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

Marine Turtle Conservation Fund
Catalog of Federal Domestic Assistance (CFDA) Number: 15.645
Funding Opportunity Number: F14AS00390
Submission Deadline: October 1 (Cycle 1) and April 1 (Cycle 2)
<u>This announcement is for the April 1 deadline</u>

Notice of Funding Availability and Application Instructions

Carefully read this opportunity as recent changes have been incorporated!

I. <u>Description of Funding Opportunity</u>

The Marine Turtle Conservation Fund is soliciting proposals for the conservation of marine turtles (*Chelonia mydas, Caretta caretta, Dermochelys coriacea, Eretmochelys imbricata, Lepidochelys olivacea, Lepidochelys kempii*) throughout their range outside of the United States and its territories. The U.S. Government enacted the Marine Turtle Conservation Act (MTCA) of 2004 in response to the decline of many marine turtle populations worldwide and the serious threats to their long-term survival. The primary purpose of the Act is to provide financial support for projects that conserve nesting populations and habitat and address other threats to the survival of marine turtles in foreign countries.

The goal of this grants program is to reduce threats to marine turtles in their natural habitat. Proposals should identify specific conservation actions that have a high likelihood of creating lasting benefits. Project activities that emphasize data collection and status assessment should describe a direct link to management action, and explain how lack of information has been a key limiting factor for management action in the past. Proposals that do not identify how actions will reduce threats or that do not demonstrate a strong link between data collection and management action will be disqualified.

Proposed project work should occur within the species range, outside of the United States. If work is to be conducted outside of the species range, the proposal should show a clear relevance to its conservation. To the extent that it provides clear, direct support for the program objectives above, proposed work may also relate to climate change adaptation, mitigation and education.

The Marine Turtle Conservation Fund is seeking project proposals that promote the conservation of marine turtles by focusing on:

- Activities that protect nesting females and eggs on important nesting beaches;
- Developing local human and institutional capacity for marine turtle conservation and management through training;
- Cultivating the conservation values, interests, and actions of target audiences through conservation education, community outreach, social marketing and other relevant tools and mechanisms;
- Developing and implementing measures to address fisheries by-catch threats to priority nesting populations *(see below)*;
- Incorporating an interdisciplinary approach that includes social, economic, policy, and legal considerations of marine turtle conservation;
- Integrating problem solving, conflict resolution, and participatory approaches that are socially, culturally, politically, and economically enduring in the country/region where the project activities take place;
- Developing and executing marine turtle conservation management plans;

- Habitat conservation and management;
- Information exchange to promote international collaboration;
- Promotion of networks, partnerships, and coalitions that assist in the implementation of conventions, treaties, protocols and other international activities that promote regional collaboration and maximize coordinated conservation and management of marine turtles;
- Protected area/reserve management of important nesting beaches; and
- Strengthening local capacity to implement conservation programs on nesting beaches.

Priorities for the MTCA Program are as follows:

1. **Leatherback** nesting populations in the **Pacific, West Africa and Northern Indian Ocean;**
2. **Loggerhead** nesting populations in the **North Pacific, West Africa, and North Indian Ocean;**
3. Major **hawksbill** nesting populations in the **Caribbean, East and South Pacific, and Southeast Asia;**
4. **Olive ridely** arribada nesting populations in the **Indian Ocean;**
5. Major **green turtle** nesting populations in **West Africa and Eastern Pacific;**
6. **Kemp's ridely nesting populations on primary nesting beaches of Mexico**
7. Proposals that address and/or directly complement conservation activities directed at fisheries by-catch threats to priority nesting populations identified above and foraging populations in the North Atlantic and Mediterranean;
8. International, regional, and national marine turtle conservation capacity building.

II. <u>Award Information</u>

This program uses 1 or 2 year grants or cooperative agreements as financial assistance instruments. The type of assistance instrument to be used is the decision of the U.S. Fish and Wildlife Service (Service). Proposals are typically funded at or less than $50,000 USD. The amount of funding requested must match scope of the activities, the anticipated results, and the length of the project period. Higher amounts may be requested with appropriate justification. The period of performance for projects starts on the date the award is signed by the Service. Past and present recipients of awards under this program are eligible, but must submit new proposals to compete for funding each year.

Cooperative Agreements

Under cooperative agreements, 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. <u>Basic Eligibility Requirements</u>

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

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

- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country of proposed activity;
- material support or resources to individuals, entities, or organizations of countries that the U.S. Department of State has identified as state sponsors of terrorism. These countries are: Cuba, Iran, Sudan, and Syria. (Exceptions may be allowed with clearance from U.S. Department of State)

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 SAM 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. If cost share or match is included, it may be in the form of cash or in-kind contributions, and it must be verifiable. 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

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

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

A. A 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 from this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

- U.S. applicants must also submit signed and dated Assurances - Non-Construction form (SF-424b).

The SF-424 and SF-424b forms are located here: http://apply07.grants.gov/apply/FormLinks?family=12. Look for the form name - Application for Federal Assistance (SF-424) and Assurances for Non-Construction Programs (SF-424B).

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, beneficiaries, and expected products can also be included in this section.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary and its significance to particular nesting populations and species. Include information about the number of nests or nesting females by species that are known or estimated for the project area historically and presently. The statement of need should identify the direct threats that adversely affect the population at the project site as well as the specific threats and target audiences to be addressed through project activities.

   Summarize previous or on-going efforts (of your organization as well as other international, national, regional and/or local organizations or individuals) that are relevant to the proposed work.

   If you have received grants previously (from Service or any other donor) for this work or this specific site, provide a list and summary of those activities and accomplishments so that reviewers can better understand the proposal in context.

   For projects being conducted within the United States, 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.

2. **Project Goals and Objectives**: State the long-term goals of what your project aims to achieve. Objectives are the specific steps that you will take to reach your stated goals. Your objectives must be attainable within the project period and should be specific, measurable, and realistic.

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.

    - Provide a detailed description of the method(s) to be used to carry out each activity. Indicate beach lengths and location of project beaches and include species and estimated numbers of nests to be protected within the project area.

    - 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. To view a sample project timetable go to: http://www.fws.gov/international/pdf/sample-timetable.pdf.

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. Please describe any previous work with these stakeholders and how working with them relates to the specific threats and target audiences.

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 indictors). 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.

   Identify all expected project products/outputs (examples include: management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided, patrols conducted, etc.). Once the outputs are identified, describe the intended impact of the products/outputs on the objectives

   The Service 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.

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**: 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. On the SF-424, Application for Federal Assistance, provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in completely or in part on the qualifications of key personnel, 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 on the curricula vitae!***

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: if applicable.**

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.

10. **Governmental 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

Financial assistance awards and subawards are subject to the cost principles in the following Federal regulation as applicable to the recipient organization type:

- 2 CFR Part 200, Subpart E – *Cost Principles*

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)
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	$x,xxx	$xxx	$xxx	$xxx	$xxx

*Present all amounts in U.S. dollars

Go to http://www.fws.gov/international/pdf/sample-budget.pdf to view a sample project budget table.

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a $3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x $15/night = $3,300*. Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget 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 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.

Applicants who are individuals applying for funds separate from a business or non-profit organization are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

All other applicants applying for funding must include in the budget justification one of the following statements and attach to their application all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
• No indirect cost rate • Charges all costs directly	**Indirect Cost Statement:** Our organization does not have an indirect cost rate and will charge all costs directly.	None.
• Is not an individual • Has an indirect cost rate • Has an approved	**Indirect Cost Statement:** We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.	Copy of approved NICRA.

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period		
• Is not an individual • Has an indirect cost rate • Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period • May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: "We submitted a new NICRA proposal to our cognizant agency on [insert date]." OR "In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made". We understand that: • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.
• Is not an individual • Has an indirect cost rate • Has never established a NICRA in the past • Will submit a NICRA proposal to cognizant agency within the	**Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that:	None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
required timeframe, in the event an award is made	• Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.	
• Is not an individual, state, local or Federally-recognized Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made	**Indirect Cost Statement:** We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this 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 a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships,	None.

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
	participant support costs and the portion of each subaward and subcontract in excess of $25,000.	

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

U.S. applicants must include the following:

F. Statements Regarding A-133 Single Audit Reporting: All U.S. state and local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $750,000 or more in Federal award funds in a fiscal year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state and local governments, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 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/). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements."** Do not include your audit report in the proposal or application.

G. Assurances: U.S. applicants must 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)** if the project does not involve construction. 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: For U.S. applicants, 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.

Application Checklist

- ☐ SF-424 - Application for Federal Assistance
- ☐ SF-424B Assurances form
- ☐ DUNS Number
- ☐ System for Award Management (SAM) registration
- ☐ Project Summary (1 page)
- ☐ Components outlined in Section C. Project Narrative (maximum 10 pages)
- ☐ Budget table and justification including indirect cost statement
- ☐ Summary *curricula vitae* (1 page maximum) for key personnel
- ☐ Map
- ☐ Recent Letter of Governmental Endorsement
- ☐ List of Federally-funded equipment: If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ NICRA: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement

Additional Items for U.S. Applicants:

- ☐ A-133 Single Audit Reporting statement
- ☐ SF-424B Assurances Form
- ☐ SF-LLL Form (if applicable)
- ☐ Evidence of non-profit status: If a non-profit organization, a copy of Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service

V. Submission Instructions

SUBMISSION DEADLINE: October 1 and April 1. Proposals must be submitted 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, among others).

Please select **ONE** of these submission options:

U.S. Applicants: You MUST apply through Grants.gov. If you do not have an account, register at http://www.grants.gov/applicants/get_registered.jsp. Registration can take several days or weeks. To apply through Grants.gov, you must be registered SAM.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Your entire proposal MUST be uploaded as a SINGLE pdf file. Attach your file on the Attachment Form.

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

Foreign applicants may submit through Grants.gov by following the instructions for U.S. applicants.

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 Division of International Conservation ranks proposals by scoring how well each addresses the *Desired Results* described under each focal area in the Description of Funding Opportunity as well as the requested elements listed in the Application and Format section above. High priority, well-justified and feasible projects that address most or all of the requested proposal elements will receive higher scores. Other review criteria include considering the degree to which a project:

- The project is well justified, has clear benefits, makes a significant contribution to the protection and is a high priority for the conservation Marine turtles and their habitat;
- The capacity of organization and qualifications of key personnel to accomplish project objectives are evident from attached biographical sketch (CV);
- The goals are well defined, and are relevant to the project's statement of need;
- The objectives, methods and activities are well defined, described in detail, measurable, apply the best scientific and technical information available, are statistically valid, and are realistic for the project's anticipated timeframe;
- The proposal includes a well-organized timetable of activities, which can be accomplished during the project's anticipated timeframe;
- The expected products/outputs/outcomes are identified and enumerated, their impact on the resource is apparent, and they will be effectively distributed to resource managers, community members, researchers and other stakeholders, and the project activities have the potential to be sustained beyond the life of the grant;
- The monitoring and evaluation plans are well described, and are appropriate and adequate;
- The proposal adequately details coordination of project activities with similar, on-going or planned activities of other stakeholders, and conducts activities that are non-duplicative of other on-going activities;

- The budget line items are justified in the proposal narrative, appropriate, allowable and reasonable, and applicant and other counterpart cash and in-kind contributions are acceptable;
- The proposal is a catalyst for activities in a previously neglected area with potential significant conservation value;
- The proposal addresses an emergent issue with potential significant conservation value;
- The proposal addresses a conservation need identified by a specialist group, or by a regional, national or global strategy;
- The proposal conducts activities that will be harmonious with international, national and/or regional conservation priorities, action plans and/or strategies;
- The proposal provides training essential to the development of local capacity to implement conservation activities (*i.e*., capacity building), and provide project management experience to local personnel, strengthening the local capacity to manage conservation programs;
- The proposal includes the participation of local people in the project activities;
- The proposal promotes networking, partnerships and/or coalitions;
- The proposal provides for the development of a demonstration activity that can be replicated for widespread use;
- Implement activities or provide benefits that have the potential to be sustained beyond the life of the grant;
- Maintains a positive record of accomplishment with Service based on previous grant support, if applicable, including timely submission of financial and performance reports and a summary of major activities and accomplishments of previous Service support in the Statement of Need section.

Review and Selection Process: The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements. 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.

VII. Award Administration

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

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

U.S. applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. U.S. applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

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 Service's, **Financial Assistance Award Terms and Conditions** posted on the internet at http://www.fws.gov/grants/pdfs/USFWSFAAwardTermsandConditions2-21-2014.pdf and **DIC Financial Assistance Award Terms and Conditions** posted on the Internet at 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: 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.

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.

VIII. <u>Agency Contacts</u>

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International Sea Turtle Specialist
Division of International Conservation
U.S. Fish & Wildlife Service Headquarters
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IX. <u>Paperwork Reduction Act Statement</u>

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 Availability 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