described and realistic for the situation, past performance of the grantee, evidence of collaboration with or inclusion of key stakeholders, appropriate budget, measurable impact, likelihood of positive impact. These scores are not the sole determining factor for final funding decisions.

Review and Selection Process:
The USFWS, Division of International Conservation ranks proposals by evaluating how well each proposal addresses the program priorities and the requested elements outlined above. Applications will be reviewed by a panel of federal government employees with specific subject area and/or regional expertise. USFWS may solicit advice from qualified experts to conduct a technical review of the proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud, and abuse and to encourage coordination and collaboration among projects on the ground. Other sub-factors that reviewers may consider to further distinguish among applications: financial need; geographic and project diversity in the USFWS portfolio; proportion of budget dedicated to on-the-ground conservation activities; provides best value to the U. S. Government; buy-in from host country government and other partners; project sustainability; and a monitoring and evaluation plan that is designed so that the effectiveness of activities can be credibly assessed and shared.

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.

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. The USFWS' risk assessment form is available on the Internet at http://www.fws.gov/forms/3-2462.pdf.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to

sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the 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 from the submission deadline.

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

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

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

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

Recipient Reporting Requirements:

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

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

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or

contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

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

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

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

VIII. Agency Contacts

African Rhino Conservation Program
U.S. Fish & Wildlife Service Headquarters
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803
E-mail: africanrhino@fws.gov