U.S. Fish and Wildlife Service
International Affairs
Catalog of Federal Domestic Assistance (CFDA) Number: 15.679
Funding Opportunity Number: F17AS00102
Submission Deadline: January 18, 2017

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

On February 11, 2014, President Obama issued the National Strategy for Combating Wildlife Trafficking. Incorporating recommendations from the Advisory Council on Wildlife Trafficking, the Implementation Plan was released on February 11, 2015 to guide and direct the efforts of Federal agencies in executing the Strategy. The Plan followed the structure and objectives of the three Strategic Priorities identified in the Strategy: Strengthen Enforcement (including both U.S. Domestic Enforcement and Global Enforcement), Reduce Demand for Illegally Traded Wildlife, and Expand International Cooperation and Commitment. Twenty-four objectives fall under these three Strategic Priorities, each including a number of Next Steps that identify discrete actions.

The U.S. Fish and Wildlife Service (USFWS) is identified as a lead or participating agency in all 24 Implementation Plan Objectives, reflecting the commitment and history of USFWS International Affairs and Office of Law Enforcement in the fight against the multi-billion dollar illegal wildlife trade. To complement and facilitate existing efforts, USFWS has developed this Notice of Funding Opportunity to provide financial assistance for a Caribbean regional workshop project that advance counter-wildlife trafficking activities as outlined in the Next Steps of the National Strategy's Implementation Plan.

The Caribbean is a region of exceptional biodiversity as well as geographic, cultural, and political diversity. It is also a region with a persistent and pervasive history of illegal and unsustainable harvest of and trade in both terrestrial and marine species. Today illegal trade in marine turtles, Queen conch, sharks, birds, terrestrial reptiles, and forest products continues. The region is currently one of the largest geographical areas that lack an entity for wildlife law enforcement cooperation or coordination.

Wildlife trafficking in the Caribbean -- involving both animals and plants, terrestrial and marine species -- may exist side-by-side with narcotics smuggling, human trafficking, and the movement of other forms of contraband (e.g. charcoal, cigarettes). The United States and Europe are key markets for trafficked Caribbean wildlife and wildlife products, including purchases made by tourists (e.g. coral, sea turtle souvenirs).

National governments and dependent territories in the Caribbean are often ill-equipped to handle the domestic and international coordination necessary to combat wildlife trafficking. There is often inadequate or no communication or intelligence sharing between the islands regarding illegal wildlife trade issues, even when shared species (e.g., marine turtles) are involved. While regional security and enforcement cooperation bodies exist in the Caribbean, none of those provide a suitable venue for wildlife law enforcement cooperation and intelligence sharing. The large geographic area of the Caribbean, tremendous number of small boats and planes, and weak and under-funded governance structures make multilateral enforcement cooperation a critical tool to combat wildlife trafficking and other terrestrial and marine natural resource crimes.

In December 2014 the member states of the SPAW Protocol of the Cartagena Convention (Protocol Concerning Specially Protected Areas and Wildlife in the Wider Caribbean), including the United States, unanimously adopted recommendations calling on increased participation of member in CITES and the formation of a regional wildlife enforcement network.

In December 2013, at a conservation workshop convened by the U.S. Fish and Wildlife Service, island governments, as well as academic, conservation, and other non-governmental entities, ranked the need for wildlife enforcement cooperation among the highest priorities for the region. The development and implementation of multilateral wildlife enforcement networks has long been recognized as a key element in improving law enforcement and intelligence cooperation and increasing enforcement success.

Program Goal: The U.S. Fish and Wildlife Service is providing this funding opportunity to convene a CaribWEN focal points workshop in Bridgetown, Barbados (or another location) to discuss the design, structure and operations of the CaribWEN. Such a workshop should be used to:

- take the first steps toward developing the structure and representation of countries in the Caribbean Wildlife Enforcement Network – CaribWEN;
- discuss the operational aspects and activities of the network;
- plan the steps necessary to develop political and diplomatic support in the region for operationalizing the CaribWEN
- develop a plan to encourage all the islands and territories of the Caribbean to participate in the CaribWEN; and,
- develop a plan to secure, short-, medium- and long-term funding for the operations of the CaribWEN.

The workshop should include participating countries and territories from the July 2016 workshop in Nassau, other regional governments, the CITES Secretariat, and experts and non- and inter-governmental organizations determined necessary by the organizers.

The funds provided would enable invited developing States, non- and inter-governmental organizations and the CITES Secretariat to fully participate in the workshop. The funds would also be used to provide simultaneous interpretation during the workshop.

The workshop should seek to design a network capable of achieving the following mid- and long-term benefits:

- Strengthen law enforcement cooperation between island governments and dependencies' home governments;
- Improve coordination in bilateral and multilateral enforcement actions;
- Improve information and intelligence sharing with regard to terrestrial and marine wildlife crimes;
- Facilitate training and capacity building for enforcement, prosecutorial, and judicial authorities in the region;
- Establish and formalize a regional strategy to combat trafficking, upon which national strategies may also be developed;
- Sensitize stakeholders to the regional conservation threat of wildlife trafficking and encourage commercial interests to become involved in eliminating this threat; and,
- Heighten awareness among the general public, visiting tourists, businesses, and the hospitality industry of the seriousness of wildlife crimes.

II. Award Information:

This program will use grants and/or cooperative agreements as the assistance instrument. The amount of funding requested must match the scope of the activities, the anticipated results, and the length of the project period.

III. Basic Eligibility Requirements

<u>This is a notice of intent to award a single source award to an identified recipient in accordance with 516 FW 6.</u>

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

Applicants must be registered in SAM at the time of pre-proposal submission. We recommend that applicants immediately begin registering as the process, depending of the type of organization, can take months to complete. Please begin by reading our General Instructions for Registering in DUNS/SAM at http://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf, and then visit www.sam.gov.

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

You must 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. If cost share or match is included, it may be in the form of cash or in-kind contributions. Only verifiable contributions should be included as a match. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Funds provided by another U.S. Federal Government agency or another Service award cannot be reported as matching contributions but should be noted and explained in detail.

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

A. SF-424 and SF 424b

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 SF-424 and SF-424B forms. 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).

B. Project Summary:

B. Project Summary: Describe the project below 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 out puts and outcomes can also be included in this section.

C. Project Narrative

1. **Statement of need:** The Caribbean regional currently lacks a mechanism for enforcement cooperation to combat wildlife trafficking in and through the region. It is necessary to bring the independent island States and Overseas Territories in the region together to build support for the development of a Caribbean Wildlife Enforcement Network (WEN). Such a workshop should be designed to present information on trafficking to the attendees, develop bureaucratic and political support for a WEN, and lay the foundation for the construction and operationalizing of a WEN.
2. **Project Goals and Objectives:** State the long-term, over-arching goal(s) of the project. State the objective(s) 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).
3. **Project Activities, Methods and Timetable:**

4. **Stakeholder Coordination/Involvement:** The successful applicant will engage in comprehensive planning and consultation with the Secretariat of the Convention of International Trade in Endangered Species (CITES).
5. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indicators).
6. **Description of Entities Undertaking the Project**: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis.
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.

D. Budget Form

Complete the Budget Information for Non-Construction Programs SF 424A. The budget form is available on the Internet at http://apply07.grants.gov/apply/FormLinks?family=15. 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, 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/.

E. Budget Justification

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

Example of a Budget Justification:

A. Personnel request= [insert amount]

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

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

remaining 3 months.
(Continue to list other staff and explain/justify roles).
B. Services request= [insert amount]
-Production and printing of 50 training manuals (100pgs) used to conduct workshops.
C. Travel request= [insert amount]
-Airfare costs for three person team (principal investigator, program manager, trainer) to travel to work sites. Travel is necessary to establish new work sites for the project and is more cost effective via air. Costs include airfare and accommodations.
-Vehicle cost with driver for XX days is requested, to conduct field patrols.
Travel and food costs to cover the annual needs of XX person patrol team including fuel and other costs related to transportation.
-Maintenance for vehicles is estimated at XX per month.
D. Other-request = [insert amount]
Explain any other costs
E. Indirect Cost
Indicate rate or if claiming 10% de minimus or charging directly

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

Required Indirect Cost Statement: 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 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.

7. An inter-governmental agency (part of the United Nations system) 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 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 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 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 sub-recipients 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 sub-recipients in the matter. Upon receipt of such a notice, the Service Project 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 Service may result in the project not being select for funding.

V. Submission Instructions

SUBMISSION DEADLINE: Open from January 13, 2017 through January, 18, 2017. Proposals must be submitted by 11:59 PM ET, January 18, 2017. Proposals must be submitted in English. A confirmation email will be sent 3-5 business days from the opportunity closing date. If you do not receive this email please contact, Bruce_weissgold@fws.gov.

If you're a 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.

If you're a Foreign applicant: You may submit your proposal to the program inbox at CWT@ fws.gov and copy Bruce_Weissgold@fws.gov

Contact Info:
Mr. Bruce Weissgold
Division of Management Authority
U.S. Fish and Wildlife Service
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803
USA
Bruce_Weissgold@fws.gov@fws.gov
Fax: 703-358-2298

VI. Application Review

Criteria: To be considered for funding, proposals must address one or more of the Objectives and Next Steps identified in the Implementation Plan of the National Strategy for Combating

Wildlife Trafficking. 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:

- **Likelihood of Reducing Wildlife Trafficking**: Demonstrates clear conservation benefit by proposing activities that are likely to reduce, eliminate or mitigate wildlife trafficking. If proposed activities are not expected to reduce wildlife trafficking during the project period of performance (e.g., some capacity development, educational, and data collection or research activities), it is the responsibility of the applicant to clearly explain in the Statement of Need how the activity is intended to ultimately advance the fight against the illegal trade in wildlife.
- **Capacity to Implement**: Indicates that the applicant organization and/or individual(s) have the ability to implement the proposed activities effectively, including evidence provided in the *curricula vitae* of key personnel and/or letters of endorsement or support by host government representatives and partner organizations.

The above considerations are not listed in any order of importance. USFWS staff may consider the following sub-factors to break ties among applications with equivalent scores: financial need; geographical and project diversity; prominence of foreign nationals as key personnel; proportion of budget dedicated to administration, salaries and travel; project sustainability, 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, including maintaining a positive track record with the USFWS and other donors based on previous grant support (a positive track record includes timely submission of financial and performance reports, and a summary of major activities and accomplishments of previous USFWS support in the Statement of Need section), satisfactory on-site collaboration with other conservation efforts, and following basic proposal content and formatting requirements as described in Section IV Application Requirements. Proposals that do not meet minimum programmatic requirements may not be considered eligible for technical review.

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 email, 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 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 Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

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

Significant Developments Reports: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the 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 sub-recipients 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 sub-recipients 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 Sub-recipient(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 sub-recipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

Mr. Bruce Weissgold
Division of Management Authority
U.S. Fish and Wildlife Service
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USA
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