**2021 California Endangered Species Conservation and Recovery Grant**

(Federal Endangered Species Act Traditional Section 6 Grant)

**PROJECT NARRATIVE (Proposal): Template and Guidance**

**November 23, 2020**

The following template and guidance is intended as an aid in writing and reviewing project narratives for the Cooperative Endangered Species Fund, Traditional Section 6 grant program. We hope to make this process as easy and simple as possible.

This template is not intended to be a substitute for the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (2 CFR 200), the Section 6 Notice of Funding Opportunity (NOFO), 50 CFR 80.13, or the Fish and Wildlife Manual. The current NOFO should be read carefully before an application package for funding consideration.

**Project Title**:

Include the common name(s) (when possible for plants) of the species which would benefit from completion of the project.

**Federal Funds Requested**: $

**Statement of Need:**

Explain why the project is necessary and how it fulfills the purposes of the Traditional Section 6 Grant program and supports the Department of Interior’s Priorities for Federal Financial Assistance.

* A need statement will identify the conservation issue, problem or opportunity to be addressed.
* A need statement will provide evidence such as results from surveys, research or other data to demonstrate that the need is real and not perceived.
* A need statement will identify the negative result of taking no action.

**Purpose**:

Describe the desired future state that addresses the need in whole or part. In other words, the benefits. Please provide quantifiable or verifiable benefits.

**Recovery Plan Task/Priority**:

This section connects to the Need section of the Project Narrative. For federally listed species, is there a draft or final recovery plan for the species associated with the proposed project? Are the proposed activities identified in the recovery plan? If so, provide the recovery task number and name of the task from the associated recovery plan.

No recovery plan? Are the proposed activities described in a recovery outline, 5-year review recommendations, or delisting monitoring plan (for recently recovered species), species status assessment or other conservation or management plan for the species.

**Multi-Species Benefit**:

Does this project benefit (directly or indirectly) other species, if any?

**Goals and Objective(s):**

What is to be accomplished during the grant period pursuant to the stated need? Think SMART (Specific, Measurable, Relevant, and Time-Bound). How would an annual performance report measure progress toward accomplishment of the stated objectives? See handout Traditional Sect. 6 Objective & Approach Example.docx.

* Objectives are meant to be realistic targets that, if achieved, will resolve the project need.
* Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, etc.

**Methods/ Approach:**

Describe the methods used to achieve each stated objective.

* How will each objective be attained?
* For each objective, address the specific procedures and data analyses that will be

used.

* What methods, procedures, and protocols will you be using to accomplish each stated objective? What types of equipment will be used (include information on heavy equipment i.e. tractors, etc.)?
* Any deliverables resulting from the funding should be noted in this section.

Attach any copies of applicable written protocols, project plans, management plans, stocking schedules/plans, or other project documents. If surveys are involved, include information on the survey protocols. If any on-the-ground work is involved, include the time of year and time of day that the work would be conducted. Also include an estimate of how many days and/or hours of on-the-ground work is involved (example: one 2-hour survey 4 times a month for 2 months in the spring). How often will you be doing this (ex: will it be done once a month, once a year, once a day)?

See handout Traditional Sect. 6 Objective & Approach Example.docx

**Timetable or milestones**:

Describe significant milestones in completing the project and any accomplishments to date. List the estimated start times for each Objective and associated task in the Approach section.

**Project Location:**

Where will the work be done? Provide a brief description of the state, county and specific boundaries of the project. If administrative/office activities are proposed, provide the address(s) where the work will occur. If construction or field-work is expected, provide a map.

**Continuation Projects Only**:

Include a brief discussion of accomplishments to date and a justification for the continuation of work.

**Project Cost**:

Federal Share - $ Non-Federal Share\* - $ Total Cost - $

\*The non-Federal share must be at least 25% of the total project cost. (On the separate Budget Worksheet, provide a detailed allocation of federal funds to attain the objectives of the project.)

**Budget Justification:**

As part of the Project Narrative or as an appendix, explain and justify all requested budget items identified on the budget worksheet (SF 424A or SF 424C) and costs associated with the Federal funding requested.

The attached Budget Detail demonstrates the connection between costs and the proposed project activities. Project personnel costs, including base-line salaries, estimated salary adjustments and benefits are directly charged. Additionally: (if this grant is a pass-through, the budget details must be stated in the “external contracts” section. Other sections, not including “match description”, are for CDFW expenses only).

General Expenses ($): Items that are necessary and reasonable for the associated personnel services and project activities, which may include miscellaneous office costs and supplies, freight and drayage, advertisement, facility costs for maintenance and repairs of buildings and facilities, office and shop equipment (with a value less than $500), implements/supplies, seed, sensitive non-IT goods, and other minor expenses as incurred.

Minor Equipment ($):

Major Equipment ($):

Travel/Training ($):

External Contracts ($):

Match Description ($):

**Indirect Cost Statement:** CDFW is a U.S. State government entity receiving more than $35 million in direct Federal funding each year. The indirect cost rate proposals are submitted to the U.S. Department of the Interior. Currently, the approved FY19/20 rate is 27.16%. The FY21/20 rate proposal will be submitted for approval and is subject to change.

**Single Audit Reporting Statement:** CDFW submitted a Single Audit report for CDFW’s most recently closed fiscal year. The report is available on the Federal Audit Clearinghouse’s Single Audit Database website (<http://harvester.census.gov/sac>) under EIN 94-1697567, for which the report was submitted.

**Overlap or Duplication of Effort Statement:**

Please provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, “*There are no overlaps or duplication between this application and any of our Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel*.” If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicate proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notifies of their funding decision. When overlap exists, your statement must end with “*We understand that if any time we receive funding from another source this is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identifies in this Funding Opportunity in writing.”*

**Conflict of Interest Disclosure**

Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, or the applicant’s employees or subrecipients, in matters pertaining to the proposed project. Applicants must notify the Service in writing in their application if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal program receiving this application or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the rejection or disqualification of the application.

**Information to support environmental compliance review requirements**:

The Fish and Wildlife Service has the responsibility for making the final determination regarding compliance with Federal laws.

* National Enviornmental Policy Act (NEPA) – provide any information that may be relevant to compliance with NEPA.
* Endangered Species Act (ESA) – provide any information that may be relevant to compliance with the ESA.
* National Historic Preservation Act (NHPA) – provide any information that may be relevant to compliance with NHPA, such as locations of historic or cultural properties.
* Other Permits – list and provide the current status of any other required Federal permits.

**Literature Cited**: (if any)

**Description of Entities Undertaking the Project**:

Provide a brief description of all participating entities and/or individuals. Identify which of the proposed activities each organization, group, or individual is responsible for conducting or managing.

**Contacts**:

Provide complete contact information for the individual(s) within the organization that will oversee/manage the project activities on a day-today basis as well as the State agency project manager and FWS cooperator.

## State Agency Project Manager’s Contact Information:

**Project Lead:**

[Name]

[Title]

[CDFW Region]

[email address]

[phone number]

**Grant Administrator:**

Nikita Dudley

Grant Administrator

CDFW, Federal Assistance Section

[Nikita.Dudley@wildlife.ca.gov](mailto:Nikita.Dudley@wildlife.ca.gov)

916-653-9879

**USFWS Field Office Contact:**

[Name]

[Title]

[Field Office]

[email address]

[phone number]

**Additional Participating Entities:**

**[Entities Name]**

[Name]

[Title]

[email address]

[phone number]

**Prepared by**:

**Date**: