**2025 PROPOSAL NARRATIVE TEMPLATE**

**Endangered Species Act**

**Traditional Section 6 Grant Program**



**IMPORTANT**

1. The 2025 USFWS Grant Opportunity announcement for the Traditional Section 6 program has not yet been released. Until it is released, please refer to the US Fish and Wildlife Service’s (USFWS) [2024 Grant Opportunity](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.grants.gov%2Fsearch-results-detail%2F351256&data=05%7C01%7Cdaniel.applebee%40wildlife.ca.gov%7Cdfd24e9bb9bb478a4b7e08dbf503cdb3%7C4b633c25efbf40069f1507442ba7aa0b%7C0%7C1%7C638373169058026156%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0%2BM8F%2B76RwoR%2FOYzX%2BYmcJB1cJ0dbj8LfSh%2FT6eUtT0%3D&reserved=0) announcement for additional guidance. Note that minor changes to the 2024 Guidance may be made for the 2025 grant cycle. Applicants will have the opportunity to address changes to federal requirements subsequent to the CDFW proposal deadline below.
2. This narrative template was created by CDFW’s Federal Assistance Services (FAS) to incorporate all USFWS Grant Opportunity requirements. Where further guidance is needed, please refer to the 2024 Grant Opportunity announcement, which contains comprehensive instructions for each section/criterion.
3. Do not make any changes to or add any sections to the narrative template
4. **Proposal narratives must be submitted in Microsoft Word format.**
5. **Proposals need to be submitted to the relevant CDFW Regional Manager or Branch Chief for review and signature prior to submission to FAS. Proposals that have not been cleared by a CDFW Regional Manager or Branch Chief (or delegate) will not be accepted.**
6. **For all non-state match contributions, match commitment letters need to be signed by an individual with the authority to commit funds on behalf of the entity.** The letter(s) need to include a match percentage and the corresponding match dollar amount, and should state that the match funds have no federal nexus and are directly related to the objectives of the project.
7. Application Package Checklist:
   1. Narrative
   2. Budget
   3. Maps
   4. [Match donation letter(s)](https://intranet.wildlife.ca.gov/portal/BusinessOperations/FederalAssistance/Section6TraditionalGrantInformation/tabid/2768/Default.aspx) (CDFW intranet link)
   5. Supporting information as appropriate (e.g., maps, protocols, publications, access letters, CVs)
   6. CDFW [Match Certification Forms](https://intranet.wildlife.ca.gov/portal/BusinessOperations/FederalAssistance/Section6TraditionalGrantInformation/tabid/2768/Default.aspx) (CDFW intranet link)
   7. [DFW 869 Grant Transmittal Form](https://intranet.wildlife.ca.gov/portal/BusinessOperations/FederalAssistance/Section6TraditionalGrantInformation/tabid/2768/Default.aspx) (CDFW intranet link)

Endangered Species Act

Traditional Section Grant Program

**FY2025**

**Project Narrative**

***NOTE: All instructive text in italics should be removed prior to submission***

*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 most current USFWS Notice of Funding Opportunity should be read carefully before submitting a final application package for funding consideration.*

*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. Use 12-point font and be as concise as possible while being sure to 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, ESA, National Historic Preservation Act (NHPA), and the Bald and Golden Eagle Protection Act. For more details on the information that should be provided in the narrative related to these acts, CDFW staff should review the documents on the CDFW* [*Federal Assistance Services (FAS) intranet page*](https://intranet.wildlife.ca.gov/portal/BusinessOperations/FederalAssistance/Section6TraditionalGrantInformation/tabid/2768/Default.aspx)*. Maps, literature cited, survey protocols, study plans, access letters, permits, and other supporting information can be attached to support the narrative and environmental review.*

*Traditional Section 6 Grants are made to CDFW from the USFWS. Although CDFW may elect in some cases to issue a subgrant or contract to partner organizations,* ***the proposal should be written from the perspective of CDFW applying to the USFWS****, even if the initial draft is largely prepared by a partner organization.*

### PROJECT TITLE: *[Insert Project Title. Include common name(s) (when possible) of the species which would benefit from completion of the project.]*

**PROJECT ABSTRACT:** *The Project Abstract must provide a brief description of the proposed scope of work. The description must be in plain language the public can understand without viewing the full application proposal. It should include a brief, simple description of the project purpose, the targeted species, locations of work, the activities to be performed and by whom, deliverables and expected outcomes, intended beneficiaries, and subrecipient activities. Do not include personally identifiable, sensitive, or proprietary information in the award description as this is available to the public. Use only English characters, numbers, punctuation, and standard symbols. Use of non-English, non-standard characters (also referred to as special or extended ASCII characters) will result in the award description failing to be reported correctly to USASpending.gov. Limit to 4,000 characters or less.*

*This is a summary of the application proposal – it should not contain any unique information that can’t be found in the full proposal. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases.*

**DESCRIPTION OF ENTITY(IES) 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), email address, phone number*
* *Project leads for each organization, email address, phone number*
* *CDFW Regional/Branch designee for grant management, email address, phone number*
* *Alternate CDFW Region/Branch grant manager name, email address, phone number.*
* *USFWS biologist(s) consulted, email address, phone number*

**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.*

* *State the ESA status of the subject species*
* *Identify the conservation issue, problem or opportunity to be addressed.*
* *Provide evidence, such as results from recovery plans, 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 or Recovery Outline. If no Recovery Plan or Recovery Outline exists, then identify another USFWS-approved conservation strategy or management plan for the species. You may view Recovery Plans and Outlines at* [*https://ecos.fws.gov/ecp/*](https://ecos.fws.gov/ecp/)*. Expand table as necessary.*

|  |  |  |
| --- | --- | --- |
| **Species** | **Recovery/ Priority Action** | **Recovery Planning Document** |
| *California tiger salamander (*Ambystomacaliforniense*)* | *2.0 (2.1,2.4): Maintain native genetic structure (reduce hybridization)* | *USFWS Recovery Plan for the Central California Distinct Population Segment of the California Tiger Salamander* Ambystoma californiense*) (Page III-15; U.S. Fish and Wildlife Service 2017)* |
|  |  |  |
|  |  |  |

**PURPOSE:** *Describe how the project addresses the need and its 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, Achievable, Relevant, and Time-Bound). Consider how an annual performance report would measure progress toward accomplishment of the stated objectives. CDFW staff see handout* [*Traditional Sect. 6 Objective & Approach Example.docx*](https://intranet.wildlife.ca.gov/Portal/LinkClick.aspx?fileticket=0hn6J61IqyU%3d&tabid=2768)

* *Objectives should be realistic targets that, if achieved, will resolve the need.*
* *Objectives should be 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 the stated objectives. Who will be doing the work (position and organization). How will each objective be attained? What methods, procedures, protocols and analyses will you be using to accomplish each stated objective? What types of equipment will be used? Include information on heavy equipment, such as tractors, so that USFWS staff can evaluate potential environmental impacts. 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 attachments. 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 or contract with the partner organization. We recommend allowing at least 3 months after the USFWS grant award is made and before field work is scheduled to begin for CDFW to execute a payable grant or contract and completing grant objectives at least 3 months prior to the end of the 3-year federal grant performance period to close out the grant or contract.*

**TIMETABLE OR MILESTONES:** *List the estimated start and completion dates for each Objective and associated task from the Approach section. Expand table as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Task** | **Start Date** | **Completion Date** |
| *Objective 1* | *Task A* | *April 1, 2026* | *Dec. 30, 2027* |
| *Objective 1* | *Task B* | *April 1, 2026* | *July 1, 2026* |
| *Objective 2* | *Task A* | *June 1,* | *July 31, 2028* |
|  |  |  |  |
|  |  |  |  |

**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 location(s), habitat type(s), the timing, duration, and nature of 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 the State Office of Historic Preservation as attachments if applicable. CDFW staff should review the documents on the* [*CDFW FAS intranet page*](https://intranet.wildlife.ca.gov/portal/BusinessOperations/FederalAssistance/Section6TraditionalGrantInformation/tabid/2768/Default.aspx) *related to the following federal laws to ensure adequate information has been included to facilitate USFWS assessment of potential impacts.*

* *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, such as proximity to listed species, potential impacts on those species, and avoidance measures incorporated into the project design. 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, possible impacts to those resources stemming from the proposed project, and avoidance measures incorporated into the project design.*
* *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 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.*

**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.”*

**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.*** *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.*

**UNIFORM AUDIT REPORTING STATEMENT:** *Leave the following paragraph in place:*  
CDFW submitted a Single Audit Report to the California Department of Finance (DOF) for the most recently closed Fiscal Year. DOF compiles and submits a single Audit Report on behalf of the State of California. The report is available on the DOF website, located here:

[https://dof.ca.gov/programs/osae/california-single-audit-and-state-leadership-accountability-reports/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdof.ca.gov%2Fprograms%2Fosae%2Fcalifornia-single-audit-and-state-leadership-accountability-reports%2F&data=05%7C01%7CErika.Lee%40Wildlife.ca.gov%7Cb66d660d0d7547abcf0308da287294fa%7C4b633c25efbf40069f1507442ba7aa0b%7C0%7C0%7C637866769828200315%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZqrMZSKCYQW4%2B0iqNDpiKVR3bHYJ6N4mCmBqtx4s1RI%3D&reserved=0)

**DISCLOSURE OF LOBBYING ACTIVITIES:** *CDFW must certify to the statements in* [*Section 18.100 (a-f), Title 43 of the Code of Federal Regulations*](https://www.ecfr.gov/current/title-43/subtitle-a/part-18)*. Each organization receiving federal funding through this proposal must affirm the following statement:*

*Organization Name* does not engage in any federal lobbying activities.

**LITERATURE 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).*

**PROJECT COST:**

|  |  |
| --- | --- |
| **Federal Share:** | $ |
| **Non-Federal Share:** | $ |
| **Total Cost:** | $ |
| **Percentage of non-Federal share:** |  |

* *The non-Federal share must be at least 25.00% of the* ***total project cost****.*
* *Please include percentages to two decimal places.*
* *Complete and attach the [2025-2028 Multi-Year Budget.](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=228026)*

***Proposals requesting more than $400,000 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:** *Budget narratives must be sufficiently detailed to show that the project is cost effective and that costs are both necessary and reasonable for accomplishing the purposes of the proposal. Indicate 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 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 time frame. Applications will be disqualified if reviewers cannot determine that applications meet this threshold.*

*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.*

*For each organization state the Indirect Cost Rate.*

*Discuss positions by organization. For each position:*

1. *State the salary rate, salary total, benefits rate, and benefits total.*
2. *State which tasks the position will accomplish.*
3. *Indicate whether the position will be funded with federal grant funds or used to provide in-kind match. If providing match indicate the source of funds used to cover the salary and benefit costs.*
4. *Indicate travel costs associated with each position.*

*For Vehicle expense indicate the rental or lease cost, fuel costs, and mileage costs (if applicable). Indicate whether vehicle expenses will be funded with grant funds or used to provide match. If used as in-kind match, indicate how the costs will be paid.*

*List equipment expenses. If equipment previously purchased with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.*

*List each contract or payable grant separately and indicate:*

1. *The recipient organization*
2. *The organization’s Indirect Cost Rate*
3. *Which tasks will be accomplished under contract/payable grant*
4. *All non-labor expenses (e.g. equipment, transportation, professional services)*

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

All costs in this proposal are directly related to the project and necessary for its implementation. The attached Multi-year Budget Template demonstrates the connection between costs and the proposed project activities.

**Personnel and Benefits (Salaries and Wages of CDFW Staff) ($):** *List salaries and benefits of CDFW employees included in the proposed budget by classification. Briefly describe the role of each position in implementing the project (e.g. The Fish & Wildlife Scientific Aids will conduct surveys, deploy, retrieve, and maintain traps, and organize field data per Objectives 1 and 2. The Environmental Scientist will conduct statistical analyses and draft the report per Objective 3.) Generally, describe how estimates were determined by identifying what type of staff will support the project and how much time they will contribute to the project (in hours or workdays). Include staff benefit rates.*

**Supplies and Materials (General Expense) ($):** *CDFW 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 $10,000), seed, sensitive non-IT goods, and other minor expenses as incurred.*

**Equipment [over $10,000 per item] ($):** *CDFW equipment over $10,000 per item.*

**Travel/Training ($):** *CDFW travel and/or training costs.*

**Indirect Costs:** *Leave the following paragraph in place:* 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 FY24/25 rate is 17.27%. The future FY(s) rate proposal will be submitted for approval and is subject to change.

**External Contracts ($):** *If this grant will be “passed-through” to entities outside of CDFW, the budget details for all outside entity expenses must be listed on the “Contract” and/or “Subaward” sections below and listed on the C&PS External lines of the separate Multi-year Budget Worksheet (or C&PS Interdepartmental when working with another California state agency; see additional directions related to the Budget Worksheet at the end of this document). Use the “Contract” section for CDFW contracts and the “Subaward” section for CDFW payable grants.*

Contract ($): *Provide description and total estimated costs.*

Subaward ($): *Provide description and total estimated costs.*

**Indirect Costs ($):** *Include a description of the indirect costs and 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 15%.*

**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. Verify that salaries, equipment, and cash used for match do not derive from federal funds.*

**Prepared by:**

**Date:**

**Regional Manager or Branch Chief Approval:**

*If necessary, sign and attach separate .pdf* [*Manager Approval*](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=228025) *form*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Regional Manager or Branch Chief Signature*

***INSTRUCTIONS FOR CDFW MULTI-YEAR BUDGET WORKSHEET***

***(to be attached separately)***

*In addition to the Budget Narrative in this template, applicants must also complete and attach the separate excel* [*Multi-year Federal Budget Template Worksheet*](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=228026)*. Expenses associated with contracts or grants with organizations outside of CDFW (subrecipient) should only appear on the “C&PS External” lines of the Multi-year Budget Template (or “C&PS Interdepartmental” when working with another California state agency). Break down external expenses by subrecipient in “task”. Details of expenses incurred by the subrecipient should be described in the Budget section of this Narrative Template but need not be described in detail on the Budget Worksheet. All other sections of the Budget Worksheet, apart from “match description”, are for CDFW expenses only.*