# ENDANGERED SPECIES CONSERVATION AND RECOVERY GRANT

# (Federal Endangered Species Act Traditional Section 6 Grant)

# Project Narrative Template and Guidance

# December 2022

*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 Traditional 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 a Project Narrative is prepared.*

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

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

**Project Abstract:** *A brief summary of proposed grant-funded actions. The description must be in plain language that the public can understand without viewing full proposal. The summary should be similar to a scientific abstract. Include the applicant and partners, species, general location, project goals and outcomes, objectives, approach and deliverables, and how they relate to recovery actions for the species. Do not discuss the need or past or associated projects in this section. Limit to 4,000 characters.*

**PROJECT NARRATIVE**

*The project narrative must contain each of the elements listed below. Narratives that clearly address all stated eligibility and evaluation criteria in an organized manner will facilitate application review and scoring.* ***Limit narrative to 10 pages or less******of 12-point font*** *and provide sufficient detail about the proposed activities, particularly in the Approach section, to allow the United States Fish and Wildlife Service (USFWS) to complete the environmental review required under NEPA and other environmental laws. Maps, literature cited, and attachments such as survey protocols, study plans, access letters, and permits are not counted toward to the page limit.*

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

**Description of Entities Undertaking the Project:** *Provide a brief description of all participating entities and/or individuals. Identify which of the proposed objectives and activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/ manage the project activities on a day-to-day basis.*

*Include key project personnel.*

* *Principal investigator (Researcher)*
* *Project leads for each organization*
* *CDFW Regional/Branch designee for grant management*
* *USFWS biologist(s) consulted*

**Statement of Need:** *Keep this section brief. In two paragraphs or less explain why the project is necessary and how it fulfills the purposes of the Traditional Section 6 Grant Program.*

* *Identify the conservation issue, problem or opportunity to be addressed.*
* *Provide evidence such as results from surveys, research or other data to demonstrate the need is real and urgent.*
* *Identify the negative result of taking no action.*

**Species Listing Status and Implementation of High Priority Recovery Tasks:***Document whether the project will accomplish tasks identified in a final or draft Recovery Plan, Recovery Outline, or other approved federal recovery document when no Recovery Plan exists (e.g., 5-year Review, Species Status Assessment). Expand table as necessary.*

|  |  |  |
| --- | --- | --- |
| **Species** | **Recovery/ Priority Action** | **Recovery Planning Document** |
|  |  |  |
|  |  |  |
|  |  |  |

**Purpose:** *Describe how the project addresses the need and the expected conservation benefits. Please provide quantifiable or verifiable benefits.*

**Objective(s):** *What is to be accomplished during the grant period pursuant to the stated need? Objectives should be “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*](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=207793)

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

**Approach (Methods):** *Describe the methods used to achieve the stated objectives. 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)? Any deliverables resulting from the funding should be identified in this section. Attach any copies of applicable written protocols, project plans, management plans, stocking schedules/plans, or other project documents as appendices. 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 and how often it will occur (example: one 2-hour survey 4 times a month for 2 months in the spring).*

*When developing your Approach* ***keep in mind funded activities, including executing and closing out payable grants and/or contracts with partners, must be completed within the grant performance period which may not exceed 3 years from the federal project start date****. For projects providing funding to non-CDFW partner organizations, be sure to allow for time within the 3-year performance period to execute and close out a payable grant to the partner organization. We recommend you allow at least 3 months after the USFWS grant award is made for CDFW to execute the sub-grant, and at least 3 months prior to the end of the 3-year federal grant performance period to close out the payable grant.*

**Timetable or Milestones:** *List the estimated start times for each Objective and associated task in the Approach section and any accomplishments to date.*

**Information to Support Environmental Compliance Review Requirements:** *The USFWS has the responsibility for making the final determination regarding compliance with the Federal environmental laws. Please provide any additional information not already described elsewhere in this narrative which may help USFWS accurately assess potential project impacts, including detailed descriptions of the project area(s), habitat type(s), any ground-disturbing activities, and any conservation measures to be incorporated to avoid, minimize or mitigate effects to target or non-target species. Examples include the timing of surveys, trap check frequency, and standardized protocols used. Include protocols, 10(a)1(A) permits, and documentation from State Office of Historic Preservation as attachments if applicable.*

* *National Environmental Policy Act (NEPA) – provide any information that may be relevant to compliance with NEPA. Any steps to avoid, minimize, or mitigate impacts of the proposed project.*
* *Endangered Species Act (ESA) – provide any information that may be relevant to compliance with the ESA. This includes any protocols and conservation measures being used.*
* *National Historic Preservation Act (NHPA) – provide any information that may be relevant to compliance with NHPA, such as locations of historic or cultural resources and possible impacts to those resources stemming from the proposed project.*
* *Bald and Golden Eagle Protection Act – provide information on the likelihood that nesting eagles would be disturbed or harmed by any aspect of the project.*
* *Other Permits – list and provide the current status of any other required Federal permits.*

**Project Location:** *Where will the work be conducted? 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 fieldwork 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.*

***Proposals requesting more than $350,000 in federal funds are strongly encouraged to include alternatives*** *with fewer objectives, a narrower scope, or broken into phases that could be funded with a lesser award. Briefly describe alternatives in the Approach section above and indicate expenses for each alternative in the Budget Narrative section below.*

**Budget Narrative:** *Provide a detailed description of how the requested funds will be used to complete the project. Break down costs by project partner organization, positions (if applicable), equipment, contracts or payable grants with partner organizations, and show indirect costs (overhead) of partners. Indicate whether each expense will be paid with federal grant funds, matching funds, or donated as in-kind match. See* [*example budget detail table*](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=207661) *for an example of the level of detail required. Supplement the table with written explanation as necessary to provide reviewers a clear description of how grant and matching funds will be used to meet the project objectives.*

***Applicants must also complete and attach the separate excel Multi-year Federal Budget Template worksheet linked on the ESCRP Grant webpage.***

*On the attached Multi-year Federal Budget Template worksheet CDFW project personnel costs, including base-line salaries, estimated salary adjustments and benefits are listed by position. If this grant is a pass-through to entities outside of CDFW, the budget details for all outside entity expenses must be stated in the “External Contracts” section below and listed on the C&PS External lines of the Multi-year Budget Template (or C&PS Interdepartmental when working with another California state agency). All other sections, with the exception of “match description”, are for CDFW expenses only.*

*Do not remove the sentence below from your completed proposal narrative.*

The attached Multi-year Federal Budget Template demonstrates the connection between costs and the proposed project activities.

General Expenses ($): *Items that are necessary and reasonable for the associated personnel services and project activities (i.e. your organization’s indirect costs or overhead), 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 [less than $5,000 per item] ($):

Major Equipment ($):

Travel/Training ($):

External Contracts [C&PS External] ($):

Match Description ($): *Describe the sources and types of match being provided (cash, in-kind, donated equipment, volunteer, etc.), who is contributing, and percentage contributed by each project partner where multiple partners are providing similar match.*

**Overlap or Duplication of Effort Statement:** *Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, regarding 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 other Federal applications or funded projects, in regard 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 regarding activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative 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 notified of their funding decision. When overlap exists, your statement must end with “We understand that if at any time we receive funding from another source that 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 identified in this Funding Opportunity in writing.”*

**Indirect Costs: Organizations or Individuals:** *List the federally approved Negotiated Indirect Cost Rate (NICRA) of organizations receiving grant funds or providing match and provide documentation as an attachment.* ***If an organization does not have a NICRA, you may use the de minimis federal indirect cost rate of 10%.*** *Include a description of the indirect costs in the Budget Narrative above under Minor Expenses. Proposals involving CDFW staff should include the language below, unmodified.*

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 FY22/23 rate is 12.96%. The FY23/24 rate proposal will be submitted for approval and is subject to change.

**Conflict of Interest Disclosure:** *Per the Financial Assistance Interior Regulation (FAIR),*[*2 CFR §1402.112,*](https://www.ecfr.gov/cgi-bin/text-idx?SID=2cb9f6d1c1c131ed576a5e65845ef3fa&mc=true&node=se2.1.1402_1112&rgn=div8) *applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.*

1. *Applicability*
   1. *This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.*
   2. *In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict-of-interest provisions in 2 CFR 200.318 apply.*
2. *Notification*

*(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the Department of the Interior (DOI) awarding agency or pass-through entity in accordance with 2 CFR 200.112.*

*(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.*

1. *Restrictions on lobbying. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.*
2. *Review procedures. The Financial Assistance Officer will examine each conflict-of-interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.*
3. *Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).*

**Literate Cited:** *(If any)*

**Attachments:** *List all attachments below and include as separate files. Please be sure to reference each figure within the context of the narrative as well as corresponding labels (i.e. Attachment 1).*