# Endangered Species Act Non-Traditional Section 6 Grant Program FY2020 Habitat Conservation Planning Assistance

**[Insert NCCP or HCP Name]**

## Pre-Proposal Project Narrative

***NOTE: All text in italics can be removed upon finalizing the Pre-Proposal Project Narrative***

*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 Non-Traditional Section 6 Notice of Funding Opportunity (NOFO); 50 CFR 80.13; or the Fish and Wildlife Manual. Applicants should be aware that the federal government has not yet released the 2020 Notice of Funding Opportunity (NOFO) for this grant program. CDFW prepared this pre-proposal template in order to respond to the federal NOFO in a timely manner once it is released. When the new NOFO is released, CDFW will work with applicants to modify proposals to meet the new federal requirements. The 2020 NOFO, once released, should be read carefully before submitting a final application package for funding consideration.*

## PROJECT 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.*

**California Department of Fish & Wildlife:**

[Name]

[Phone]

[Email]

**U.S. Fish & Wildlife Service:**

[Name]

[Phone]

[Email]

**Local:**

[Name]

[Affiliation]

[Phone]

[Email]

## PROJECT TITLE:

## ESTIMATED PROJECT COST:

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

*\*The non-Federal share must be at least 25% of the total project cost but should not exceed 50%.*

* *Indicate whether you intend for the grant to pay for any CDFW staff time, and if so how much staff time will be contributed towards the grant.*
* *Indicate the match source and include a Letter of Commitment[[1]](#footnote-1) if it is a 3rd party/in-kind match.*

## NEED:

* *List and describe the Applicant(s), stakeholders and other anticipated Permittee(s)*
* *Provide a brief geographic description of Plan (including Subarea Plan, if applicable).* *Include a map showing the location and boundary of the proposed HCP.*
* *Acreage of plan area*
* *Proposed list of covered species*
* *Describe the need for the grant*
* *Describe key Plan progress to date*
* *Briefly, describe previously awarded Section 6 Non-traditional grant funding including the year and tasks (bullets or a table are favorable) that were undertaken and if the tasks were completed.*

## OBJECTIVE:

* *Summarize proposed tasks in the table below.*
* *If proposed tasks are similar to tasks in previously funded Section 6 grants be sure to give them different titles and clearly describe how they are different. Indicate if there is any overlap between this project and any other Federal grant application, or Federally funded project, in regard to activities, costs, or time commitment of key personnel.*
* *Be conservative in what can be accomplished in one grant period and account for the sub-granting and contracting processes. A single document may be awarded consecutive grants if each task and deliverable is differentiated. Do not claim that the entire grant project can be completed within one year.*

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| --- | --- | --- | --- | --- | --- |
| **Task Summary** | **Outcome/**  **Deliverable** | **Timeframe (Start – End)** | **Estimated Federal Share** | **Estimated Match** | **Estimated Total Cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. A sample [Letter of Commitment template](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=166116) is available. A letter does not need to be submitted with the Pre-Proposal Project Narrative but must be included later with the revised Project Narrative after release of the NOFO. [↑](#footnote-ref-1)