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**U.S. Fish and Wildlife Service
Division of International Conservation
International Affairs**

Western Hemisphere Program (Caribbean Regional Program)

Catalog of Federal Domestic Assistance (CFDA) Number:

Funding Opportunity Number: F18AS00089

Submission Deadline: 10 May, 2018, 23:59 EDT

Notice of Funding Opportunity

Carefully read this notice as recent changes have been incorporated!

I. Description of Funding Opportunity

The Caribbean region harbors a unique wealth of terrestrial and marine diversity and ecosystems. From cloud forests to arid cactus lands, its insular system is considered a biodiversity hotspot. Spread over nearly 4 million km², the terrestrial component of the Caribbean region is home to a wealth of endemic wildlife. Bound together by the Caribbean Sea, its unique diversity of coral reefs, mangrove forests and seagrass beds are an important feeding and breeding area for a variety of fish, marine mammals, seabirds, and turtles, and provide ecosystem services such as storm protection, erosion control and food provision for the local communities.

The natural diversity of the Caribbean region is threatened by the growing and compounding effects of invasive species; agricultural encroachment and intensification; residential and commercial development; uncontrolled touristic activities; beach erosion; extreme weather events and wildlife trafficking.

The Caribbean Program of the U.S. Fish and Wildlife Service (USFWS) was established with the purpose of conserving species, habitats and ecological processes across landscapes with high biodiversity value in the Caribbean.

This NOFO directly supports the following Secretary of the Interior's priorities:

1. Creating a conservation stewardship legacy
2. Sustainably develop our natural resources
7. Strike a regulatory balance; and
10. Achieving our goals, leading our team forward

Through this funding opportunity, the USFWS, in collaboration with the U.S. Agency for International Development (USAID), is soliciting proposals to support efforts that reduce threats to key species and

ecosystems in the Caribbean and strengthen the capacities of local individuals and institutions to undertake sustained biodiversity conservation actions in the long-term.

Program Objectives:

1. To reduce the underlying threats to Caribbean biodiversity by supporting the implementation of on-the-ground projects.
2. To conserve the flora and fauna of the Caribbean region by strengthening the ability of local institutions, decision makers and civil society to deliver enduring conservation actions.
3. To maximize conservation impact by developing strategic partnerships with key stakeholders on the local, national, regional and international levels.

Project activities should take place in the insular Caribbean. If work is to be conducted in the United States, the proposal must show a clear impact on biodiversity conservation in the Caribbean Region to be eligible.

Priority consideration will be given to projects that impact biodiversity in the following islands:

- Greater Antilles: Dominican Republic, Haiti and Jamaica.
- Lesser Antilles: Anguilla, Antigua and Barbuda, Aruba, Barbados, Bonaire, Curacao, Dominica, Grenada, Guadeloupe, La Désirade, Les Saintes archipelago, Marie-Galante, Martinique, Montserrat, Saba, Saint Lucia, Saint Martin, Saint Vincent and the Grenadines, Saint-Barthélemy, Saint Martin, Sain Marteen, St. Kitts and Nevis, and Trinidad and Tobago.
- Bahamas and Turks and Caicos.

Due to other grant programs supported by the USFWS, the Caribbean Program WILL NOT FUND projects related to:

- Central America (Wildlife Without Borders – Central America)
- Marine turtles (Marine Turtle Conservation Fund)
- Mexico (Wildlife Without Borders – Mexico)
- Neotropical migratory birds (Neotropical Migratory Bird Conservation Act Fund)
- South America (Wildlife Without Borders – South America)
- Strengthening the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); Good Governance and Anti-Corruption for Combating Wildlife Trafficking; Social and Behavior Change Communication Framework for Combating Wildlife Trafficking; and Critically Endangered Species Threatened by Illegal Trade (Combating Wildlife Trafficking Program).

For information on how to apply for these other funding opportunities please visit [our grants page](http://www.fws.gov/grants/programs.html): (<http://www.fws.gov/grants/programs.html>)

In FY2018 grants will be awarded within four primary categories (not listed in order of priority): 1) conservation of critically endangered Caribbean iguana species and their habitats; 2) addressing illegal trade of wildlife in the Caribbean; 3) strengthening the leadership and professional capacities of young conservation professionals; and 4) protected areas management and conservation through institutional capacity building and local community engagement. To be considered for funding, each applicant must identify the one category that best describes the proposed project. The following sections provide detailed information on the funding categories and instructions on how to apply to this program. Across all four categories, proposals submitted by local organizations are strongly encouraged.

1. Conservation Critically Endangered Iguana Species and their Habitats.

Description: Caribbean iguanas are among the most endangered lizards in the world. They inhabit scattered and isolated patches of tropical dry forests across the region. Their natural habitats have been lost as a result of agricultural encroachment and intensification; and residential, commercial and touristic development. They are also threatened by invasive species, which compete with iguanas, degrade remaining habitats, and predate on their young. Iguanas also continue to be poached by humans for food consumption and the illegal pet trade.

Purpose: USFWS seeks to support on the ground projects that promote a comprehensive approach to the recovery and conservation of Caribbean iguanas and their habitats, and increase local capacities to engage in iguana conservation actions and management.

Eligible project proposals include, but are not limited to:

- Projects that address the management, monitoring, and other proactive conservation needs of the species;
- Projects that support the implementation of these species recovery and management plans while strengthening implementation capacity of local personnel;
- Projects that promote landscape level tropical dry forest restoration and protection;
- Projects that control/reduce the incidence of invasive species (mongooses, cats, dogs, goats, pigs, cattle, horses, donkeys, raccoons, and green iguanas) in the species habitat;
- Projects that strengthen the capacity of local communities to implement better land management practices;
- Projects that promote sustainable economic alternatives to unregulated charcoal production and timber extraction.
- Projects that promote applied research actions;
- Projects that support behavioral change in local citizens and tourists aimed at the conservation of the species and their habitats.

Priority will be given to projects that address one or more of the following desired conservation outcomes:

- The extinction of Caribbean iguanas is prevented and their conservation status is improved and sustained.
- Successful implementation of recovery and conservation strategies, as defined by the species management plans.
- Establishment of self-sustaining and viable populations of the species along their range.
- Effective application of measures to prevent, control and eradicate invasive alien species and wildlife diseases across the species habitat.
- Habitat is enhanced through conservation and restoration activities.
- Effective implementation of alternative sustainable livelihood schemes by local communities.
- Human – iguana and other conservation-related conflicts are prevented/reduced through solutions that are participative, culturally, ecologically and economically robust and sustainable.
- Change in behaviors of the targeted audiences as demonstrated by their willingness to stop direct threats to the iguanas and their habitats and implement positive environmental actions.
- Local citizens and tourists are aware of the values of biodiversity conservation and high-value ecosystems and carry out actions to conserve and use them sustainably.

Important Considerations:

- Proposals should clearly state how the proposed activities fit into a larger species conservation program, if applicable, or how data collected will be used to pilot a program that can then be scaled up and/or replicated.
- Environmental education and outreach proposals should address behavior change using a well-developed theory of change, including evidence of the barriers to behavior change, methods of barrier removal and proposed alternatives.
- Scientific research projects and theses are **NOT** considered as a part of this program category and won't be supported.

2. Addressing Illegal Trade of Wildlife in the Caribbean

Description: The USFWS is committed to stopping the illegal trade of wildlife worldwide. The scale and scope of wildlife trafficking continues at an alarming rate, reversing decades of conservation efforts and gains. In the Caribbean region wildlife trafficking threatens an increasing variety of terrestrial and marine species such as the queen conch, spiny lobsters, sharks, parrots, macaws, reptiles, timber, among others, while damaging local communities and undermining sustainable development efforts.

Purpose: USFWS intends to support projects that address the root causes of illegal wildlife trade, by improving the capacities of Caribbean government agencies, their personnel and civil society to protect biodiversity from trafficking and overexploitation.

Target Audience: Environmental law enforcement officers, police and navy officers, customs inspectors, judicial personnel, NGOs, among others.

Eligible project proposals include, but are not limited to:

- Projects to prevent and reduce poaching and illegal trade of species of flora and fauna;
- Projects that augment Caribbean agencies' capacity to perform enforcement actions (inspection, monitoring, patrolling and control);
- Projects that prevent illegal activities in terrestrial and marine natural protected areas (NPAs);
- Projects that increase the Caribbean countries' legal capacity to improve compliance with anti-trafficking laws and law enforcement;
- Projects that develop and implement well-targeted, evidence-based campaigns by engaging key consumer groups and targeting the demand for illegal wildlife and develop specific messaging approaches and methods for target audiences at national, regional, and/or local levels.
- Projects that reduce demand for illegal wildlife through campaigns and projects that leverage the resources and reach of companies and institutions in the private sector including hotels, tourism bureaus, travel agents, travel companies and ticket-purchasing portals, restaurants, stores, airlines, cruise lines, and other relevant entities during the project period and beyond.
- Projects that identify one or several priority species that can serve as powerful symbols for combating wildlife trafficking and serve as a source of pride for Caribbean countries and their people.

Important Considerations:

In the project narrative section, proposals should describe current conditions that will enable proposed activities to be successful, including the status of government resources to support field protection missions and/or wildlife law enforcement, existing intelligence and informant networks, and existing project strategies that support good governance and ensure the legal process is not undermined by corruption.

Priority will be given to projects that address one or more of the following desired enforcement outcomes:

- Sufficient investigative capacity to identify both large-scale wildlife traffickers and the evidence that can be used to assist their arrest and prosecution.
- Illegal activities curtailed at the conservation area, local markets and trade routes, etc.
- Tactical deployment of field missions to detect and deter illegal activities, including apprehension of poachers and perpetrators of other illegal activities.
- Effective coordination among different government entities (such as those identified as members of the Caribbean Wildlife Enforcement Network) in charge of enforcing the law as demonstrated by the increased number of arrests and improved prosecutions of suspected wildlife traffickers, and appropriate legal penalties for convicted traffickers.
- Reduction in hunting and fishing for the illegal trade in wildlife.
- Reduction of illegal, unreported and unregulated fishing in and around marine protected areas.
- Reduced demand for illegal wildlife products and parts.
- Increasing public knowledge about trafficking, and positive change in attitudes and behaviors.

3. Strengthening the Leadership and Professional Capacities of Young Conservation Professionals in the Caribbean.

Description: The development of local capacities to implement sustained, participative and culturally sensitive conservation actions is a critical component of the USFWS approach to biodiversity conservation. USFWS seeks to cultivate leadership at the local/regional level to support conservation actions, connect local communities through capacity development, facilitate regional coordination and cooperation, and develop local organizations that can successfully implement sound conservation actions in the short and long term.

Purpose: USFWS will provide seed funding for the development and implementation of an ongoing professional leadership and capacity-building program for young conservation practitioners in the Caribbean. Proposals should focus on strengthening the ability of Caribbean individuals, institutions, NGOs, and networks to carry out conservation activities that reduce threats to regional biodiversity in the short and long term.

Funding Mechanism: Subject to funding availability, the USFWS expects to support one one-year grant up to \$90,000. The selected applicant must submit a new proposal to compete for funding each new funding opportunity. The funding availability for each subsequent 12-month period is expected to decline until the training program becomes self-sustaining in year four.

Target Audience: Young conservation professionals from Caribbean islands countries and dependent territories (except Cuba and U.S. territories) with at least two years of full-time employment in biodiversity conservation, the environment, or a related field following completion of an undergraduate degree. Ideal candidates should belong to different professional backgrounds and who in their daily jobs work in teams to strengthen and facilitate the development of biodiversity conservation competencies at the local and/or regional level. Proposals should also describe how gender will be considered in the design and delivery of capacity development activities.

The training program should be based within a Caribbean institution of higher education and include courses taught by instructors who are knowledgeable of team-based, participatory teaching methods and have a proven track record of working with local/regional organizations, communities and people to achieve conservation success in the field. Through mentoring, experiential training, peer-to-peer exchange, and academic and field-based training programs, these teams should acquire needed

competencies and develop collaborative networks, while working together to tackle problems on high priority local and regional conservation challenges and to scale up the impact of the teams proposed conservation activities and in their respective jobs.

Proposals should include:

- A brief overview of the key threats to wildlife and landscapes addressed by the proposed training program;
- Description of training and technical competencies needed by practitioners and how these will be developed;
- How participants will be selected and number of participants to be trained;
- Description of mentoring and team-building approach;
- Possible teams compositions (e.g. which sectors and/or countries will be represented);
- How the proposed training activities are ultimately intended to reduce direct threats and improve the status of species and habitats; and
- Describe the existing infrastructure and program support to provide an appropriate learning and training environment for teams.

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

Desired Program Development Level Outcomes:

- Successful completion of training and application of new competencies by trained individuals which result in measurable reduction of conservation threats.
- Development of Caribbean conservation leaders with technical capacity and professional skills to elevate local initiatives to the national and regional policy level.
- Specific products and measurable conservation outcomes produced by each program team.
- Development of conservation champions through expanded educational, community services and/or employment opportunities related to biodiversity conservation.
- A self-sustaining certificate level training program together with a secured long-term financial sustainability plan.

Desired Trainees Outcomes:

- A team of Caribbean professionals capable of applying the new competencies and work together to address key regional threats to wildlife and habitats across priority landscapes in the region.
- Enhanced engagement and collaboration by local civil society organizations across sites.
- Increased ability for local organizations to access funding to implement concrete actions for conservation at the landscape level.

4. Protected Areas Management and Conservation through Institutional Capacity Building and Local Community Engagement.

Description: Coastal and marine natural protected areas are globally recognized as the cornerstone of conservation efforts. Effectively managed protected areas are a proven instrument for safeguarding habitats and species, while delivering critical ecosystem services, reducing the risks of natural disasters and providing water, food security and goods to surrounding communities.

Purpose: USFWS seeks to support projects that strengthen the management and conservation of coastal and marine protected areas and their buffer zones, while effectively addressing the key threats to priority species and ecosystems and providing alternatives that support the rational use of natural resources by the local communities.

Proposals aimed at strengthening the capacities of protected area personnel should: Include a brief and clear overview of the **key threats** to NPAs wildlife and ecosystems addressed by the activities proposed; show how capacity development will address gaps in the performance of personnel working on protected area management and/or sustainable development of local communities; describe how participants will be selected; describe the type of training approach, competencies and skills that will be developed to carry out specific conservation activities once the training is completed; explain how training will be applied by the participants; and mention the anticipated outputs and conservation outcomes.

Projects focused on communities living around protected areas include but are not limited to: projects that promote the creation of communal, voluntary and private natural protected areas and/or coastal and fishing sanctuaries; projects that teach communities to manage their natural resources through the formulation and implementation of management plans and creation of alternative livelihood options; projects that provide alternative sources of income for communities affected by illegal wildlife trade and unsustainable fishing practices in NPAs; projects that train communities on how apply better management practices; projects that establish networks of fishing communities and promote the exchange of experiences, better governance and gender equality, while promoting the use of traditional knowledge and practices, among others.

Desired Outcomes:

- Successful completion of training and application of new knowledge and competencies by trained individuals, as reflected in the improved management of marine and coastal natural protected areas and buffer zones.
- Effective implementation of adaptive management methodologies, as well as ecosystem conservation and management approaches that promote large-scale landscape conservation, restoration, resilience and connectivity.
- Effective implementation of protected areas management plans that incorporate clear biodiversity objectives, targets, management strategies and monitoring and evaluation protocols.
- Effective application of measures to prevent, control and eradicate invasive alien species and wildlife diseases in coastal and marine natural protected areas.
- Reduction of human-wildlife and other conservation conflicts in and around coastal and marine natural protected areas through socially, culturally, ecologically and economically robust and sustainable solutions.
- Effective coordination among federal, state and municipal government entities, and local communities to implement conservation strategies.
- Species stocks are managed and harvested sustainably by protected area communities through the effective implementation of alternative sustainable livelihood schemes such as ecotourism enterprises, sustainable production cooperatives, sustainable fishing cooperatives, etc.
- Community-owned lands are capable of sustaining biodiversity and promote wildlife and ecosystem functions.
- Ecosystem resilience is enhanced through communities' conservation and restoration activities.

II. Award Information:

The period of performance for projects awarded under this program is **one year**. The period of performance for projects starts on the date the award is signed by the Service. This program uses grants and cooperative agreements as assistance instruments. The type of assistance instrument to be used is the decision of the Service.

The approximate total amount of funding available under this program in fiscal year 2018 is **\$1.5 million USD**. Based on program experience, it is anticipated that **15 to 20 awards** will be granted this fiscal year. Project proposals must be designed and budgeted accordingly. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each new funding opportunity.

Cooperative Agreements

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

III. Basic Eligibility Requirements

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

A. DUNS Registration

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

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

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

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

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

Entity Registration in SAM

Register in [System for Award Management](http://www.sam.gov/) 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.

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

IV. Application Requirements

Proposals should be ten pages or less. Pages should be numbered and text should not be smaller than 12-point font size. Application figures, tables, maps, brief curriculum vitae, citations and required forms do not count toward the ten-page limit. ***It is recommended that you read and use the Open Standards for the Practice of Conservation and the Measures of Programmatic and Project Effectiveness for the Caribbean Region in order to prepare your proposal.***

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

A.

1. Completed, signed and dated Application for Federal Assistance form (SF-424). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box. [Additional instructions for completing the SF-424](http://www.fws.gov/international/pdf/sf-424-instructions.pdf) can be found on the U.S. Fish and Wildlife Service website (<http://www.fws.gov/international/pdf/sf-424-instructions.pdf>)

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

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

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

B. Project Summary:

Summarize your project in 300 words or less. This section should be a stand-alone summary of your project and it may be shared with the public. The following 4 sentence format is recommended:

Sentence #1 identifies the category the project belongs to:

This project follows under the [insert the category the project belongs to]

Sentence #2 identifies where the project will take place and its key intended result(s):

The purpose of this project is to support a conservation effort in [insert place name and country] by [active verb] [key intended result(s)].

Sentence #3 identifies what is the conservation target and direct threats:

This project is intended to conserve the [insert species, habitat, or other biodiversity] by addressing the impacts of [direct threats addressed by project].

Sentence #4 identifies what will be done:

Specific activities include: (1) [activity 1]; (2) [activity 2]; [and so on]. where [activity] = [nominalization] to [active verb]+[intended result].

Example:

This project follows under the “Protected Areas Management and Conservation through Institutional Capacity Building and Local Community Engagement” category of the Caribbean Program. The purpose of this project is to support the conservation of the Three Bays National Park of Haiti by establishing a community-based fishing cooperative. The project is intended to conserve mangroves, coral reefs and spiny lobster by addressing the impacts of illegal mangrove extraction, unsustainable fishing practices, and overfishing. Specific activities include: (1) participative workshops with local communities to develop a business plan and governance structure of the cooperative; (2) completion of the government application for the community-based fishing cooperative, including responding to modifications and field data requested by national authorities; (3) delivery of 5 training workshops on sustainable fishing practices; fisheries laws and regulation, fisheries management practices; accounting and administration; governance and decision making.

C. Project Narrative

1. Statement of Need: This section should answer the question, “*Why is this project necessary?*” In **two pages or less** the statement of need should a) identify the species, habitats, or other biodiversity the project is attempting to conserve, b) identify the direct threats that adversely affect biodiversity conservation at the project site, c) identify the specific threats that the project will address; d) identify and address any risks the project is exposed to as a result of more frequent and severe weather events, sea level rise, changes in drought or flooding frequency and intensity, increased ocean temperature, and other variabilities of this nature; e) the specific conservation capacity that needs to be built to address these threats (if applicable), f) describe the conservation activities that need to be implemented; and g) identify the intended audience for proposed activities (e.g. rangers, protected area managers, local community leaders, etc.). This section should also explain how your proposal differs from past work, or builds upon it, including how your proposal expands upon the successes, failures, and lessons learned of past efforts.

Past awardees are strongly encouraged to provide a table that summarizes past Service support, if any, to the project or applicant. This table does not count toward the two page limit. A table should include columns for: (1) year of grant, (2) Service grant number, (3) amount funded in US\$, and (4) bullet points of major activities, outcomes, or products. Former recipients of Service 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. Map of Project Area: This section should answer the question, “*Where is this project located?*”

Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative. Provide the latitude and longitude coordinates of a representative

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

3. Project Goals, Objectives and Activities: This section should answer the questions, “*What do you want to achieve and how you are going to do it?*” 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.....

Goal(s): The project goal should answer the question, “*What do you want to achieve in the long-term?*” The project goal(s) should describe the long-term outcome that you want to achieve in order to successfully conserve the species, habitats, and/or ecosystems described in your statement of need.

Example: By 2020, 100% of the Jamaican rock iguana habitat within the Portland Bight Protected Area is protected from illegal logging.

Objectives: The project objective(s) should answer the question, “*What do you want to achieve in the short-term?*” An objective is the specific outcome that you want to achieve in order to reach your stated goal, and should reflect a desired change in capacity, threat, or species/ecosystem status. Your objectives must be **attainable within the project period** and should be **specific, measurable, realistic** and **results-oriented** (i.e., represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals). Objectives should form the basis for the project’s *Monitoring and Evaluation* section, described later in the proposal.

Example: By 2019, 50% of the landowners living in the buffer zones around the Portland Bight Protected Area are implementing agro-ecological farming techniques in their lands.

Activities: The proposed project activities should answer the question, “*How are you going to achieve your objective(s)?*” Provide a detailed description of the method(s) for each activity. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and proposed activities should correspond with the Project Budget Table. For activities that develop capacity, the intended audience should be identified and quantified, as well as, topics to be covered/curricula, skills to be learned or improved, duration and location of each training activity, and materials/equipment to be used. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). Activities in which no Service funds are being requested should be clearly identified as such, and described concisely.

4. Time Table: In one page or less provide a timetable indicating roughly, when activities or project milestones are to be accomplished. The timetable should not propose specific dates, but rather list activities described in Section 2 for each month over a 12-month period.

5. Project Monitoring and Evaluation: Project monitoring should answer the question, “*How will we know that the project is working successfully?*” Describe how you (or others) will monitor project progress and measure the project’s results and impact. For Service grants and cooperative agreements, project monitoring and evaluation involves two components:

(1) Anticipated outputs that document project implementation: Identify all expected outputs (also known as products) of key project activities. **Please notice that outputs cannot be used as indicators.** Examples include management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, equipment purchased, and communication strategy.

(2) Conservation outcomes that are the intended results of the project: Identify all conservation outcomes intended to be achieved by this project. Outcomes should directly relate to, or even be synonymous with, your Proposal Objectives identified above. To track your progress toward achievement of each objective, identify what you will measure (i.e., indicators), and how will you will measure it (i.e., methods, sample sizes, survey tools). Examples include: less poaching for the illegal wildlife trade, more Jamaican iguanas, more trained individuals applying their training, core competencies obtained, change in behavior of project audience, etc.

To assist applicants, the Caribbean Program of the USFWS has identified short-term and medium-term conservation outcomes for the following conservation actions in the Caribbean:

- Training
- Species reintroduction
- Conservation planning
- Species or habitat management
- Patrols and field surveillance
- SMART Protocol
- Counter wildlife trafficking
- Prosecutions and convictions
- Alternative livelihoods
- Public engagement
- Communications and outreach
- Environmental law and policy, and
- Partnerships.

If you are proposing one or more of the above actions, please review and use the **Measures of Programmatic and Project Effectiveness for the Caribbean Region** for guidance on indicators. The following format is suggested:

Objective	Indicator	Unit of Measure	Current Status	Desired Status

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.

6. Description of Entities Undertaking the Project: This section should answer the question, “*Who are you?*” and “*Who am I working with?*” 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. You should state the activity for which each group or individual is responsible. If applicable, provide information on the amount of funds (cash or in-kind) to the project that will be contributed by these partners.

Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide for each key person a brief (**1 page**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. 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: 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.

9. Government Letter of Endorsement - Non-governmental applicants must include a RECENT letter of support (no older than one year) from the appropriate local, regional, or national government wildlife or conservation authority. Where appropriate, letters of support from local communities or project beneficiaries should be provided. Endorsement letters should make specific reference to the project by its title as submitted on the applicant's proposal.

10. Budget Form: When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200 (2 CFR 200), as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available [on the Internet](http://www.ecfr.gov/) (<http://www.ecfr.gov/>).

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

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

Category	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
Per Diem: A. Instructor	\$500/month *6 months	\$3,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
Lodging	20 nights *11 people * \$15/night	\$3,300	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx

Transportation:	30 tickets * \$20/each	\$600	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
Production of training material:							
Printing	100 manuals *\$10/each	\$1,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
Totals		\$x,xxx	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx

*Present all amounts in U.S. dollars

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

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

Applicants must determine whether participant training activities subject them to any risk of health and/or accident liability; if so, applicants should budget for the cost of purchasing the appropriate insurance coverage.

Things to consider when developing your Budget Table:

- **Federally Funded Equipment:** If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-kind contribution and SHOULD NOT include it in the budget table. Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.
- **Program Income:** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:
 1. added to the funds requested from the Service for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
 2. used to finance the non-Federal share of the project.

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

11. Budget Justification: In a separate narrative titled “Budget Justification,” explain and justify all requested budget items/costs. Each budget line must demonstrate a clear connection to the project activities, and show how line item amounts were determined. For expensive items or large single purchases, provide detailed technical specifications or a pro-forma invoice. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service’s approval and estimate its cost.

Required Indirect Cost Statement: Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) cannot claim indirect cost. All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification one of the following statements and attach to their application any required documentation identified in the applicable statement:

“We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that 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.

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

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

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *minimum* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

For more information on indirect cost rates, see the Service’s **Indirect Costs and Negotiated Indirect Cost Rate Agreements** [guidance document](http://www.fws.gov/grants/) (<http://www.fws.gov/grants/>).

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

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

F. Single Audit Reporting Statements (Foreign Applicants Excluded): As required in [Title 2 of the Code of Federal Regulations Part 200](#), Subpart F, all U.S. states, local governments, federally-

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

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

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

I. Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter, which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. 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 selected for funding.

Application Checklist

- ☐ SF 424 Application for Federal Assistance
- ☐ SF-424B Assurances form
- ☐ DUNS Number
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 paragraph) plus table (s)
- ☐ Map indicating location(s) of project activities
- ☐ Project Narrative (maximum 10 pages)
- ☐ Budget Table
- ☐ Budget justification including indirect cost statement
- ☐ Brief curricula vitae (1 page maximum) of key personnel
- ☐ Recent Letter of Governmental Endorsement
- ☐ Conflict of interest statement, when applicable
- ☐ NICRA, when applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement (NICRA)

Additional requirements for U.S. applicants

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

V. Submission Instructions

SUBMISSION DEADLINE: Open from March 26, 2018 until May 10, 2018, 23:59 EDT. A confirmation e-mail containing an assigned proposal number beginning with CB18 will be sent to applicants in 5-10 business days from the opportunity closing date. If you do not receive this email, please contact Brian Hayum at wwb_carib@fws.gov.

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

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

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Your entire proposal **MUST** be uploaded as a SINGLE pdf file. If you need to submit separate attachments, number and upload each attachment according to the order it should be included in the proposal. Attach your file(s) on the Attachment Form.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters including spaces. Assigning file names

longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

Foreign Applicants: May submit through the following program mailbox: wwb_carib@fws.gov

All documents must be printable on letter paper (8 ½" x 11"). Format pages to display and print page numbers. Your entire proposals **MUST** be uploaded as a SINGLE pdf file. If you need to submit separate attachments please send them in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line so that we know the order of your submissions.

VI. Application Review

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

Criteria:

To be considered for funding, proposals must address one or more of this program's categories listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- Fits the programmatic goals and objectives of the program, including addressing biodiversity loss by reducing the threats and managing landscapes as identified in Section I of this Announcement.
- Meets proposal submission requirements and if a previous grantee, has performed satisfactorily, including on-site collaboration and timely completion of reporting requirements to the Service and other donors.
- Provide direct, significant, strategic, and innovative training in biodiversity conservation or natural resource management to Caribbean personnel associated with high priority biodiversity areas;
- Use innovative capacity building approaches to develop local capacity to implement conservation activities;
- Build capacity of a key target audience to make and implement decisions and perform functions and activities in an effective, efficient, and sustainable manner (including providing training, resources, technologies, and institutions needed to address current issues or emerging problems);
- Apply the best scientific and technical information available in support of project activities;
- Recognize/contribute to close the gap between knowledge and action;
- Implement an important element of a larger scale/scope project that would provide synergistic value;
- Include the participation of local people in project activities, or otherwise contributes to local empowerment;
- Promote networking, partnerships and/or coalitions leading to efficient and effective conservation of the resource;
- Result in specific and measurable products and conservation and management actions;
- Implement activities with the potential to be sustained beyond the life of the grant;
- Utilize requested funds in an efficient, cost-effective manner to accomplish project objectives;

The above considerations are not listed in any order of importance. All listed considerations do not necessarily apply to every proposal. 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:

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

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

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

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

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

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

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application

submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet on the [general grants page](http://www.fws.gov/grants) (www.fws.gov/grants) and also specifically those applicable [to international awards](http://www.fws.gov/international/pdf/assistance-award-guidelines.pdf). (<http://www.fws.gov/international/pdf/assistance-award-guidelines.pdf>). If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Please be aware that this is a USFWS and USAID supported program. If selected for funding, compliance with these agencies policy directives and procedures, reporting guidelines, official forms and automated data systems is mandatory.

Recipients implementing in-country, third-country and/or regional capacity building/learning activities are required to use the **TRAINET** data system of USAID before carrying out any activity. Recipients are also required to comply with USAID eligibility, gender equality, equal opportunity, health and insurance policies and procedures. Information on how to access the **TRAINET** data system, as well as **TRAINET** training opportunities will be provided to those applicants selected for funding.

Recipient Reporting Requirements:

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

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

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

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

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Program Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal

relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Program Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

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

VIII. Agency Contacts

Amanda L. Gonzales
Program Officer
International Affairs Programs
U.S. Fish & Wildlife Service Headquarters
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803
Tel: (703)358-2110
E-mail: amanda_gonzales@fws.gov