

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

WILDLIFE WITHOUT BORDERS-LATIN AMERICA AND THE CARIBBEAN

Catalog of Federal Domestic Assistance (CFDA) Number: 15.640

NOTICE OF FUNDING AVAILABILITY & APPLICATION INSTRUCTIONS

I. DESCRIPTION OF FUNDING OPPORTUNITY

The *Wildlife Without Borders-Latin America and the Caribbean* Program (WWB-LAC) funds projects designed to strengthen the ability of Latin American and Caribbean institutions to manage and conserve species, habitats, and ecological processes for the benefit of the people of the Americas and the world. Of particular interest are projects that build the human and institutional capacity to effectively conserve and manage natural protected areas in Latin America and the Caribbean.

Program objectives are:

- To advance, through capacity building, the transition of protected areas from legally established but under-implemented “paper parks” to effectively managed landscapes, benefiting species of regional concern; and
- To develop, strengthen, and replicate high-quality conservation training programs that reach the priority audiences associated with protected areas.

The priority audiences for the training supported by this Program include:

1. Protected area managers and administrators;
2. Protected area guards and rangers;
3. Protected area outreach and education specialists;
4. Community leaders (living in and around protected areas);
5. Decision-makers who influence protected areas (including private landowners, legislators, public officials), and
6. Upper-level students (working on projects in and around protected areas).

The subject areas for training/capacity building initiatives that this Program seeks to support are listed below. Proposals can address multiple subject areas:

- | | |
|---|--|
| • Protected Area/Buffer Zone Management | • Participatory Public Policy Development |
| • Sustainable Natural Resource Management | • Voluntary Conservation Incentives (economic or other) |
| • Private Management/Co-management | • Conservation Finance Mechanisms |
| • Law: Policy Understanding and Enforcement | • Sustainable Development and Ecotourism |
| • Monitoring & Evaluation (species & populations) | • Project Development/Management |
| • Human-Wildlife Conflict | • Grant Writing and Fundraising |
| • Illegal Hunting | • Increasing Media Awareness |
| • Ecosystem Rehabilitation/Restoration | • Establishing/Managing Partnerships (with domestic and international institutions/agencies that directly or indirectly influence protected areas) |
| • Community Engagement/Public Participation | • Training Needs (identify & prioritize) |
| • Environmental Education and Outreach | |
| • Environmental Leadership & Governance | |

Note: This list does not exclude other possible relevant topics, and not all subject areas will be relevant to all audiences.

Projects should take place in Latin America or the Caribbean, ideally in a recognized high priority ecosystem or ecoregion, or a key location associated with flagship, endangered, or migratory species of regional concern. If work is to be conducted outside that region, the proposal must explain why it is preferable that the project is implemented elsewhere.

II. AWARD INFORMATION

Due to the limited funds available, preference is given to proposals requesting less than \$25,000.00 and demonstrating significant in-kind or financial matching support. Higher amounts may be requested with appropriate justification. Although the period of performance for projects funded under this program is typically one year, there are no restrictions on funding proposals for activities exceeding one year. The period of performance for all funded projects begins on the date the award is signed by the USFWS. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year. This program uses grant agreements and cooperative agreements as the primary assistance instruments.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this program can be: federal, state and local government agencies; non-profit, non-governmental organizations; and public and private institutions of higher education. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

Applicants must have a valid DUNS number to receive funding. U.S. Government-wide policy requires that all applicant organizations and individuals, both domestic and non-domestic, apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their proposal. Applicants without a DUNS number should go to <http://fedgov.dnb.com/webform>. You will be prompted to select your country and then search the database for your organization/name. If your organization/name is not found, you will be routed to a web page that allows you to select "Request a New D-U-N-S Number." Follow the instructions for obtaining a new number. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly, as the organizational address to be used in the event an award is made must match the information in Dun & Bradstreet's system.

Eligible Activities: Training for one or more of the priority audiences and covering one or more subject areas (or other topics, as appropriate) from the lists in Section I above. Training must focus either on protected areas in general or on a specific protected area or buffer zone (the site must have recognized legal status as a protected area or buffer zone, either nationally, provincially or locally). In the case of countries which do not have any Protected Areas or protected area systems, proposals may be submitted for projects to support efforts for the establishment of a protected area/spaces by building constituencies or participatory management frameworks that involve local people.

Ineligible Activities: The Division of International Conservation will not fund: the purchase of firearms or ammunitions; buying of intelligence information or paying informants; gathering information by persons who conceal their true identity; law enforcement operations that prompt suspects to carry out illegal activities so they may be arrested (entrapment); or any activity that would circumvent sanctions, laws, or regulations of either the U.S. or the country in which the activity would occur. Funds may not be used to provide material support or resources to individuals, entities, or organizations of countries that have been identified by the U.S. Department of State as state sponsors of terrorism. The countries currently identified are: Cuba, Iran, North Korea, Sudan, and Syria.

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Equipment paid for by the U.S. Federal Government under another award cannot be used as cash or in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

SUBMISSION DEADLINE: This program has two annual deadlines. The first deadline is **October 15** each year. The second deadline is **April 15** each year.

RANGE OF APPROVAL/DISAPPROVAL TIME: Decisions on funding of project proposals are normally made no later than 180 days after the receipt of the project proposals.

APPLICATION FORMAT AND CONTENT: You may submit your proposal in English or Spanish. Your proposal should include these elements:

A. Application Cover Page

Complete the Application Cover Page located on the Internet at <http://www.fws.gov/forms/3-2338.pdf> according to the instructions included on page 2 of the form.

B. Project Summary

BRIEFLY summarize your project in one page or less. Include the title of the project, geographic location, a brief description of the need for the training project, goal(s), objectives, specific project activities, beneficiaries, and expected products. **If you submit a proposal in Spanish you must include a project summary in English.**

C. Project Narrative: The project narrative should create a clear description of the relationship between the issue(s) and audience(s) being addressed, the goal of the project, the objectives necessary to reach that goal and the proposed activities. This description can be narrative only, using the following sections, or it can be graphically represented and supported by the following narrative sections. Applicants are encouraged to employ a conceptual model approach to project development, identifying the relationships between the proposed scope of work and its impact on the situation that the project intends to affect. Supporting materials to aid in development of a conceptual model are available upon request from the Agency contact listed in Section VII of this document.

- 1. Statement of Need:** Proposals must include a justification outlining the need for the proposed training. The training must directly address a problem (or a set of problems) identified as an impediment to the protection of biodiversity in the protected area; it must address an audience (or set of audiences) that has a significant role in resolving the problem(s); and clearly demonstrate potential for having a significant impact on the audience(s) identified above, resulting in a significant contribution towards resolving the problem. Summarize previous or on-going efforts of your organization, and other international, national, regional and/or local organizations or individuals relevant to the proposed work and how the proposed project intends to incorporate such previous and/or complementary work.
- 2. Project Goal(s):** The goal(s) of the project should clearly address the issues identified in the Statement of Need. A goal should extend beyond the current request for funding and should complement WWB-LAC goals and objectives as listed in Section I of this announcement.
- 3. Project Objectives:** Project objectives are the desired outcomes and accomplishments of the project. They should lead to achievement of project goal(s) and be measurable and realistic (attainable within the project's period of performance).
- 4. Project Activities:** Discuss in detail all proposed project activities. Activities should be the steps necessary to achieve project objectives.
- 5. Target Audience:** Identify the target audience for participation in the training activity and its relevance to the conservation issue(s) the project intends to address.
- 6. Project Timetable:** Include a timetable indicating roughly when (over a 12 month timeframe) activities or project milestones will be accomplished. Any tables, spreadsheets, or flowcharts should appear within the body of the narrative (do not include separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over a 12 month period.
- 7. Stakeholder Coordination/Involvement:** Discuss efforts taken to coordinate with and involve local resource managers and other relevant organizations or individuals in planning and designing your project, conducting project activities, and disseminating project results. Preference will be

given to projects demonstrating significant local stakeholder involvement in project design (including identification of needs) and implementation, and contributing to local empowerment.

8. **Anticipated Benefits and Outputs:** Discuss how meeting project objectives and goals will address the issue(s) described in the Statement of need. Discuss any expected products/outputs to result from the project and their relationship to project goal(s). Include details on how the products will benefit the host country government, resource managers, researchers, and other interested parties. Discuss potential issues that may affect the project's timeline, results, or outcomes, as well as actions designed to minimize the impact of these potential issues.
9. **Project Monitoring and Evaluation:** Proposals must include realistic, measurable performance indicators that can be used to assess the performance of the project. This means that pre-project assessment must be designed and implemented before the project is initiated. Outline the steps that will be taken to ensure that project objectives are being met. Describe how progress toward reaching objectives will be assessed, and how project participants and beneficiaries will participate in this process. At the completion of the project an evaluation tool should be applied to assess outcomes and performance. Ideally the final evaluation should be carried out by an independent external party. The performance evaluation must focus on outputs (quality and quantity), effects, and beneficiary satisfaction. If using the conceptual model approach, monitoring and evaluation plans should review and validate the assumptions used in the model.
10. **Sustainability:** Explain which of the proposed project activities will continue beyond the life of a one-year award under this program, and how these activities will be paid for.
11. **Description of Organization(s) Undertaking the Project:** Provide a brief description of the applicant organization, as well as all cooperating organizations and agencies, including staff and other resources available for the project. **Include brief (1-2 pages) *curricula vitae*** of key personnel, identifying their qualifications and capacity to meet the project objectives. Do not include Social Security numbers, the names of family members, or any other personal or sensitive information.
12. **Project Budget Table**
Things to consider when developing your Budget Table:
 - **Federally Funded Equipment:** Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your 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.
 - **Indirect Costs:** We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. Applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match, if they so choose.
 - **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, 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. Under this Program, income earned during the project period of performance of an approved Award shall be retained by the Recipient and used in one *or more* of the following ways:
 1. added to the funds requested from the FWS for the project and those committed by the Recipient/other partners and 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 period of performance, 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.

Instructions:

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

Category/ Budget Item	Cost Calculation	TOTAL COST	USFWS	“Applicant”	“Partner X”	“Partner Y”	Program Income <i>(if applicable)</i>
Totals							

Present all amounts in U.S. dollars.

13. Budget Justifications: Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. 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.* Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority. Cost calculations should be included in the Project Budget Table, where possible. Narrative justifications should be included immediately after the Project Budget Table.

14. Governmental Endorsement: Non-governmental applicants should include a recent letter of support, referencing the specific proposal by title, from the appropriate local, regional, or national government wildlife or conservation authority. Preference will be given to projects developed in collaboration with, and/or including counterpart support of the relevant management agency or agencies. Multiple letters of support may be submitted.

15. Map: Provide a map showing the location of your project site at the state or province level.

PROPOSAL APPLICATION CHECKLIST

ALL PROPOSALS MUST INCLUDE:

- Signed Grant Application Cover Page (must be signed by Authorized Representative)
- Project Summary (1 page or less)
- Project Narrative
- Timetable
- Budget Table
- Budget Justification
- Curricula vitae (1-2 pages) for key personnel
- Letter of Governmental Endorsement
- Map

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

- A complete, signed SF 424-Application for Federal Assistance
<http://www.fws.gov/international/DICprograms/sf%20424.pdf>
- A complete Standard Form 424b-Assurances
<http://www.fws.gov/international/DICprograms/sf%20424b.pdf>
- Documentary evidence of Section 501(c)(3) non-profit status, if applicable
- A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

Failure to provide complete information, as outlined above, may cause delays, postponement or rejection of a grant application.

SUBMISSION INSTRUCTIONS: Proposals may be submitted by mail, by e-mail or via the Internet through Grants.gov. Please select **ONE** of the following submission options.

How to submit a proposal by e-mail:

Format all of your documents to print on Letter (8 ½" x 11") paper. Format all pages to display and print page numbers. We prefer to receive all e-mailed documentation (cover page, narrative, budget and other required attachments) incorporated into **ONE** file attachment. If you need to submit separate attachments we prefer that all attachments are sent together in one e-mail message. If you send multiple messages, clearly identify your proposal and assign a number incrementally as compared to the total number of messages you will send (Example: *3 out of 4*) in the subject line of each message. E-mail your proposal to the USFWS at WWB_LAC@fws.gov.

How to submit a proposal by mail:

Number all pages of your printed proposal. Mail **one single-sided, unbound** copy (do not staple or otherwise permanently bind pages) of your complete proposal to:

Attn: Latin America & the Caribbean Proposals
U.S. Fish and Wildlife Service
Division of International Conservation
4401 North Fairfax Drive, Suite 100
Arlington, Virginia 22203-1622 USA
Tel: 703-358-2258

How to submit a proposal through the Internet using Grants.gov:

Applicants are not required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The USFWS bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. You must meet all stated submission deadlines regardless of submission method. The USFWS will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. *It may take up to three weeks to complete Grants.gov registration.* For more information on registration, go to <http://www.grants.gov/ForApplicants>. Once your organization is registered go to <http://www.grants.gov/search/basic.do>. Enter the CFDA Number located on the top of page 1 of this document in the field under **Search by CFDA Number** to view this program's Grants.gov announcement. Follow the instructions found under the How to Apply section of the Grants.gov announcement.

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified and feasible projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:

- Proposes activities that will involve two or more graduates from USFWS-sponsored training programs. These programs include: Master's Program in Wildlife Management-Universidad Nacional de Cordoba (Centro de Zoologia Aplicada); ECMVS Master's Program-Universidad Federal de Minas Gerais; AMUC and Guardaparques courses-Instituto Estadual de Florestas de Minas Gerais; Wildlife Management program- Universidad Nacional Experimental de los Llanos Occidentales "Ezequiel Zamora"; Master's Program (ICOMVIS)-Universidad Nacional de Costa Rica; RESERVA Course-Ducks Unlimited de Mexico, A.C.; and Wildlands Course-Organization for Tropical Studies.
- Makes a significant contribution to the protection, maintenance, and/or enhancement of important populations of flagship, endangered, or migratory species and/or their habitats;
- Strengthens local institutions and local people, and ensures that communities have an active role in project planning and implementation;
- Provides a catalyst for activities in a previously neglected area with significant conservation value;
- Addresses an emerging issue with potential significant conservation value (e.g. climate change)
- Utilizes funds in an efficient, cost-effective manner to accomplish project objectives;
- Complements activities of other organizations/individuals in a manner which will lead to efficient, effective conservation of the resource and avoids duplication of other on going activities;
- Proposes activities supported by international, national, and/or regional conservation priorities, action plans and/or strategies;
- Promotes networking, partnerships, and/or coalitions;
- Provides for the development of a demonstration activity that can be replicated for widespread use;
- Implements a training program that has the potential to be sustained beyond the life of the grant.

These considerations are not listed in order of importance. All considerations listed do not necessarily apply to every proposal. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature (examples include projects resulting from a natural disaster, disease outbreak, other imminent threats, or population crash, among others) that they warrant immediate consideration.

VI. AWARD ADMINISTRATION

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before a final funding decision can be made. Successful applicants will receive written notice in the form of an Assistance Award document. We typically send Assistance Award documents by e-mail. If e-mail notification is unsuccessful the documents will be sent via courier mail (FedEx, DHL, Airborne Express). 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.

Administrative and National Policy Requirements:

Go to <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> to review the Division of International Conservation's *Assistance Award Guidelines* document which details the policies, terms, and conditions applicable to awards made under this program. Printed copies of this document are also available upon request at the address/telephone number listed in Section IV above. U.S. Government-wide policy requires all applicants, both domestic and non-domestic, to apply for, and include a Dun & Bradstreet Data Universal Number System (DUNS) number on their application. See Section III above for additional information on the DUNS requirement.

Reporting Requirements:

- A **mid-term report** consisting of a **performance report** and a **financial status report**, due within 30 days of the conclusion of the first half of the project period; and
- A **final report** consisting of a **performance report**, a **financial status report**, and copies of all deliverables and products resulting from the project (including photographic documentation of project activities) due within 90 days of the end of the performance period.

The standard reporting requirements will apply to all Awards unless otherwise indicated in the Scope of Work section of the Award document. The requirement to submit more frequent reporting shall be at the discretion of the FWS Project Officer and may be modified by the FWS Project Officer during the course of an Award. If more frequent reporting is required it will be detailed in the Scope of Work section of the Award document. The maximum reporting frequency allowed is quarterly. See the Division of International Conservation's *Assistance Award Guidelines* document at <http://www.fws.gov/international/dicprograms/AAG%209-6-07.pdf> for additional reporting information.

VII. AGENCY CONTACT

Sarah Gannon-Nagle
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E-mail: Sarah_GannonNagle@fws.gov

VIII. RELATED PROGRAMS

CFDA 15.635 Neotropical Migratory Bird Conservation Fund
CFDA 15.641 *Wildlife Without Borders-Mexico* Program
CFDA 15.645 Marine Turtle Conservation Fund