



U.S. Department of the Interior  
**OFFICE OF INSULAR AFFAIRS**

**BROWN TREESNAKE CONTROL PROGRAM**  
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

**FY 2012 APPLICATION INSTRUCTIONS**

**I. Program Description**

The Office of Insular Affairs' (OIA) is requesting fiscal year 2012 funding proposals for its Brown Treesnake (BTS) Control Program.

The invasive Brown Treesnake was unintentionally introduced to the island of Guam following World War II. The BTS is directly responsible for the extinction or local extirpation of 9 of 13 native forest birds and 3 of 12 native lizards. Snakes have caused more than 1,600 power outages in the 20-yr period of 1978-1997 and most recently nearly 200 outages per year. Snakebite is the cause of approximately 1 in 1200 emergency room visits on Guam, with infants constituting a disproportionately high number of these cases. Due to extremely high densities of BTS on Guam, it has been accidentally transported from Guam to other sites worldwide through infested civilian and military vessels and cargo. Documented sites include: Hawaii, the CNMI, Corpus Christi, Texas; McAlester, Oklahoma; Japan; Anchorage, Alaska; Wake Island; Taiwan; Kwajalein; Diego Garcia; Darwin, Australia; and Rota, Spain. There is appropriate concern that the introduction of the BTS to other sites will have similar catastrophic impacts.

OIA's Brown Treesnake Control Program funding is used to prevent the dispersal of this invasive species from Guam to other geographic areas and to work towards suppression, and ultimately eradication, of existing populations.

**II. Award Information**

The period of performance for the majority of projects funded under this program is twelve to twenty-four months. Past and present recipients of awards under this program are eligible but must submit new proposals to compete for funding each year.

**III. Eligible Applicants**

Eligible applicants are members of the Brown Treesnake Technical Working Group which includes, but is not limited to, representatives of the governments of Guam, the Commonwealth Northern Mariana Islands, and the State of Hawaii.

#### **IV. Application Information**

**Applications must be submitted via grants.gov.**

**Submission Deadline:** The submission deadline is Friday, April 13, 2012. Please be prepared to briefly present your proposal during the BTS Working Group meetings on Guam, April 25-27, 2012 if you will be attending the meeting in person.

**Decision:** You will be notified of the decision on your application via email once a decision is reached.

**Application Format:** Your proposal should include the following elements in order to receive full consideration:

- A. Signed and Dated Cover Page:** The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to the Assistant Secretary for Insular Areas:

The Honorable Anthony Marion Babauta  
Assistant Secretary of the Interior for Insular Areas  
U.S. Department of the Interior  
1849 C Street, N.W.  
Mail-Stop 2429  
Washington, D.C. 20240

- B. Project Narrative:** The project narrative must include the following elements:

**1. Detailed Project Description(s):** Describe, in detail, the projects, activities, and/or positions being proposed for funding. Please make sure to describe how these projects, activities, and/or positions directly relate to:

- a. Preventing the spread of the BTS from Guam
- b. The control and management of the BTS on Guam

**2. Detailed Project Budget(s):** Provide detailed budget information for the proposed project(s), activities, and/or positions.

**3. Detailed Project Timeline(s):** Provide a detailed project timeline for completion of each proposed project and/or activity.

**4. Statement of Need:** Describe why the projects, activities, and/or positions are considered key to the success of the BTS control effort. Please make sure to summarize

any previous or ongoing efforts relevant to your proposal. This includes projects, activities and/or positions not funded by OIA grants. Please detail other funds received for your BTS efforts.

### **5. Project Goals, Objectives and Past Accomplishments:**

- a. State the short and long-term goals that will be advanced or achieved if your proposal is funded.
- b. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).
- c. Finally, list any accomplishments resulting from previously received BTS funding from OIA.

**6. Project Manager:** Please provide name and contact information for the project manager for this application. Please include mailing address, phone number, fax number and email address.

### **C. Required SF-424 Application for Federal Assistance Forms**

Applicants must complete and submit the appropriate SF-424 forms when submitting their application via grant.gov. In addition to the core SF-424 Application for Federal Assistance form, applicants must complete two additional forms; either the SF-424A Budget Information – Non Construction Programs **or** the SF-424C Budget Information – Construction Program, as appropriate to the proposed project(s), as well as the SF-424B Assurances – Non-Construction Programs **or** the SF-424D Assurances – Construction Programs, as appropriate to the proposed project(s).

In total, three SF-424 forms must be submitted as part of the application. The SF-424 forms can be found on the Grants.gov website:

[http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp)

### **D. Application Restrictions**

Applications should not include requests to fund indirect costs:

**Indirect Costs:** Indirect costs are defined as costs which are a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted. OIA does not generally allow its grantees to charge indirect costs to its grants and as a result has not established indirect cost rates with the insular areas. Costs associated with the administration of OIA grant projects and programs are to be charged against the grant funds only as approved in the project budget.

## **V. Reporting**

Standard reporting requirements are:

- A SF-425 Federal Financial Report and a narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30, and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period. Final reports are due 90 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Grant Terms and Conditions section of the award. Additional requirements are assigned on a case by case basis and may be found in the Grant Terms and Conditions section of the award.

## **VI. Agency Contact**

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