U.S. Fish and Wildlife Service
Wildlife Without Borders - Great Ape Conservation Fund
Catalog of Federal Domestic Assistance (CFDA) Number: 15.629
Funding Opportunity Number: F16AS00003
Submission Deadline: **December 3, 2015**

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

The Great Ape Conservation Fund is soliciting project proposals for the conservation of apes [gorillas (*Gorilla gorilla*); chimpanzees (*Pan troglodytes*); bonobos (*Pan paniscus*); orangutans (*Pongo spp*.); and gibbons (family *Hylobatidae*)] throughout their ranges. The U.S. Government enacted the Great Ape Conservation Act of 2000 in response to the decline of ape populations in Africa and Asia. The Act provides for the conservation and protection of apes by supporting conservation programs in countries within the range of apes, and the projects of persons with demonstrated expertise in the conservation of apes.

The Great Ape Conservation Fund supports projects that promote conservation through:

- Applied research on ape populations and their habitats, including surveys and monitoring;
- Reducing trade in and consumer demand for bushmeat, pets and other illegal products derived from apes;
- Development and execution of ape conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of ape or regulate the use and management of ape habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk ape populations;
- Efforts to decrease human-ape conflicts;
- Habitat conservation and management;
- Protected area/reserve management in important ape range;
- Strengthening local capacity to implement conservation programs;
- Transfrontier ape conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Proposed project work should occur within the ape range, or, if work is to be conducted outside of the range, the proposal should show a clear relevance to ape conservation. Applied research projects should address specific management needs and actions, and threats from emerging issues such as disease and climate change that affect the species and their habitats.

USFWS also supports great ape conservation projects in Africa through the Wildlife Without Borders Africa (WWB-Africa) Program. In general, applicants are encouraged to submit to WWB-Africa if the proposal falls under one of the six funding priorities listed a separate Notice of Funding Opportunity for

the Wildlife Without Borders – Africa Program (F15AS00466). In order to maximize funding opportunities, USFWS staff may move proposals between the WWB-Africa Program and the Great Ape Conservation Fund - Africa.

II. Award Information:

This program will use a grant or cooperative agreement as the assistance instrument. The type of assistance instrument to be used is the decision of the U.S. Fish and Wildlife Service (USFWS).

The approximate amount of funding available under this program is $2,000,000 USD, divided equally between regions (Asia and Africa). Based on program experience, it is anticipated that 15 to 35 awards will be granted this fiscal year. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period.

The period of performance for projects starts on the date the award is signed by the USFWS. The period of performance for projects awarded under this program may be one or more years. Project proposals must be designed and budgeted accordingly. For multi-year projects, budgets and project activities should be clearly articulated in phases/years and support for future phases/years will be contingent on project performance, satisfactory reporting and financial management, and availability of program funds. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each fiscal year.

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

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

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

B. Entity Registration in SAM

Register in System for Award Management online at http://www.sam.gov/. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching

Cost sharing is not required but priority will be given to projects for which there exists some measure of matching funds. 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 Service award cannot be reported as matching contributions but should be noted and explained in detail. A match shown during one year may not be repeated as a match in a subsequent proposal.

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

1. Completed, signed and dated Application for Federal Assistance form (SF-424). Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding

box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

Additional instructions for completing the SF-424 can be found at http://www.fws.gov/international/pdf/sf-424-instructions.pdf

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

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

For U.S. applicants 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 applicants, your organization's authorized official MUST sign required forms.

B. Project Summary - 1-page limit:

Briefly summarize the project, in one page or less. Include the title of the project, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes should also be included in this section. This section should be a stand-alone summary of your project and it may be shared with the public. It must be submitted in English. Please include the following table:

Common name	**Latin name**	**IUCN Red List Assessment**	**Existing estimates of range, population size, or abundance**	**Threats to the species that the project is working to reduce, eliminate, or mitigate**
		[IUCN Category (year assessed)]	*[estimated # of individuals, or occupied range (km^2)]*	*[Threat text]*

C. Project Narrative

1. **Statement of Need:** This section should answer the question, "Why is this project necessary?" In three pages of text or less, the statement of need should clearly describe why this project is necessary (significance/value) and include supporting information. The Statement of Need should clearly identify the targeted species and any existing estimates of population size, geographic range, or abundance, a description of the direct threats that affect the targeted species at the project site, and the specific threats that the project will address. Summarize previous or ongoing efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the USFWS or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

   In addition to the text, applicants are strongly encouraged to provide a table that summarizes past USFWS support, if any, to the project or applicant. This table does not count toward the page limit. A table should include columns for: (1) year of grant, (2) USFWS grant number, (3) amount funded in US$, and (4) bullet points of major activities, outcomes, or products. Former recipients of USFWS support should note that every proposal is expected to be a stand-alone document. Not all proposal reviewers may be familiar with past grants and a summary of activities and accomplishments helps all reviewers to better understand the proposal in context.

2. **Project Goals and Objectives:** This section should answer the question, "What do you want to achieve and how are you going to do it?" State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period). Objectives should form the basis for the project's Monitoring and Evaluation section. A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website.

   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

3. **Project Activities, Methods and Timetable:** This section should answer the question, "How are you going to achieve your objectives?" List the proposed project activities and describe how they relate to the stated objectives. *Activities* are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. **The proposed activities should correspond with the Project Budget Table.**

   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.

   Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

   For projects being conducted within the United States ONLY, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity.

4. **Stakeholder Coordination/Involvement:** This section should answer the question, "Who are you going to be working with?" As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities. Where multiple groups are working in the same

site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal and may be requested by reviewers.

5. **Project Monitoring and Evaluation:** This section should answer the question, "How will we know that the project is working successfully?" From your list of Project Objectives in the previous section, choose one objective that you consider the most important to achieve in order to effectively conserve the target species. To track your progress toward achievement of this key objective, identify what you will measure (i.e., indicators), and how you will measure it (i.e., monitoring methods, sample sizes, survey tools). Reviewers may request the same for other objectives.

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

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

   The following table format is recommended:

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

6. **Description of Entities Undertaking the Project**: This section should answer the question, "Who are you, and who are you going to be working with?" Provide a brief description of the applicant organization and all cooperating or coordinating organizations and agencies. State the activities for which each group or individual is responsible. Provide brief (1-2 pages) curricula vitae for key personnel, identifying their qualifications to meet the project objectives. ***DO NOT include Social Security***

numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics.

If activities to collect data are proposed and the project can demonstrate a strong partnership with the wildlife authority that will use the data to manage the species more effectively, providing this information will strengthen the proposal.

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

8. **Literature Cited.**

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

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

11. **Detailed notification of security forces**. The Leahy Vetting requirement is included annually in the Foreign Assistance Appropriations Act. The Leahy Amendment prohibits assistance to individuals with human rights abuse records. It requires that military and civilian security force individuals or units receiving US Government assistance be screened for any record of human rights abuse. Conservation efforts authorized by the Foreign Assistance Act often require work with and/or support to law enforcement personnel including park rangers, police, customs officials, or any other "foreign security forces" (anyone with authority to detain, confiscate, arrest, and/or use force). Training is the most frequent cited example of assistance, but any provision of materials or equipment must be vetted. If security forces are involved in any project activities, please explain in detail the specific resources that will be used to support these forces and whether the project participants are a unit (i.e. rangers from protected areas) or a group of individuals. If your proposal is selected for funding, a USFWS Officer will contact you with further instructions.

Proposals should be ten pages or less. Pages should be numbered. SF424 and SF424B, figures, tables, maps, curriculum vitae, and required forms do not count toward the ten-page limit.

D. Budget Form

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

Multiple U.S. Federal Government 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 USFWS funding, one or more columns for applicant and partner contributions, and, if applicable, a column for any program income that will be used to conduct project activities as demonstrated here:

Category/ Budget Item	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,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. Wherever 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.

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 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.

E. 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 USFWS 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 has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to

our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. 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 USFWS to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that USFWS 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.

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% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their USFWS award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the USFWS to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation."

For more information on indirect cost rates, see the USFWS's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at http://www.fws.gov/grants/.

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

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

F. **Single Audit Reporting Statements (Foreign Applicants Excluded):** As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $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/) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**". Do not include your audit report in the proposal or application.

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

H. **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 USFWS in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter, which might place the recipient, the recipient's employees, or the recipient's 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. Upon receipt of such a notice, the USFWS Program Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the USFWS may result in the project not being select for funding.

Application Checklist

- ☐ SF-424 - Application for Federal Assistance
- ☐ SF-424B Assurances form
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page)
- ☐ Project Narrative
- ☐ Budget Table
- ☐ Budget justification including indirect cost statement
- ☐ Government Letter of Endorsement (applicants from India must include copy of FCRA)
- ☐ Conflict of Interest statement, when applicable

- ☐ 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
- ☐ NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ Leahy Vetting Requirement

V. Submission Instructions

SUBMISSION DEADLINE: Open from October 2, 2015 to December 3, 2015. Proposals must be submitted by 11:59 PM EST on December 3, 2015. Proposals must be in English. . A confirmation e-mail containing an assigned proposal number beginning with **"GA16"** will be sent to applicants in 10-15 business days from the opportunity closing date. **If you do not receive this email, please contact Cheryl Leonard at mscf_greatape@fws.gov.**

The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature that they warrant immediate consideration (e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others).

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 at http://www.grants.gov/web/grants/applicants/organization-registration.html (please note if applying as an individual, register here: http://www.grants.gov/web/grants/applicants/individual-registration.html). Registration can take between three to five business days or as long as two weeks. To apply through Grants.gov, you must be registered in SAM.

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

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

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

US applications submit to the Program Mailbox will not be accepted without prior approval and proper justification.

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

VI. 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.

Criteria: The Division of International Conservation evaluates proposals by scoring how well each proposal addresses great ape conservation and the requested proposal 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. Other review criteria include:

- **Compelling project design,** including the degree to which: (1) a project is well justified, has clear benefits, makes a significant contribution to the protection of great apes; (2) the goals are well-defined and relevant to the project's Statement of Need; (3) the objectives, methods, and activities are well-defined, measurable, statistically valid, realistic, and apply the best scientific and technical information available; and (4) the budget line items are appropriate, allowable and reasonable, and justified in the proposal narrative, and in-kind contributions are acceptable.
- **Capacity to implement**, including the degree to which: (1) a proposal indicates that the applicant has the ability to implement the proposed activities effectively; and (2) the applicant has a positive record of accomplishment with USFWS based on previous grant support, if applicable, including timely submission of financial and performance reports.
- **Inclusion of range country personnel,** including the degree to which: (1) the proposal includes the participation of range country nationals in the project activities; and (2) the proposal provides training essential to the development of local capacity to implement conservation activities.
- **Willingness to collaborate,** including the degree to which: (1) the proposal adequately details coordination of project activities with similar, ongoing or planned activities of other stakeholders; (2) the proposal promotes networking, partnerships and/or coalitions; and (3) the proposal suggests activities that are non-duplicative of other ongoing activities.
- **Relevance of activities,** including the degree to which: (1) the proposal addresses an emergent issue with potential significant conservation value; and (2) the proposal addresses a conservation need identified by a specialist group, or by a regional, national or global strategy.

- **Sustainability of project,** including the degree to which: (1) the proposal provides for the development of an activity that can be replicated for widespread use; (2) the proposal provides benefits beyond the life of the grant; (3) the monitoring and evaluation plans are well described, appropriate and adequate; and (4) the expected products/outputs/outcomes are identified and enumerated, their impact is apparent, and they will be effectively distributed to resource managers, community members, researchers and other stakeholders,

USFWS staff may consider the following sub-factors to break ties and further distinguish among applications with equivalent scores: financial need; geographical and project diversity in the USFWS portfolio; proportion of budget dedicated to administration, salaries and travel; and a monitoring and evaluation plan that is designed so that the effectiveness of activities can be credibly assessed and shared. Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made. In addition to the criteria above, the proposal must meet minimum programmatic requirements, and following basic proposal content and formatting requirements as described in Section IV Application Requirements. Proposals that do not meet minimum programmatic requirements may be considered ineligible for technical review.

Review and Selection Process: The Division of International Conservation evaluates proposals by how well each addresses the program priority areas and the requested elements outlined in this Notice of Funding Opportunity. *High priority, well-justified projects that address all of the requested proposal elements will be more competitive.*

After proposals have been submitted, they are reviewed by a Grants Specialist to determine if all required elements listed in the Application Checklist are complete and sufficient. Only proposals that pass this initial screening are forwarded to the Program Officer and assigned to a review panel. Review panels are comprised of three to five U.S. Federal Government employees with wildlife conservation expertise. In addition, USFWS may solicit advice from qualified experts to conduct a technical review of the proposed project.

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, submit a request to mscf_greatape@fws.gov.

Each reviewer assigns each proposal an ordinal score based on the criteria listed above. Proposals and scores are discussed during the review panel and a consensus score is assigned to each proposal. Proposals are then ranked according to the consensus scores. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores and be put forth for funding.

The Wildlife Without Borders - Africa Program within USFWS International Affairs provides financial support for great ape conservation in Central Africa. Applicants are encouraged to apply to this WWB -

Africa Notice of Funding Opportunity rather than the Great Ape Conservation Fund if the proposal directly addresses one of the six funding opportunities identified in the Description of Funding Opportunity. Applicants can review funding opportunities on the Division of International Conservation website. In order to maximize funding opportunities, USFWS staff may move proposals before being reviewed between the WWB-Africa Program and the Great Ape Conservation Fund. Note that proposals will be reviewed by only one program.

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

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the USFWS. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests**.** Applicants whose projects are not selected for funding will receive written notice, most often by email, within 180 days from the submission deadline.

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

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

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

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

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

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

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

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

Conflict of Interest Disclosures: Recipients are responsible for notifying the USFWS Program Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's

subrecipients in the matter. Upon receipt of such a notice, the USFWS Program Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the USFWS may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

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

VIII. Agency Contacts

Contact for Asia:

Dr. Meenakshi Nagendran
U.S. Fish and Wildlife Service
Division of International Conservation
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803
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Contact for Africa:

Dirck Byler
U. S. Fish and Wildlife Service
Division of International Conservation
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Falls Church, VA 22041-3803
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E-mail: dirck_byler@fws.gov

IX. Paperwork Reduction Act Statement

The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Opportunity is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned OMB Control No. 1018-0123, which expires on 10/31/2017. The public reporting burden for this collection of information is estimated to average of 22 hours per application and 40 hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: BPHC

Falls Church, VA 22041.