U.S. Fish and Wildlife Service
Asian Elephant Conservation Fund
Catalog of Federal Domestic Assistance (CFDA) Number: 15.621
Funding Opportunity Number: F15AS00442
Submission Deadline: Monday, 2 November 2015

Notice of Funding Opportunity and Application Instructions

I. Description of Funding Opportunity

The Asian Elephant Conservation Fund solicits project proposals for the conservation of the Asian elephant (*Elephas maximus*) throughout its range. In 1997, with awareness of the increasing threat to the welfare of the already endangered Asian elephant The Asian Elephant Conservation Act was signed into law. The Act provides for the conservation of Asian elephants by supporting conservation programs in countries within the range of Asian elephants, and the projects of persons with demonstrated expertise in the conservation of Asian elephants.

The Asian Elephant Conservation Fund supports projects that promote conservation of Asian elephants and their habitats through:

- Applied research on elephant populations and their habitats, including surveys and monitoring;
- Activities that result in fewer wild elephants being removed from the wild, reduce demand in consumer countries for ivory and other body parts, and prevent illegal killing of elephants;
- Development and execution of elephant conservation management plans;
- Compliance with applicable treaties and laws that prohibit or regulate the taking or trade of elephants or regulate the use and management of elephant habitat;
- Conservation education and community outreach;
- Enhanced protection of at-risk elephant populations;
- Efforts to decrease human-elephant conflict;
- Habitat conservation and management, including improved protected area management in important elephant ranges;
- Strengthening local capacity to implement conservation programs;
- Transfrontier elephant conservation; and
- Wildlife inspection, law enforcement, and forensics skills.

Support will also be given to projects that enhance the knowledge of decision makers and other stakeholders. These include legislators, teachers, school children, journalists, tourists, non-governmental organizations, and private sector organizations or businesses in order to strengthen their ability to positively influence wildlife conservation, management, legislation, policy, and finance; and to harmonize these with other national policies.

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

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 (Service).

The approximate amount of funding available under this program is $1,500,000 USD. 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 Service. 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 Service 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 Service and a rationale for why involvement of Service 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. 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. 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:

A.

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

   Additional instructions for completing the SF-424 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. recipients applying through Grants.gov, downloading and saving the Application Package to your computer make the required government-wide standard forms fillable and printable.

   For foreign recipients, your organization's authorized official MUST sign required forms.

B. Project Summary – 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 can also be included in this section.

C. Project Narrative – 10-page limit, includes Sections 1-7 below

1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going 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 Service or any other

donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

2. **Project Goals and Objectives:** State the long-term 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).

3. **Project Activities, Methods and Timetable:** 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.

   As an example, the following format is recommended:

   GOAL:
   - Objective 1
     - Activity 1.1
     - Activity 1.2
   - Objective 2
     - Activity 2.1
   - Objective 3
     - Activity 3.1
     - Activity 3.2
     - Activity 3.3

   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.

4. **Stakeholder Coordination/Involvement:** 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.

5. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). 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). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will

participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

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. Include a brief (1-page) curricula vita for key personnel, focusing on the qualifications necessary to meet the project objectives. To prevent unnecessary transmission of Personally Identifiable Information, *do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.*

7. **Sustainability:** 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:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative. Provide the latitude and longitude coordinates of a representative geographic location for your project in decimal degrees format (NOT degree-minute-seconds format). For example, USFWS in Arlington, Virginia, USA, would be provided as 38.8825, -77.1145 (latitude, longitude). Please correctly enter north and east coordinates as positive values, and south and west coordinates as negative values.

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.

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

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

Category / Budget Item	Cost Calculation	Total Cost	USFWS	Applicant	Partner X	Partner Y	Program Income (if applicable)
1. Per Diem: A. Instructor (1)	$500/month * 6 months	$3,000	$x,xxx	$xxx	$xxx	$xxx	$xxx
B. Trainees	$60/day * 5 days * 30 trainees	$9,000	$x,xxx	$x,xxx	$x,xxx	$x,xxx	$x,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 materials:							
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
Total		$x,xxx	$x,xxx	$x,xxx	$x,xxx	$x,xxx	$x,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. When necessary, additional descriptions should be provided in the Budget Justification. If the Budget Table requires more than one page, verify that the column headings and row titles appear on all pages. For multi-year or multi-phase projects, please include a separate budget table for each year/phase with subtotals.

Things to consider when developing your Budget Table:

- ***Federally Funded Equipment:*** If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-kind contribution and SHOULD NOT include it in the budget table. Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

- ***Program Income:*** Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on

advances of Federal funds. Income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:

1. added to the funds requested from the Service for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
2. used to finance the non-Federal share of the project.

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

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 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. 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 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 have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

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

would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. 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.

Application Checklist

- ☐ SF-424 - Application for Federal Assistance
- ☐ SF-424B Assurances form
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page maximum)
- ☐ Project Narrative (10 page maximum)
- ☐ Budget Table
- ☐ Budget justification including indirect cost statement
- ☐ Conflict of Interest statement, when applicable
- ☐ A-133 Single Audit Reporting statement
- ☐ SF-LLL Form, when applicable
- ☐ Government letter of endorsement
- ☐ FCRA Documentation – *for applicants in India only*
- ☐ Brief resumes/CVs for key personnel (1 page each)
- ☐ 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

V. Submission Instructions

SUBMISSION DEADLINE: Open from Tuesday, 18 August 2015. Proposals must be submitted by 11:59 PM EDT on Monday, 2 November 2015. Proposals must be in English. A confirmation e-mail containing an assigned proposal number will be sent to applicants in 5-10 business days from the opportunity closing date.

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).

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

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

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

Foreign Applicants: May submit through the following program mailbox: mscf_asianelephant@fws.gov. All documents must be printable on letter paper (8 ½" x 11"). Pages should be formatted 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 together in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments and include the name of your organization in the subject line.

VI. Application Review

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

Criteria: The Service ranks proposals by scoring how well each addresses program objectives as listed in the Description of Funding Opportunity as well as the requested elements listed in the Application section above. High priority, well-justified, and feasible projects which make a significant contribution to the protection of Asian elephants and their habitats and include all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Review criteria may include considering the degree to which a project:

- Promotes cooperation and partnerships to create coalitions, build networks and facilitates regional collaboration;
- Complements activities of other organizations/individuals in a manner which will lead to efficient, effective conservation and avoids duplication of other on-going activities;
- Strengthens local individual and institutional capacity, and ensures that communities have an active role in project planning and implementation;
- Indicates that the applicant organization and/or key personnel have the ability to implement the proposed activities successfully, including in the biographical sketch (CV) of key personnel;
- Maintains a positive record of accomplishment with Service based on previous grant support, including timely submission of financial and performance reports, and a summary of major activities and accomplishments of previous Service support in the Statement of Need section;
- Identifies outcomes and their impact on the resource, and effectively shares or communicates them with resource managers, community members, researchers and other stakeholders;
- Includes activities that have the potential to be sustained beyond the life of the grant, are replicable, and harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- Coordinates project activities with similar, on-going or planned activities of other stakeholders;

- Catalyzes activities in a previously neglected area with potential significant conservation value or addresses an emergent issue or threat to the species;
- Addresses a conservation need identified by a specialist group, or by a regional, national or global strategy.

Review and Selection Process:

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

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service's risk assessment form 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 Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 180 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 subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Program Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

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

VIII. Agency Contacts

Cory Brown
U.S. Fish and Wildlife Service
Division of International Conservation, Branch of Eurasia
5275 Leesburg Pike, MS: IA
Falls Church, VA 22041-3803
Tel: 703-358-2221; E-mail: cory_brown@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 expired on 09/30/2014. 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.