Federal Endangered Species Act

Non-Traditional Section 6 Grant

PROJECT NARRATIVE (Proposal): Template and Guidance

January 11, 2021

The following template and guidance is intended as an aid in writing and reviewing project narratives for the Cooperative Endangered Species Fund, Non-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:

Federal Funds Requested: $

# Purpose:

The purpose describes the desired future state to addresses the need. For example, providing permanent habitat protection to promote listed species recovery.

# Need:

The statement of need identifies the conservation issue or opportunity addressed by the  
project in relation to the purposes of the RLA program. The statement of need should identify listed species that will benefit from each proposed acquisition, addressing all stated eligibility criteria. Describe the need for the project as a strategy for implementing the species’ most recently approved recovery planning document (criterion 1). Briefly describe how the project aligns with the Department of the Interior (DOI) priorities for Federal financial assistance (criterion 8). Identify the negative results of taking no action (criterion 5).

*Example Optional Response Table to Address Species Eligibility*

|  |  |  |  |
| --- | --- | --- | --- |
| **Species** | **Recovery Planning Document** | **Identified Threat, citation** | **Recovery Action, citation** |
| Yreka phlox | Recovery Plan for *Phlox hirsuta* (Yreka Phlox). 2006. | The present or threatened destruction, modification, or curtailment of its habitat or range. Pg. 23 | 1.2 “Protect and Secure the Soap Creek Ridge, Cracker Gulch, and Jackson Street Occurrences.” Pg. 53. |
| Bog turtle | Bog Turtle (*Clemmys muhlenbergii*), Northern Population Recovery Plan. 2001. | The threats to the survival of this species includes continued loss, alteration, and fragmentation of its highly specialized wetland habitat. Pg. 19. | 2.3. Protect bog turtle sites through purchase and conservation measures (Priority 1) |

# Objective(s):

What is to be accomplished during the period of performance pursuant to the stated need? The requested period of performance will be considered under evaluation criterion 6. Specify a recognizable end point; ensure it is as quantifiable or verifiable. Do you have SMART objectives? These are Specific, Measurable, Attainable, Relevant, and Timely. How would an annual performance report measure progress toward accomplishment of the stated objectives? If there is more than one objective, organize chronologically with associated timing. See handout Non-Traditional Sect. 6 Objective & Approach Example.docx

# Expected Results and Benefits:

How will the proposed acquisition maintain or improve the population viability of listed species in terms of population resiliency, species redundancy, species representation and benefit the public? (Criterion 3). Please provide quantifiable or verifiable benefits.

# Multi-Species Benefit:

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

# Approach:

Describe the specific conservation actions necessary to accomplish 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? Please include the following information for each property proposed for acquisition: property name/identifier and assessor parcel numbers (APN's), acreage, type of ownership interest (examples include fee-simple, easement, or combination), entity to hold title, entity to manage (if different), occupancy status/amount of restoration required to benefit lists species (criterion 2).

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-groundwork 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-groundwork 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 Non-Traditional Sect. 6 Objective & Approach Example.docx

# 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. Provide contact information for these entities in the Contacts Section.

# Timeline:

List the estimated start times for each Objective and associated task in the Approach section. The timeline will describe significant milestones in successfully completing the project. The timeline will be used to assess project readiness (criterion 6) and should clearly demonstrate how the project is likely to be accomplished within the period of performance. Include a brief description of any due diligence completed to date. In absence of a willing seller letter, describe current negotiations regarding potential sale of property to assess the likelihood of project success.

# Location:

Describe where the acquisition will occur in relation to existing conservation areas (criterion 4). Identify specific parcels, value information, and provide willing seller letters (if available).

# Maps/Photographs:

Photographs that characterize the existing state of the project are recommended, although not required. Include maps of the proposed acquisition in relation to existing conservation areas (criterion 4) including parcels targeted for acquisition, that characterize the following:

* Species habitat and other important ecosystem information,
* Location in relation to other conservation lands funded outside this grant as part of larger, landscape level conservation effort.
* Any other information that will assist reviewers in proposal evaluation and ranking

# 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 Narrative:

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 salary costs, including base-line salary figures and the estimate of time, estimated salary adjustments and benefits are directly charged. Describe any item of cost that requires prior approval under the Federal cost principals. See 2 CFR200.407 "Prior written approval (prior approval)" for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

Budget narratives must be sufficiently detailed to show the project is cost effective and that costs are both necessary and reasonable for accomplishing the purposes of the proposed project. Indicated whether partial funding of the project is practicable and, if so, what specific portion(s) of the project could be implemented with what level of funding. The budget narrative should also provide sufficient detail for reviewers to understand how costs were estimated. Reviewers must be able to clearly see that costs are realistic and are commensurate with the project needs and timeline. Applicants will be disqualified if reviewers cannot determine applications meet this threshold. 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).

Useful life: *If Applicable-*Propose a useful life for each capital improvement with a value greater than $100,000, and reference the method used to determine it.

# Program Income (if any):

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 ($):

In-Kind Match Description ($):

Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. See 2 CFR 200.306 "Cost sharing or matching" for more information.

* Include the source, the amount, and the valuation methodology used to arrive at the total.
* If you propose to use the value of real property as all or a portion of the non‐Federal cost share, you must include information on both (a) parcels proposed for acquisition with CESCF grant funds, and (b) parcels proposed for acquisition to serve as non-Federal cost share.
* Provide letter(s) of commitment. Match sources and attributed values from partnering entities must be documented in a letter of commitment that is signed by an individual with the authority to commit funds on behalf of the entity. Letters must detail the amount of matching funds or value of land and/or services to be contributed to the project within the period of performance.

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 FY21/22 rate proposal will be submitted for approval and is subject to change.

Single Audit Reporting Statement: CDFWsubmitted 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:

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR 1402.112, 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.

# Compliance:

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

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

# Willing Seller Letters (for Land Acquisitions):

Include willing seller letter(s) if applicable. In absence of a letter, the applicant must submit a statement that describes current negotiations regarding the potential sale of the property to describe likelihood of success for the proposed project. Applications that include willing seller letter(s) for all properties proposed for acquisition will receive additional consideration under evaluation criterion 6

Please note: Appraisals are not required to be submitted with the grant proposals but will contribute to the project readiness criteria. Appraisals are required prior to expenditure of funds if the project is selected for funding. Please be aware that if an appraisal to Federal standards is not provided with the grant application, the amount specified in the award announcement will be based on the estimate of the property's value as provided in the grant proposal. However, the actual purchase price will not be greater than the current market value as determined by an appraisal and appraisal review completed to Federal standards. States or other non-Federal partners will be responsible for ensuring that appraisal and title work are completed. The cost of conducting an appraisal(s) and completing title work, in accordance with Federal requirements, must either be assumed by the State or a non-Federal subgrantee (as matching funds), or included as part of the Federal request in the project proposal.

Literature Cited: (if any)

# 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.

# Prepared by:

# Date: