



DEPARTMENT OF THE INTERIOR U.S. Fish and Wildlife Service



Division of International Conservation
Wildlife Without Borders Programs

Wildlife Without Borders - Mexico

Catalog of Federal Domestic
Assistance (CFDA):15.641

Notice of Funding Availability & Application Instructions Fiscal Year 2014

Funding Opportunity Title: Wildlife Without Borders - Mexico FY14

Announcement Type: New Applications

Funding Opportunity Number: F13AS00222

Submission Deadline: October 1

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Failure to register in the System for Award Management (SAM) and provide complete information, as outlined below, may cause delays, postponement, or rejection of a grant application.

I. DESCRIPTION OF FUNDING OPPORTUNITY

The U.S. Fish and Wildlife Service (USFWS) and the Mexican Ministry of Environment and Natural Resources (SEMARNAT) are soliciting proposals under the *Wildlife Without Borders-Mexico* Program for projects that address Mexico's capacity building for biodiversity conservation.

Program Goal: Build human and institutional capacity for biodiversity conservation and management in Mexico through training. Of interest are projects that provide direct and significant training to Mexican personnel in terms of the number of individuals trained, the strategic or innovative nature of the training, and the impact of the training on the conservation of biodiversity.

Program Objectives:

- To address the training needs of Mexican natural resources managers for managing and conserving biodiversity;
- To provide local communities access to training that links sound management practices in priority biodiversity areas with the creation of sustainable economic opportunities;
- To involve key stakeholder groups to address biodiversity conservation challenges to enable the delivery and implementation of effective conservation actions.

To be considered, projects must fall into at least one of the following three strategic categories (please indicate under which of these categories your proposal falls):

(1) *Managing for Excellence:* Training in biodiversity and natural resource conservation and management for *Mexican Government personnel*, including policy-makers, federal, state, and municipal-level resource managers, and reserve guards. This includes, but is not limited to, short-term (2-3 weeks) on-the-job courses certified by an educational institution (*Diplomados*), workshops, and exchanges of personnel.

(2) *Stewards of the Land:* Training in biodiversity and natural resources conservation and management for *resource owners and/or direct users*, including local communities, rural peasant farmer (*campesino*) organizations, and indigenous peoples. This includes training provided through on-the-ground practices, workshops, exchanges of personnel, and other delivery mechanisms appropriate to the training needs of these target groups.

(3) *Voices for Nature:* Training in environmental education and/or public outreach for *targeted society stakeholder groups*, including teachers, school children, journalists, tourists, legislators, non-governmental organizations, and private sector organizations or businesses. This includes, but is not limited to, workshops, educational programs, and production of educational and training materials.

Applicant organizations should be proposing work to be conducted in Mexico. If work is to be conducted in the United States, the proposal must show a clear connection to capacity building for biodiversity conservation in Mexico to be eligible for funding. To the extent that it provides clear, direct support for the program objectives above, proposed work may also relate to climate change adaptation, mitigation and education.

Please note that only one proposal per organization will be considered for funding.

Due to other grant programs supported by the U.S Fish & Wildlife Service, Wildlife Without Borders- Mexico WILL NOT FUND capacity building projects related to:

- Marine turtles (Marine Turtle Conservation Fund)
- Wetlands (North American Wetlands Conservation Act Fund)

- Neotropical Migratory Birds (Neotropical Migratory Bird Conservation Act Fund)

For information on how to apply for these other funding opportunities please go to <http://www.fws.gov>.

II. AWARD INFORMATION

This program uses grants and cooperative agreements as assistance instruments. The type of assistance instrument to be used is the decision of USFWS.

Grant Awards

Funds available under this program are limited. The approximate total amount for funding available under this program is \$500,000 USD. Based on the program experience, it is anticipated that 20 awards will be granted this fiscal year. The period of performance for projects awarded under this program is one year, starting on the date the award is signed by the USFWS. 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 year.

Cooperative Agreements

Under cooperative agreements, substantive involvement by the USFWS should be expected and may include collaborating jointly with the recipient partner in carrying out the scope of work, drafting the proposal and offering technical assistance. All other criteria described under Grants Awards above apply except that the period of performance of a cooperative agreement can be multiyear. 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. ELIGIBILITY INFORMATION

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

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

- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country of proposed activity;
- projects in countries determined by the U.S Department of State to have repeatedly provided support for acts of international terrorism. These countries are subject to four main categories of sanctions which include restrictions on U.S. foreign assistance, miscellaneous financial, and other restrictions. See <http://www.state.gov/j/ct/list/c14151.htm> for more information;
- projects in countries included in comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Controls, without proper licenses. See

<http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx> for more information on OFAC and specific comprehensive and non-comprehensive sanction programs.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. 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. Only verifiable contributions should be included as match. A match shown during one year may not be repeated as a match in a subsequent proposal.

IV. APPLICATION AND SUBMISSION INFORMATION

Failure to register in the System for Award Management (SAM) and provide complete information, as outlined below, may cause delays, postponement, or rejection of a grant application.

SUBMISSION DEADLINE: **October 1** is the annual deadline. Proposals must be submitted to both the USFWS and SEMARNAT. A confirmation e-mail will be sent out to applicants once their submission has been received.

1. APPLICATION FORMAT AND CONTENT

You must submit your proposal in English or Spanish. (If you submit a proposal in Spanish you must include a project summary in English.) Proposals should be ten pages or less. Pages should be numbered. Application cover page, summary (English and Spanish), figures, tables, maps, curriculum vitae, and required forms do not count toward the ten-page limit.

Your proposal must include the following elements in order to be considered:

A. Application Cover Page

Complete the Application Cover Page located at

<http://www.fws.gov/international/pdf/cover-page.pdf> according to the instructions on page 3 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, the strategic category of the proposal (*Management for Excellence*, *Stewards of the Land*, or *Voices for Nature*), and a brief overview of the need for the project, goal(s), objectives, summary of the project activities, beneficiaries, and expected products. **If you submit a proposal in Spanish you must also include a one page project summary in English.**

C. Project Narrative

1. Statement of Need:

This section should answer the question, “*Why is this project necessary?*” In three pages or less describe why this project is necessary. 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) the specific conservation capacity that needs to be built to address these threats, and d) identify the **intended audience for proposed capacity building activities** (e.g. rangers, protected area managers, local community leaders.)

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.

2. Project Goals and Objectives:

Goal(s): This section should answer the question, “*What do you want to achieve in the long-term?*” In other words, 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 butterfly suitable habitat located within the buffer zones of the Monarch Butterfly Biosphere Reserve is protected from illegal logging by the local communities.

Objectives: This section 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 status. Your objectives must be **specific** (i.e., clearly defined so that all reviewers should have the same understanding of what the objectives mean), **measurable** (i.e., definable in relation to some standard scale), **realistic** (i.e., achievable and appropriate within the context of the project site, and in light of the political, social, and financial context), **results-oriented** (i.e., represent necessary changes in threats, conditions or capacity that affect one or more conservation targets or project goals), and **time-limited** (i.e., achievable within the specific period of time of the grant award).

Example: By 2014, 50% of the land owners living in the buffer zones around the Monarch Butterfly Biosphere Reserve are implementing agro-ecological farming techniques in their lands.

3. Project Activities, Methods and Timetable:

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

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

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

Provide a **timetable** indicating roughly when (over a 12-month timeframe) activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the narrative (DO NOT include separate attachments). The timetable should not propose specific dates but rather group activities for each month over a 12-month period. To view a sample project timetable go to: <http://www.fws.gov/international/pdf/sample-timetable.pdf>

4. 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**. Include details on how you will assess your progress toward reaching the objectives such as the **specific metrics or indicators** you will use to report project implementation (e.g., number of workshops held, number of trained park guards, number of trees planted, number of species protected, etc.) and what specific metrics or indicators you will use to report on intended project outcomes (e.g., core competencies obtained, change in behavior of workshop attendees, increase in awareness, and conservation action). Indicate how project participants and beneficiaries will participate in these activities. **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 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. The following format is suggested:

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

Additional examples of capacity building indicators are:

- Questionnaires, surveys or any other tools used to measure the change in knowledge, skills, attitudes and behavior (pre and post surveys.)
- Testing tools such as evaluating exams for passing the training program proposed.
- Interviews and focus groups.
- Follow-up visits performed by your organization to confirm the use of newly learned techniques, skills, change in behavior, compliance with agreements, etc.
- Change in the level of community participation and engagement.

5. **Stakeholder Coordination/Involvement:**

This section should answer the question “Who am I working with?” Describe how you have coordinated/cooperated with local resource managers, local communities, governments, and other relevant organizations or individuals in planning your project, and how they will be involved in conducting project activities and disseminating project results. State the activities 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.

6. **Anticipated Benefits and Outputs:**

Identify all expected project products/outputs (e.g., management plans, brochures, posters, training manuals, communication strategy, etc.). Detail how products will be distributed and which audiences will receive them. Explain the long-term impact of the project benefits and outputs. Please notice that outputs (or products) should NOT be used as indicators, including USFWS performance reports.

7. **Description of Organization(s) Undertaking the Project:**

This section should answer the question, “Who are you?” Provide a brief description of the applicant organization. Include a brief (1 page) curricula vitae for key personnel, focusing on the qualifications to meet the project objectives. DO NOT include Social Security numbers, the names of family members, photographs, or any other personal or sensitive information including marital status, religion or physical characteristics.

8. Project Budget Table:

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. Under the WWB-MX program, income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:
 1. added to the funds requested from the USFWS for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
 2. used to finance the non-Federal share of the project.

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.

- **Indirect Costs:** Indirect costs are costs which cannot be directly identified with a single grant or cooperative agreement. The indirect costs are applied equitably across all business activities of the organization. Some examples of indirect costs include office space rental, utilities, and clerical and managerial staff salaries. To the extent that indirect costs are reasonable, allowable, and allocable they are a legitimate cost of doing business payable under a U.S. Government grant.

Indirect cost rates are established through a negotiation with the U.S Government agency which has been assigned cognizance – usually the agency which has the largest volume dollar grants or contracts with the organization. The resulting Negotiated Indirect Cost Rate (NICRA) is binding on the entire government. **Indirect costs may not be included in a project budget unless an applicant has a NICRA or will submit a NICRA proposal and related materials with their grant application.** Indirect cost rates are not considered in award decisions since they are approved by the Government for standard application on all federal awards and by their nature do not compare across organizations, given the diverse accounting practices and methods for determining rates.

If an applicant organization does not have an established NICRA or submit a NICRA proposal with their grant application, they must list all costs as direct costs. For most local non-U.S. organizations with only a few U.S. Government awards at a time and basic accounting systems, indirect cost rates are generally not warranted. Thus, it is generally best for local non-U.S. organizations to charge all costs direct when possible, rather than establish indirect cost rates. In these cases, the applicant organization should explain direct cost allocations under section #9 “Budget Justification”.

Applicants with established NICRA rates may choose contribute indirect costs as a match. For more information on NICRAs and direct/indirect costs, please go to <http://www.fws.gov/international/pdf/indirect-cost-rate-agreement-requirements-fa-recipients.pdf>.

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 USFWS funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities, as demonstrated in the example table below:

Category/ Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
I. Per Diem:							
A. Instructor (1)	\$500/month *6 months	\$3,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Trainees (30)	\$60/day*5 days*30 trainees	\$9,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
2. Lodging (11 individuals)	20 nights *11 people * \$15/night	\$3,300	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
3. Transportation:							
Bus tickets (30 individuals)	30 tickets * \$20/each	\$600	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
4. Production of training material:							
A. Printing (100 manuals)	100 manuals * \$10/each	\$1,000	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
B. Postage	12 months * \$20/month	\$240	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx
Totals		\$x,xxxx	\$x,xxx	\$xxx	\$xxx	\$xxx	\$xxx

- You must present all amounts in U.S. dollars or your proposal will not be considered for funding.
- We cannot accept the term “contingencies” in the budget as a line item.

Go to <http://www.fws.gov/international/dicprograms/Sample%20Budget.pdf> to view a sample project budget table.

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a \$3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x \$15/night = \$3,300*. Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget Justification. If the budget table requires more than one page, verify that the column headings and row titles appear on all pages. **Carefully verify that all calculations/formulas are correct and submit the budget table as described in this section. Failure to provide correct and accurate budget information, as outlined above, will cause delays, postponement, or rejection of your application.**

9. Budget Justification:

Justify or explain 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. Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority.

10. Map:

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.

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.

11. Governmental Endorsement:

Non-governmental applicants (including public universities) must include a RECENT letter of support (no older than one year) from the appropriate local, regional, or national government wildlife or conservation authority in Mexico. 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.

2. PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- ☐ Signed Grant Application Cover Page (MUST be signed by authorized representative)
- ☐ DUNS Number
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page)
- ☐ Project Narrative (maximum 10 pages)
- ☐ Timetable
- ☐ Budget Table
- ☐ Budget Justification
- ☐ Summary *curricula vitae* (1 page maximum) for key personnel
- ☐ Map
- ☐ Recent Letter of Governmental Endorsement
- ☐ Audit Report (Only necessary if your organization has expended more than \$500,000 of Federal assistance per year. For more information go to: <http://harvester.census.gov/sac/>)

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- ☐ A complete, signed Standard Form 424-Application for Federal Assistance
<http://www.fws.gov/international/pdf/sf-424.pdf>

- ☐ A complete Standard Form 424b-Assurances <http://www.fws.gov/international/pdf/sf-424b.pdf>
- ☐ Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- ☐ A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

3. SUBMISSION INSTRUCTIONS

A. REGISTRATION: Before submitting a proposal, you must be registered in the following databases (registration may take several weeks for each). Please read through our consolidated General Instructions before registering: <http://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf>

Dun & Bradstreet Universal Number System (DUNS): U.S. Government-wide policy requires that all applicants, organizations and individuals, both domestic and non-domestic, apply for, and include, a nine-digit Dun & Bradstreet Data Universal Number System (DUNS) on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform>. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly. The organizational address (Grant Administrator) must match the address in Dun & Bradstreet's system.

System for Award Management (SAM): All foreign and domestic applicants MUST be registered in the SAM database to apply for funding. SAM is used by the U.S. Government as the repository for standard information about applicants and recipients of federal funds. SAM interfaces with the U.S. Fish and Wildlife grants management database and financial systems, therefore all applicants must be registered with in SAM to receive an award. Recipients must maintain an active SAM registration with current information at all times during the project period.

For information on registration and exemptions go to: <https://www.sam.gov/portal/public/SAM/>

Grants.gov: Domestic Applicants MUST apply through Grants.gov. If you do not have an account, you must register. Go to: http://www.grants.gov/applicants/get_registered.jsp.

B. SUBMISSION

Domestic Applicants: You MUST apply through Grants.gov. Your entire proposal including the cover page MUST be uploaded as a SINGLE pdf file. Attach your file on the Attachment Form.

Non-Domestic Applicants: May submit through the following email addresses: WWB_Mexico@fws.gov and cconde@ine.gob.mx or Grants.gov.

- **Grants.gov:** SEMARNAT does not have access to proposals submitted through Grants.gov. Applicants choosing to submit proposals to the USFWS through Grants.gov must also submit their proposals to SEMARNAT via email to cconde@ine.gob.mx.

- **E-mail:** All documents must be printable on letter paper (8 ½" x 11"). Format all pages to display and print page numbers. We prefer to receive the entire proposal as a SINGLE file attachment. If you need to submit separate attachments please try to send them all together 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.

E-mail your proposal to the USFWS at WWB_Mexico@fws.gov and to SEMARNAT at cconde@ine.gob.mx.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your 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.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, 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.

A key aspect of on-the-ground institutional capacity building for conservation is the ability of local organizations to draft proposals, raise funds, and administer them effectively. Further, such functions serve to generate local pride, an important goal of this grants program. Therefore, these factors will receive important consideration in the proposal selection process. Other review criteria include considering the degree to which a project will:

- Provide direct, significant, strategic, and innovative training in biodiversity conservation or natural resource management to Mexican 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 management actions;
- Provide for the development of a demonstration activity that can be replicated for widespread use;
- 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;
- Maintain a positive track record with USFWS based on previous grant support, if applicable, including timely submission of financial and performance reports and a summary of major activities and accomplishments of previous USFWS support in the Statement of Need section.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal. 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 (include e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others).

VI. AWARD ADMINISTRATION

Award Notices: Successful applicants will be e-mailed written notice in the form of an Assistance Award document. Applicants whose projects are not selected for funding will receive an e-mail notice within 180 days of their proposal submission.

Administrative and National Policy Requirements: Go to <http://www.fws.gov/international/pdf/aag.pdf> to review the Division of International Conservation's *Assistance Award Guidelines*, which details the policies, terms, and conditions applicable to awards made under this program.

Domestic registrants: Payments will be issued through U.S. Department of Treasury via the self-initiated electronic drawdown system, Automated Standard Application for Payments (ASAP). If your application is selected for award, you will need to contact the Program Officer or Grants Specialist for ASAP enrollment information.

Non-Domestic registrants: Payments to non-domestic grantees are transferred electronically through the U.S. Treasury's International Treasury Services (ITS) system. To receive funding, you must submit a signed Standard Form-270, Request for Advance or Reimbursement (SF-270.) This form is available at <http://www.whitehouse.gov/omb/grants/sf270.pdf>

You must also complete an ITS Payment Cover Sheet which will be included in your award notification email. Be sure your account numbers and banking information is accurate. Email both your completed ITS Payment Cover Sheet and your signed SF-270 to the appropriate FWS program located in Section 4 of the ITS Payment Cover Sheet.

Reporting: Grantees are required to submit interim financial and performance reports and final performance and financial reports that conform to USFWS reporting requirements and due dates as described in detail in the Assistance Award Guidelines <http://www.fws.gov/international/pdf/aag.pdf>

- **Interim Report:** a performance report, which includes an executive summary no longer than one page and a financial status report, due no later than or within 30 days after the semi-annual Report End Date; and
- **Final Report:** a performance report, which includes an executive summary no longer than one page, a financial status report, and copies of all deliverables and products resulting from the project, including photographic documentation of project activities, due no later than or within 90 days after the Report End Date.

The above reporting requirements will apply to all awards unless otherwise indicated in the Scope of Work section of the award document. Requirements for more frequent reporting will be at the discretion of the USFWS Program Officer and may be modified by the USFWS Program Officer during the project period.

VII. AGENCY CONTACTS

USFWS Contact:

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